

**Scaffold Pre-use Inspection Form**

*This form must be completed for all scaffolds used on University property.  
 IMPORTANT: Scaffolds MUST receive a RED tag if any item fails inspection.*



**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Type of work:** \_\_\_\_\_

Has this work location been examined before the start of work operations and have all the appropriate precautions been taken? \_\_\_\_\_

e.g. checking for: overhead objects, falling or tripping hazards, uneven ground, opening onto a door. \_\_\_\_\_

Will fall protection be required when using this scaffold? \_\_\_\_\_

Has the scaffold been setup according to manufacturer's instructions? \_\_\_\_\_

	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
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Scaffold components can support at least four times their maximum intended load. \_\_\_\_\_

Scaffold is fully planked- No more than 1" gap between planks. \_\_\_\_\_

Platform is at least 18 inches wide (12 inches on pump jacks). \_\_\_\_\_

Guardrails are used or personal fall arrest system is used, if work height is >6 feet. \_\_\_\_\_

<b>Guardrail system:</b>	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
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	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
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Toprail \_\_\_\_\_

Midrail \_\_\_\_\_

Toeboard \_\_\_\_\_

Posts \_\_\_\_\_

Scaffold is 8" or less from face of work \_\_\_\_\_

Planks do not extend past the ends of the scaffold frames more than 12 inches. \_\_\_\_\_

Casters are locked before work begins \_\_\_\_\_

Work platform free of clutter, mud, snow, oil or any tripping hazard. \_\_\_\_\_

Minimum power line clearance (10 feet) \_\_\_\_\_

If the scaffold is defective, has it been removed from service and tagged out? \_\_\_\_\_

<b>Supported Scaffolds:</b>	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
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	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
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Height to base width ratio is: Less than 4:1 (no guying, ties, or braces required) \_\_\_\_\_

Over 4:1 scaffolds are restrained from tipping by guying, tying, or bracing. \_\_\_\_\_

All scaffold frames and uprights use base plates (mud sills required if on dirt) \_\_\_\_\_

Footings are level, sound, and rigid. No settling has occurred. \_\_\_\_\_

Unstable objects such as blocks, bricks, buckets, etc. are not used as work platforms or to support scaffolds. \_\_\_\_\_

Are riggers secured and installed correctly? \_\_\_\_\_

<b>Rules for Access:</b>	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
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	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
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No more than 2' step up or down or a 14" step across to get on or off a platform \_\_\_\_\_

Ladder first rung is not more than 24" above the ground. \_\_\_\_\_

Hook-on and attachable ladders are designed for the scaffold. \_\_\_\_\_

Add-on ladders must have a rung length of at least 11 1/2" \_\_\_\_\_

Built in ladders (part of the scaffold frames) must have a rung length of at least 8". \_\_\_\_\_

Rungs line-up vertically for the entire height of the scaffold. \_\_\_\_\_

Cross braces are not used for climbing up or down from the scaffold. \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_