

# Sample Scaffold Erecting and Dismantling Procedure

## 1 Purpose

The purpose of this procedure is to ensure scaffolding is adequate for the work to be performed and properly erected and dismantled. It covers selecting, erecting, and dismantling all types of scaffolds. It applies to workers, supervisors, scaffold qualified persons, scaffold custodians, and Facilities.

## 2 Procedure

Step	Person	Action
<b>Scaffold Request</b>		
1.	Requester	Contact a scaffold qualified person for assistance. Contacts should be competent and qualified person, or registered professional engineers.
2.	Scaffold qualified person	<ul style="list-style-type: none"><li>Assist the requester in determining the best method of accessing the work area based on the work to be performed and the location of the work</li><li>Determine the need to screen the platform area based on the work being performed, vehicle or personnel traffic, and other conditions</li><li>Request the assistance of a fall protection competent or qualified person if needed due to the work location, restrictions in the area or building the work is located in, and choice of fall protection</li></ul>
3.	Requester	<p>If a scaffold is to be used:</p> <ul style="list-style-type: none"><li>If requester has an approved standard system scaffold go to step 6</li><li>Otherwise, submit a request to the safety department identifying the name of the scaffold qualified person who is assisting with scaffold erection, use and dismantling.</li></ul> <p>If a non-standard scaffold is required, enlist, with assistance of the scaffold qualified person, a qualified engineer to design or review the design of that scaffold, before submitting request for approval.</p>
4.	Safety Department	Generate service request documentation
5.	Scaffold erector/dismantler supervisor	Is notified by requester (for standard system scaffolds) or safety department of the request.

Step	Person	Action
<b>Scaffold Erection</b>		
6.	Scaffold erector/dismantler supervisor	<p>Contact the scaffold qualified person assisting the requester and the requester to</p> <ul style="list-style-type: none"> <li>▪ Evaluate the work required</li> <li>▪ Inspect the location</li> <li>▪ Confirm the best scaffold choice</li> <li>▪ Determine the scaffold's duration</li> <li>▪ Schedule day, time, and location for the scaffold erection</li> </ul>
7.	Scaffold erector/dismantler supervisor	<ul style="list-style-type: none"> <li>▪ Develop work plan</li> <li>▪ Include a scaffold qualified person, and, as appropriate, subject matter experts (SMEs) in work planning and control (WPC)</li> <li>▪ Include procedures required by manufacturer as determined by the type of scaffolding</li> <li>▪ Include in the work plan the hold and inspection points the scaffold qualified person requires</li> <li>▪ Ensure a toe board has been installed for platforms over 6 feet in height or as determined by the scaffold qualified person</li> <li>▪ Ensure wood used in wood scaffolding, used indoors, is approved by the fire marshal before its use</li> <li>▪ Ensure scaffold is guyed, tied-off, or braced if its height to base ratio exceeds three to one</li> </ul>
8.	Scaffold erector/dismantler supervisor	Contact the building / area manager to arrange for WPC release
9.	Scaffold erector/dismantler supervisor	Conduct pre-job/tailgate meeting with erectors/dismantlers to cover the work, hazards, and mitigations (scaffold qualified person may attend)
10.	Scaffold erector/dismantler supervisor	Supervise, with assistance of and scaffold qualified person, scaffold assembly to ensure standards and regulatory requirements are met
11.	Scaffold erector/dismantler	<ul style="list-style-type: none"> <li>▪ Erect scaffold per the instructions from the scaffold erector/dismantler supervisor, the scaffold qualified person, and training</li> <li>▪ Advise scaffold erector/dismantler supervisor when finished</li> </ul>
12.	Scaffold erector/dismantler supervisor	As soon as the scaffold is self-supporting, contact the scaffold qualified person to inspect the scaffold before its release for use
13.	Scaffold qualified person	<p>Inspect scaffold and attaches at the access point(s) the appropriate tag:</p> <ul style="list-style-type: none"> <li>▪ Red: DO NOT USE, SCAFFOLD IS BEING ERECTED OR DISMANTLED</li> </ul>

- Yellow: SCAFFOLD DOES NOT MEET OSHA REQUIREMENTS. WORKERS MUST USE FALL PROTECTION WHEN WORKING FROM THIS SCAFFOLD
  - Green: SCAFFOLD IS OK FOR USE Tag must include the scaffold capacity:
    - Light duty: 25 pounds per square foot
    - Medium duty: 50 pounds per square foot
    - Heavy duty: 75 pounds per square foot
    - Special duty: greater than 75 pounds per square foot as determined by a qualified engineer
- Place name, signature, and date of the inspection on the tag

14.	Scaffold qualified person	Inform the worker of the hazards, mitigations, and allowed uses of the scaffolding
15.	Worker	Use the scaffold following requirements of <a href="#">Ladder and Scaffold Safety: Scaffold Use Procedure</a>

### Scaffold Dismantling

16.	Worker	Inform requester that the work requiring a scaffold has ended
17.	Requester	Repeat steps 3 and 5, indicating the scaffold is to be dismantled
18.	Scaffold erector/dismantler supervisor	<ul style="list-style-type: none"> <li>▪ Repeat steps 7 through 11</li> <li>▪ Ensure the work site is left in a clean and safe condition</li> <li>▪ Request inspection from scaffold qualified person</li> </ul>
19.	Scaffold erector/dismantler	<ul style="list-style-type: none"> <li>▪ Dismantle scaffold per the instructions from the scaffold erector/dismantler supervisor, the scaffold qualified person, and training</li> <li>▪ Advise scaffold erector/dismantler supervisor when finished</li> </ul>
20.	Scaffold erector/dismantler supervisor	<ul style="list-style-type: none"> <li>▪ Ensure the work site is left in a clean and safe condition</li> <li>▪ Request inspection from scaffold qualified person</li> </ul>
21.	Scaffold qualified person	<ul style="list-style-type: none"> <li>▪ Inspect scaffold, requests changes or modifications if necessary to comply with regulations, standards, and requirements</li> <li>▪ If scaffold requires maintenance or repair, informs the scaffold custodian and places a DO NOT USE tag on the scaffold. Disposition of the scaffold is performed in consultation with the scaffold custodian.</li> </ul>
22.	Scaffold custodian	<ul style="list-style-type: none"> <li>▪ Ensure scaffold maintenance is performed if needed</li> <li>▪ Stores the scaffold according the manufacturer's recommendations and/or as instructed by the scaffold qualified person</li> </ul>

## 3 Forms

A scaffold tag, indicating status and capacity of the scaffold, and name and signature of the scaffold qualified person and date of inspection

## 4 Recordkeeping

A scaffold tag must be attached to the scaffold as soon as possible by the scaffold qualified person responsible for the scaffold. The scaffold tag is required for the duration of the scaffold's erection, use, and dismantling.

Source: U.S. DOE