Scaffolding toolbox talk

Work at height · about 5 minutes · read it out, or say it in your own words

SITE OR JOB	DATE	PRESENTER

A scaffold carries people, bricks and mortar above the ground, so when it is badly built, overloaded or quietly changed by someone who needed a board, it can collapse or let a person fall. The Construction Regulations say a competent person must be appointed in writing to supervise all scaffolding work, and that everyone who builds or inspects scaffolds must be competent.

SAY THIS

Only competent people build or change it

Scaffolds are put up, changed and taken down only by trained scaffold erectors working under the appointed scaffolding supervisor. If a brace, a tie or a board is in your way, do not move it yourself. Ask for the scaffolding team to change it. Taking away a part of a scaffold can make the whole thing fail, and interfering with safety equipment is against the law.

Look before you step on

Before you use a scaffold, check that it has been inspected and marked safe to use. If there is no tag, or it says do not use, stay off it and tell the foreman. If it was changed, damaged, hit by a vehicle or battered by a storm, it must be checked again before anyone climbs on.

What a safe scaffold looks like

The feet stand on base plates and solid boards on firm ground, never on bricks, blocks or loose soil. The working platform is fully boarded with no gaps and no loose boards sticking out. Open sides have a top rail, a middle rail and toe-boards. The scaffold is tied to the building. There is a proper ladder or stair to get up, so nobody has to climb the frame.

Do not overload it

A scaffold is built for a certain load. Ask the supervisor what this one can carry. Spread bricks and mortar along the platform in small amounts, close to the uprights, instead of one big pile in the middle. Never use the scaffold to store material overnight unless it was designed for that.

Mobile towers

Lock the wheels before anyone climbs a mobile tower. Nobody stays on the tower while it is being moved. Push it only on level ground with no holes, kerbs or loose rubble, and fit the outriggers if the tower has them.

Protect the people below

Keep the area under a scaffold barricaded while people work above. Toe-boards and netting stop things falling off. Never throw material or off-cuts down: lower them or carry them.

CHECK ON SITE TODAY

- [ ] Is every scaffold in use tagged as inspected and safe to use?
- [ ] Base plates and sole boards on firm ground, with no bricks or blocks underneath
- [ ] Platforms fully boarded, with top rails, mid-rails and toe-boards on open sides
- [ ] Ties to the building in place and nothing removed since the last inspection
- [ ] A safe ladder or stair to every working level
- [ ] Mobile tower wheels locked and the area below barricaded

ASK THE CREW

? Who is our appointed scaffolding supervisor, and how do you reach them?

? What would you do if a tie or brace was in the way of your work?

? How do you know a scaffold is safe to climb today?

? Where should materials go on the platform, and how much is too much?

PROTECTIVE EQUIPMENT FOR THIS JOB

Hard hat · Safety boots · Harness and lanyard for scaffold erectors where the fall protection plan calls for it · Gloves when handling tubes, clips and boards

THE LAW

Construction Regulations, 2014, regulation 16: Scaffolding; Construction Regulations, 2014, regulation 10: Fall protection; Occupational Health and Safety Act 85 of 1993, section 15: Duty not to interfere with, damage or misuse things. What each one says, in plain words, with links: sitediary.co.za/toolbox-talks/scaffolding/

Toolbox talk attendance register

TOPIC

Scaffolding

DATE

SITE OR JOB

TIME

PRESENTER

COMPANY

PRESENTER SIGNATURE

By signing, I confirm that I attended this toolbox talk, that it was given in a language I understand, and that I could ask questions.

NO.	NAME AND SURNAME	COMPANY OR TRADE	SIGNATURE
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Keep this register in the site health and safety file. Log the talk in today's site diary with a photo of this page.