Scaffolding Safety Rules

As recommended by the Scaffolding, Shoring, and Forming Institute reprinted with permission

Following are some common sense rules designed to promote safety in the use of steel scaffolding. These rules are illustrative and suggestive only, and are intended to deal only with some of the many practices and conditions encountered in the use of scaffolding. The rules do not purport to be all-inclusive or to supplant or replace other additional safety and precautionary measures to cover usual and unusual conditions. They are not intended to conflict with, or supercede, any state, local, or federal statute or regulation: reference to such specific provisions should be made by user, see rule II.

I. POST THESE SCAFFOLDING SAFETY RULES in a conspicuous place and be sure that all persons who erect, dismantle, or use scaffolding are aware of them.

II. FOLLOW ALL STATE, LOCAL, AND FEDERAL CODES, ORDINANCES AND REGULATIONS pertaining to scaffolding

III. INSPECT ALL EQUIPMENT BEFORE USING - Never use any equipment that is damaged or deteriorated in any way.

IV. KEEP ALL EQUIPMENT IN GOOD REPAIR. Avoid using rusted equipment - the strength of rusted equipment is not known.

V. INSPECT ERECTED SCAFFOLDS REGULARLY to be sure that they are maintained in safe condition.

VI. CONSULT YOUR SCAFFOLDING SUPPLIER WHEN IN DOUBT - scaffolding is his business, NEVER TAKE CHANCES

A. PROVIDE ADEQUATE SILLS for scaffold posts and use base plates.

B. USE ADJUSTING SCREWS instead of blocking to adjust to uneven grade conditions.

C. PLUMB AND LEVEL ALL SCAFFOLDS as the erection proceeds. Do not force braces to fit - level the scaffold until proper fit can be made easily.

D. FASTEN ALL BRACES SECURELY.

E. DO NOT CLIMB CROSS BRACES. An access (climbing) ladder, access steps, frame designed to be climbed or equivalent safe access to the scaffold shall be used.

F. ON WALL SCAFFOLDS PLACE AND MAINTAIN ANCHORS securely between structure and scaffold at least every 30" of length and 26" of height.

G. WHEN SCAFFOLDS ARE TO BE PARTIALLY OR FULLY ENCLOSED, specific precautions must be taken to assure frequency and adequacy of ties attaching the scaffolding to the building due to increased load conditions resulting from wind and weather. The scaffolding components to which the ties are attached must also be checked for additional loads.

H. FREE STANDING SCAFFOLD TOWERS MUST BE RESTRAINED FROM TIPPING by guying or other means.

I. EQUIP ALL PLANKED OR STAGED AREAS with proper guardrails, midrails, and toeboards along all open sides and ends of scaffold platforms.

J. POWER LINES NEAR SCAFFOLDS are dangerous. Use caution and consult the power service company for advice.

K. DO NOT USE ladders or makeshift devices on top of scaffolds to increase the height.

L. DO NOT OVERLOAD SCAFFOLDS

M. PLANKING:

1. Use only lumber that is properly inspected and graded as scaffold plank.
2. Planking shall have at least 12" of overlap and extend 6" beyond the center of support, or be cleated at both ends to prevent sliding off supports.
3. Fabricated scaffold planks and platforms unless cleated or restrained by hooks shall extend over their end supports not less than 6" nor more than 12".
4. Secure plank to scaffold when necessary.

N. FOR ROLLING SCAFFOLD THE FOLLOWING ADDITIONAL RULES APPLY:

1. DO NOT RIDE ROLLING SCAFFOLDS
2. SECURE OR REMOVE ALL MATERIAL AND EQUIPMENT from platform before moving scaffold.
3. CASTER BRAKES MUST BE APPLIED at all times when scaffolds are not being moved.
4. CASTERS WITH PLAIN STEMS shall be attached to the panel or adjustment screw by pins or other suitable means.
5. DO NOT ATTEMPT TO MOVE A ROLLING SCAFFOLD WITHOUT SUFFICIENT HELP. Watch out for holes in floor and overhead obstructions.
6. DO NOT EXTEND ADJUSTING SCREWS ON ROLLING SCAFFOLDS MORE THAN 12".
7. USE HORIZONTAL DIAGONAL BRACING near the bottom and at least at 20" intervals measured from the rolling surfaces.
8. DO NOT USE BRACKETS ON ROLLING SCAFFOLDS without consideration of overturning effect.
9. THE WORKING PLATFORM HEIGHT OF A ROLLING SCAFFOLD must not exceed four times the smallest base dimension unless guied or otherwise stabilized.

O. For “PUTLOGS” and “TRUSSES” the following additional rules apply:

1. DO NOT CANTILEVER OR EXTEND PUTLOGS/TRUSSES as side brackets without thorough consideration for loads applied.
2. PUTLOGS/TRUSSES SHOULD EXTEND AT LEAST 6” beyond point of support.
3. PLACE PROPER BRACING BETWEEN PUTLOGS/TRUSSES when the span of putlog/truss is more than 12”.

P. ALL BRACKETS shall be seated correctly with side brackets parallel to the frames and end brackets at 90 degrees to the frames. Brackets shall not be bent or twisted from normal position. Brackets (except mobile brackets designed to carry materials) are to be used as work platforms only and shall not be used for storage of material or equipment.

Q. ALL SCAFFOLDING ACCESSORIES shall be used and installed in accordance with the manufacturers recommended procedure. Accessories shall not be altered in the field. Scaffolds, frames, and their components, manufactured by different companies shall not be intermixed

Please Feel Free to call with any questions not covered in this document. (952) 944-8040

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Bil-Jax recommends that all users of this equipment be supplied with safety information and OSHA regulations. This information must be thoroughly read and understood before using the equipment. If you have not been provided with OSHA regulations or safety literature, please call (952) 944-8040 before use.

Bil-Jax Rolling Towers offer a large work platform area, adjustable platform levels, and quick and easy assembly which allows a worker to perform their job safely.

A Rolling Tower should only be used on solid, level, and clear floor areas. Do not use on soil or unlevel surfaces. Check for overhead obstructions which may interfere with the tower.

1. Before starting erection, check all parts for damage, making sure that they are in proper working order. Any part that does not look to be in good working condition or is damaged in any way should not be used.
2. **BRACING** Attach diagonal bracing to frame sections, securing in place with the frame brace locks. (Fig. 1)

3. **CASTERS, JACKS, BASE PLATES**
   Insert casters and secure with attaching pin or bolt. Set brakes on all casters (Fig. 2) before proceeding with tower erection. If leveling casters are used, secure with stem retainer clamp, wire, or other suitable means. (Fig. 3) Do not extend leveling screws more than 12”. If application does not call for a Rolling Tower, follow above procedure and replace casters with leveling jacks (fig. 4) or base plates (fig. 5) on mud sills.

4. **CAT-A-CORNER SQUARING BRACE**
   Install cat-a-corner squaring brace (this should be installed at the base and every additional 20’ of height).
5. **OUTRIGGERS**
Determine tower height required to complete the job. If height exceeds 3 times the minimum base dimension, (see Free Standing Tower Height section below) install outriggers to increase minimum base dimension or tie in to permanent structure as codes require. Pin caster to outrigger and attach outrigger to scaffold leg. Adjust to desired angle and tighten clamp firmly to prevent movement. Set caster brakes.

![Outrigger Diagram](image)

**FREE STANDING TOWER HEIGHT TO MINIMUM BASE DIMENSIONS**

![Diagram](image)

Bil-Jax recommends the maximum free-standing tower height permitted for a Rolling Tower be 3 times the minimum base dimension, although OSHA codes allow 4 to 1 in most states. Consult your state and local codes to insure your tower complies with all applicable regulations.

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A \times 3 = B
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(some states allow 3-1/2 or 4—check your local & state codes)

6. **ADDING FRAME SECTIONS**
Hoist end frames and braces to next level by means of rope and tag line. Install diagonal bracing. Secure frames together using inserts and insert locking pins. Be sure to erect step frames so that the steps continue above one another on the same side of the frame. Full decking should be installed on completed tier before attempting to assemble next tier, and should be moved up as each additional tier is completed. **NOTE:** When required, access ladder of stair sections must be installed at the same time as each scaffold section is added.
7. **GUARD RAILING – FINAL DECKING**  
Upon completion of tower to desired height, install and lock double guard railing and toeboards on all 4 sides as required by OSHA. Make sure all guard rail posts are secured with lock pins. Install walkboards to fully deck platform work area. Secure walkboards in place by using an 8 penny nail (Fig. 6), engaging slide lock (Fig. 7), engaging rotation lock (Fig. 8), as equipped. See OSHA regulations for additional information concerning securing decking.

**IMPORTANT: CAUTION**
Inspect scaffold daily or before each use.
Do not exert horizontal force from on top of a free-standing scaffold.
Do not climb or stand on cross braces of horizontal braces.
Do not swing around corner of scaffold to enter platform from the cross brace side.
Do not use boxes, ladders, or other means to increase working height.
Do not stand or sit on guard rails.
Do not use bricks, boxes, concrete blocks, or any other unstable objects under scaffold leg.
NEVER ride a moving scaffold.
Do not move scaffold by applying a pulling or pushing force at or near the top.
Do not use braces as a platform support.
Do not use personnel brackets (side brackets) on a **Rolling Tower**.
Use approver access ladder or stairs to climb scaffold. Properly erected step type end frames will provide “equivalent, safe access” as required by OSHA.
When hoisting material or using side brackets, scaffold must be restrained from tipping by guying, tying to a permanent structure, or other acceptable means.
Restrict loading to safe working loads. If unsure of safe load limit, consult your scaffold dealer.
If you have not been provided with OSHA regulations or safety literature, or for any questions concerning the safe use of this equipment, call (952) 944-8040 before use.

**NOTE:** All OSHA, state and local codes and regulations pertaining to this equipment should be obtained, read, and thoroughly understood before attempting to erect or use this equipment. Persons under the influence of drugs, alcohol, or prescription medication should not be on or near this equipment. Common sense should be implemented at all times during the erection and use of this equipment. DO NOT USE THIS EQUIPMENT IN AREAS WHERE EQUIPMENT OR USER MAY COME INTO CONTACT WITH A LIVE POWER SOURCE.
ROLLING TOWER GUIDE LINES

GUARD RAIL: TOP AND MID RAILS ARE REQUIRED ON 10 FT. AND HIGHER PLATFORMS.

TOE BOARD: FOR FALLING OBJECT PROTECTION.

WORK PLATFORM: EACH PLATFORM WORK LEVEL SHALL BE FULLY PLANKED.

STEP FRAMES: TO BE ASSEMBLED SO THE RUNGS ARE VERTICALLY ON THE SAME SIDE.

INSERT PIN: MUST BE LOCKED TOGETHER WITH THE FRAME USING FASTENING PINS.

CROSS BRACE: INSTALL BRACES AT ALL BRACE LOCK LOCATIONS.

OUTRIGGERS: ARE USED TO INCREASE THE BASE DIMENSION. MUST BE INSTALLED ON BOTH SIDES.

CASTERS: MUST BE LOCKED WHEN SCAFFOLD IS IN USE. STEMS ARE TO BE PINNED THE FRAME LEGS.

CAT-A-CORNER SQUARING BRACE: IS REQUIRED AT THE BASE AND EVERY 20 FT OF TOWER HEIGHT.

A: START WITH A LEVEL SOUND FOUNDATION.

B: WHERE LEVELING IS NECESSARY, SCREW JACKS OR CASTERS WITH LEVELING STEMS SHALL BE USED.

C: SOME STATES ALLOW ONLY 3 TIMES THE NARROWEST BASE DIMENSION FOR MAX HEIGHT. CHECK ALL STATE AND LOCAL CODES.

D: FOLLOW ALL FEDERAL, OSHA, STATE AND LOCAL CODES.

E: WARNING: DO NOT USE THIS EQUIPMENT NEAR POWER LINES OR OTHER LIVE ELECTRIC CIRCUITS.

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