

Instructions: Qualified Scaffold Inspectors use this checklist to determine whether or not an existing scaffold shows visible signs of damage or excessive use. If needed, refer to procedure R-11-026 for more detailed specifics of each requirement.

Base:

- Verify the scaffold is visibly plumb and level.
- Verify all base plates are in place and undamaged.
- Verify all screw jacks are tight against stops.

Structure:

- Verify all parts of the scaffold are an adequate distance from exposed power lines for the work to be performed on the scaffold.
- Verify that attachment wedges and button snaps are fully engaged.
- Verify the wheels are locked on rolling scaffolds.

Platform:

- Verify with unit operator that wood components will be a safe distance from hot or potentially hot piping.
- Verify all ignitable components adjacent to hot or potentially hot piping are protected by appropriate insulation material or removed.
- Verify that there are not splits, cuts, or de-lamination in wood planks.
- Verify that there are no holes large enough to allow falling through or tripping.
- Verify all planks are secured to prevent sliding, or uplifting.
- Verify that platform planks do not have more than 1" spacing between them.
- Verify excessive debris or materials have not accumulated on the work platform.

Guardrails:

- Verify that serviceable guardrails are installed on all platforms 6' above a lower level unless alternate fall protection is required.

Falling Object Protection:

- Verify that toe boards are in place and adequately secured.
- Verify at least one of the additional falling object protections below is provided or feasible for the user to install if there is a chance falling objects could cause personal injury or equipment damage.
 - Wire mesh
 - Caution barricade tape around the scaffold base
 - Snow fencing

Access:

- Verify that ladders and hand holds are not damaged and that they extend at least 3' above deck.
- Ensure access gates swing closed when released.
- Verify ladder rungs are not bent, dented or damaged.

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

Tie Offs:

- Verify that vertical tie offs or braces are present if scaffold height requires them.
- Verify that horizontal tie offs or braces are present if scaffold height and length requires them.

Tags:

- Verify that one of the following tags is attached near the bottom of the ladder:
 - Red Tag: the scaffold is unsuitable for use
 - Yellow Tag: additional precautions are required and noted on the tag
 - Green Tag: the scaffold meets all applicable requirements
- Verify "Head Knocker" tags, where required, are installed conspicuously 3' to 4' below the hazard.
- Verify a white Marathon Anacortes Refinery scaffold inspection record tag and tag holder are installed, with the tag obscuring the warnings printed on the tag holder. If the tag has no open/unused signature lines replace it with a fresh tag. Marathon Anacortes Refinery scaffold inspection tags and tag holders are available 24/7 in bins outside the Marathon Safety Equipment Room
- Sign the white Marathon Anacortes Refinery scaffold inspection record tag if the scaffold passes inspection.

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.