

Instructions: Qualified Scaffold Builders use this checklist to verify that a scaffold is sound and meets all technical requirements before turning the scaffold over for use. If needed, refer to procedure R-11-026 for more detailed specifics of each requirement.

Base:

- Verify the supporting structure is adequate.
- Verify the scaffold is 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 it has adequate strength to withstand high winds.
- Verify that attachment wedges and button snaps are fully engaged.
- Verify the appropriate horizontal and vertical bracing are present.
- Ensure that wheels are locked when working from a wheeled scaffold.
- Verify the scaffold has been constructed to carry the maximum 25#/sq. ft. load unless designed specifically for heavier loads.

Note: Scaffolds must be engineered when the height of the scaffold is over 125' from the base, or has an unusual configuration.

Platform:

- Verify with Unit Operator that wood components will be a safe distance from hot or potentially hot piping.
- Insulate all ignitable components adjacent to hot or potentially hot piping with appropriate insulation material.
- Verify wood platform planks are made of scaffold grade lumber.
- Verify that there are no splits, cuts, or de-lamination in wood planks.
- Verify there are no holes large enough to allow falling through or tripping.
- Verify all planks are secured to prevent sliding, or uplifting.
- Verify wood components (planks) will not deflect more than 1/60th of the span (example an 8' plank on a 7' span cannot deflect more than 1 3/8").
- Verify that platform planks do not have more than 1" spacing between them.
- Ensure there is no debris or materials 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.
- Verify top rail is set at 38" to 45" above platform with a mid-rail.

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Falling Object Protection:

- Verify that toe boards are in place (except across gate openings) 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 adequate access to any platform that is over 2' higher than the lower platform.
- Verify that ladders and hand holds extend at least 3' above the deck.
- Verify access gates have been installed when feasible. Access gates must have an integral toe board when feasible.
- Verify access gates swing closed when released.
- Verify ladders are attached so they will not tip the scaffold.
- Verify rung spacing between the ground or platform and the first rung is the same as the spacing between subsequent ladder rungs (preferably 12").
- Verify access rest platforms are at 20' maximum vertical intervals (unless the top platform is under 24').

Tie Offs:

- Where the height to base ratio is more than four to one (4:1), verify that vertical scaffold tie offs or braces are present.
- Verify the uppermost tie offs or braces are placed as close to the top horizontal member as possible.
- Verify vertical tie offs or braces are no more than 20' apart (26' on scaffold with a minimum base dimension of 3').
- Verify horizontal tie offs or braces are present on scaffolds 30 feet or longer and with a height to base ratio of more than 4:1.

Tags:

- Verify "Head Knocker" tags, where required, are installed conspicuously 3' to 4' below the hazard.
- 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 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. Installing used tags with at least 5-10 open/unused signature lines is acceptable.
- Sign the white Marathon Anacortes Refinery scaffold inspection record tag if the scaffold is not red tagged and is to be used today.

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