

## Scaffolding Assembly Checklist

This checklist is intended to guide the safe assembly of scaffolding. It should be used to help make sure that key scaffolding requirements are identified and addressed during installation. A thorough review of this checklist supports compliance with safety requirements and helps reduce the risk of injury during scaffolding setup and use.

**Checking off each item confirms that the installation has been inspected by a competent person\* prior to use and that the manufacturer's specifications were followed and are available on the site where the scaffolding is in use.**

Scaffolding Assembly	✓	Notes
<b>Level and plumb</b> Base plates, mudsills, and screw jacks are used to keep the scaffold stable and level.		
<b>Lock wheels</b> On rolling scaffolds, brakes work properly and are applied during use.		
<b>Install bracing</b> Horizontal and diagonal braces are properly installed for stability.		
<b>Secure work platforms</b> All work platforms are fully decked, cleated, or wired in place.		
<b>Guardrails and toe boards</b> Work platforms are protected by guardrails and toe boards.		
<b>Lock all connections</b> Coupling pins, pigtail and lock pins, and lock arms (banana bars) are installed to secure sections.		
<b>Secure to prevent lateral movement</b> Scaffolding is tied in at least every 4.6 m vertically and 6.4 m horizontally.		
<b>Maintain electrical clearance</b> Electrical clearance requirements have been met and safe limits of approach to power lines are always maintained.		
<b>Manufacturer specifications</b> Manufacturer specifications have been followed and are available on site.		

The signature below confirms that the scaffolding has been inspected by a competent person and installed in accordance with the manufacturer's specifications. Signing indicates that the inspection has been completed and that the scaffolding is considered safe for use at the time of inspection. Please retain this document for your records.

\_\_\_\_\_  
**Competent person name**

\_\_\_\_\_  
**Competent person signature**

\_\_\_\_\_  
**Date**

\* Competent person is defined in the Scaffolding Regulations definitions as "a person who is qualified because of that person's knowledge, training and experience to do the assigned work in a manner that will ensure the health and safety of persons in the workplace, and is knowledgeable about the provisions of the OHS Act and the regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work."

# Assembled Scaffolding

