

Chapter 15: [Ladder and Scaffold Safety](#)

# Scaffold Erecting and Dismantling Procedure

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/scaffoldProcedErectDismant.pdf>

## 1 Purpose

The purpose of this procedure is to ensure scaffolding is adequate for the work to be performed and properly erected and dismantled. It covers selecting, erecting, dismantling, and inspecting all types of scaffolds. It applies to workers using scaffolds, supervisors, scaffold custodians, scaffold qualified persons, scaffold erectors/dismantles, and Facilities and Operations.

## 2 Procedure

Step	Person	Action
<b>Scaffold Request</b>		
1.	Requester	Contacts a scaffold qualified person for assistance ( <a href="#">Competent and Qualified Persons and Engineers</a> )
2.	Scaffold qualified person	<ul style="list-style-type: none"> <li>▪ Assists the requester in determining the best method of accessing the work area based on the work to be performed and the location of the work</li> <li>▪ Determines the need to screen the platform area based on the work being performed, vehicle or personnel traffic, and other conditions</li> <li>▪ Requests the assistance of a fall protection competent or qualified person if needed due to the work location, restrictions in the area or building the work is located in, and choice of fall protection</li> </ul>
3.	Requester	<p>If a scaffold is to be used:</p> <ul style="list-style-type: none"> <li>▪ If requester has an approved standard system scaffold goes to step 6</li> <li>▪ Otherwise, submits a Facilities service request by using the <a href="#">Facilities Service Request System</a> or calling ext. 8901. Informs the Facilities Service Desk of the name of the scaffold qualified person who is assisting with scaffold. (All requests must contain the word “scaffold” within the request; presence of the word “scaffold” triggers e-mails.)</li> </ul> <p><i>Note: if a non-standard scaffold is required, enlists, with assistance of the scaffold qualified person, a qualified engineer to design or review the design of that scaffold, before submitting request to Facilities</i></p> <p><i>Note: if the scaffold needed is not available at SLAC, follows <a href="#">Ladder and Scaffold Safety: Scaffold Purchasing Procedure</a> to rent or buy</i></p>
4.	Facilities Service Desk	Generates service request documentation

Step	Person	Action
5.	Scaffold erector/dismantler supervisor	Is notified by requester (for standard system scaffolds) or Facilities Service Desk of request
6.	Scaffold custodian	Is contacted by the Facilities Service Desk, the scaffold erector/dismantler supervisor, or the scaffold qualified person of the need to use the scaffold in his or her care

### Scaffold Erection

7.	Scaffold erector/dismantler supervisor	<p>Contacts the scaffold qualified person assisting the requester and the requester to</p> <ul style="list-style-type: none"> <li>▪ Evaluate the work required</li> <li>▪ Inspect the location</li> <li>▪ Confirm the best scaffold choice</li> <li>▪ Determine the scaffold's duration</li> <li>▪ Schedule day, time, and location for the scaffold erection</li> </ul>
8.	Scaffold erector/dismantler supervisor	<ul style="list-style-type: none"> <li>▪ Develops work plan</li> <li>▪ Includes a scaffold qualified person and, as appropriate, subject matter experts (SMEs) in work planning and control (WPC) (see <a href="#">Chapter 2, "Work Planning and Control"</a>)</li> <li>▪ Reviews and includes procedures required by manufacturer as determined by the type of scaffolding</li> <li>▪ Includes in the work plan the hold and inspection points the scaffold qualified person requires</li> <li>▪ Has a toe board installed for platforms over 6 feet in height or as determined by the scaffold qualified person</li> <li>▪ Ensures wood used in wood scaffolding, used indoors, is approved by the fire marshal before its use</li> <li>▪ Ensures scaffold is guyed, tied-off, or braced if its height to base ratio exceeds three to one</li> </ul>
9.	Scaffold erector/dismantler supervisor	Contacts the area / building manager to arrange for WPC release
10.	Scaffold erector/dismantler supervisor	Conducts pre-job/tailgate meeting with erectors/dismantlers to cover the work, hazards, and mitigations (scaffold qualified person may attend)
11.	Scaffold erector/dismantler supervisor	Supervises, with assistance of and scaffold qualified person, scaffold assembly to ensure standards and regulatory requirements are met
12.	Scaffold erector/dismantler	<ul style="list-style-type: none"> <li>▪ Erects scaffold per the instructions from the scaffold erector/dismantler supervisor, the scaffold qualified person, and training</li> <li>▪ Advises scaffold erector/dismantler supervisor when finished</li> </ul>
13.	Scaffold erector/dismantler supervisor	As soon as the scaffold is self-supporting, contacts the scaffold qualified person to inspect the scaffold before its release for use

Step	Person	Action
14.	Scaffold qualified person	<p>Inspects scaffold and attaches at the access point(s) the appropriate tag:</p> <ul style="list-style-type: none"> <li>▪ Red: DO NOT USE, SCAFFOLD IS BEING ERECTED OR DISMANTLED</li> <li>▪ Yellow: SCAFFOLD DOES NOT MEET OSHA REQUIREMENTS. WORKERS MUST USE FALL PROTECTION WHEN WORKING FROM THIS SCAFFOLD</li> <li>▪ Green: SCAFFOLD IS OK FOR USE</li> </ul> <p>Tag must include the scaffold capacity:</p> <ul style="list-style-type: none"> <li>▪ Light duty: 25 pounds per square foot</li> <li>▪ Medium duty: 50 pounds per square foot</li> <li>▪ Heavy duty: 75 pounds per square foot</li> <li>▪ Special duty: greater than 75 pounds per square foot as determined by a qualified engineer</li> </ul> <p>Places name, signature, and date of the inspection on the tag</p>
15.	Scaffold qualified person	<p>Informs the worker of the hazards, mitigations, and allowed uses of the scaffolding</p>
16.	Scaffold user	<p>Uses the scaffold following requirements of <a href="#">Ladder and Scaffold Safety: Scaffold Use Procedure</a></p>
<b>Scaffold Dismantling</b>		
17.	Scaffold user	<p>Informs requester that the work requiring a scaffold has ended</p>
18.	Requester	<p>Repeats steps 3 and 5, indicating the scaffold is to be dismantled</p>
19.	Scaffold erector/dismantler supervisor	<ul style="list-style-type: none"> <li>▪ Repeats steps 7 through 11</li> <li>▪ Ensures the work site is left in a clean and safe condition</li> <li>▪ Requests inspection from scaffold qualified person</li> </ul>
20.	Scaffold erector/dismantler	<ul style="list-style-type: none"> <li>▪ Dismantles scaffold per the instructions from the scaffold erector/dismantler supervisor, the scaffold qualified person, and training</li> <li>▪ Advises scaffold erector/dismantler supervisor when finished</li> </ul>
21.	Scaffold erector/dismantler supervisor	<ul style="list-style-type: none"> <li>▪ Ensures the work site is left in a clean and safe condition</li> <li>▪ Requests inspection from scaffold qualified person</li> </ul>
22.	Scaffold qualified person	<ul style="list-style-type: none"> <li>▪ Inspects scaffold, requests changes or modifications if necessary to comply with regulations, standards, and requirements</li> <li>▪ If scaffold requires maintenance or repair, informs the scaffold custodian and places a DO NOT USE tag on the scaffold. Disposition of the scaffold is performed in consultation with the scaffold custodian.</li> </ul>
23.	Scaffold custodian	<ul style="list-style-type: none"> <li>▪ Ensures scaffold maintenance is performed if needed</li> <li>▪ Stores the scaffold according the manufacturer's recommendations and/or as instructed by the scaffold qualified person</li> </ul>

### 3 Forms

The following forms and systems are required by this procedure:

- [Competent and Qualified Persons and Engineers](#). SharePoint site for approval and listing of competent and qualified personnel
- [Facilities and Operations Project and Work Request System](#). System for requesting services from Facilities
- A scaffold tag, indicating status and capacity of the scaffold, and name and signature of the scaffold qualified person and date of inspection

## 4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- A scaffold tag must be attached to the scaffold as soon as possible by the scaffold qualified person responsible for the scaffold. The scaffold tag is required for the duration of the scaffold's erection, use, and dismantling.

## 5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 15, "Ladder and Scaffold Safety"](#)
  - [Ladder and Scaffold Safety: Scaffold Use Procedure](#) (SLAC-I-730-0A21C-029)
  - [Ladder and Scaffold Safety: Scaffold Purchasing Procedure](#) (SLAC-I-730-0A21C-028)
- [Chapter 2, "Work Planning and Control"](#)
- [Chapter 45, "Fall Protection"](#)