# Chapter 15: Ladder and Scaffold Safety

## Scaffold Use Procedure

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URL: [https://www-group.slac.stanford.edu/esh/eshmanual/references/scaffoldProcedUse.pdf](https://www-group.slac.stanford.edu/esh/eshmanual/references/scaffoldProcedUse.pdf)

### 1 Purpose

The purpose of this procedure is to ensure the safe use of scaffolds. It covers inspecting and using scaffolds, both for working on and accessing other locations. It applies to workers using scaffolds, supervisors, and scaffold qualified persons.

### 2 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervisor</td>
<td>Ensures user is trained, authorized, and released for using a scaffold following the requirements of work planning and control (WPC) (see Chapter 2, “Work Planning and Control”)</td>
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</tbody>
</table>
| 2    | Scaffold user           | - Inspects the scaffold before using, following training  
                              - Verifies a green tag is attached to the scaffold with a scaffold qualified person’s name, signature, and date and the capacity of the scaffold:  
                                - Light duty: 25 pounds per square foot  
                                - Medium duty: 50 pounds per square foot  
                                - Heavy duty: 75 pounds per square foot  
                                - Special duty: greater than 75 pounds per square foot as determined by a qualified engineer |
| 3    | Scaffold user           | If any changes or alterations to the scaffold are found  
                              - Informs the scaffold qualified person ([Competent and Qualified Persons and Engineers](https://www-group.slac.stanford.edu/esh/eshmanual/references/scaffoldProcedUse.pdf))  
                              - Prevents others from using the scaffold by the use of a tag, danger or caution tape, or some other means until it is re-inspected by the scaffold qualified person |
| 4    | Scaffold user           | Consults with the scaffold qualified person, if needed, on pre-use inspection, maintaining the scaffold, and any unique requirements for the scaffold’s use |
| 5    | Scaffold qualified person | - Assists user as needed  
                              - Re-inspects the scaffold as needed |
Step | Person | Action
--- | --- | ---
6. | Scaffold user | Uses the scaffold according to training and any additional guidance or requirements specified by the scaffold qualified person

7. | Scaffold user | May ride on a rolling scaffold or tower provided all these conditions are met.
- The floor or surface is within 3 degrees of level, and free from pits, holes, or obstructions.
- The minimum dimension of the scaffold base is half the height or more. Outriggers may be used to increase the base dimension to meet the minimum requirement and if used must be on both sides of the scaffold.
- The wheels must support the scaffold and four times the rated load. All wheels must be locking and two must swivel.
- The manual force used to move the scaffold must be applied as close to the base as practicable, but not more than 5 feet (1.5 meters) above the supporting surface of the scaffold.
- Before a scaffold is moved, each user on the scaffold must be made aware of the move.
- No person may be on any part of the scaffold that extends outward beyond the wheels, casters, or other supports.
- A rolling scaffold may be moved by the person riding provided the platform is 4 feet or less high, the platform is 20 inches or greater in width, and the scaffold meets all of the conditions outlined above.

These requirements can be found in the Title 8, California Code of Regulations, “Industrial Relations”, Section 1646, “Tower Scaffolds and Rolling Scaffolds, Wood or Metal” (8 CCR 1646).

**Important:** scaffolds mounted on vehicles are not allowed at SLAC.

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

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- None

5 References

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)

- Chapter 15, “Ladder and Scaffold Safety”
- Ladder and Scaffold Safety: Scaffold Erecting and Dismantling Procedure (SLAC-I-730-0A21C-027)
  - Chapter 2, “Work Planning and Control”
  - Chapter 45, “Fall Protection”

Other Documents