

**CALIFORNIA STATE UNIVERSITY,  
LOS ANGELES**

**PORTABLE SCAFFOLD PROGRAM**

**December 2017**

**PROGRAM APPROVAL AND AUTHORIZATION**

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**William A. Covino, President**

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**Date**

1.0. PURPOSE:

To establish organization and control over the storage, erection, use, maintenance and inspection of portable scaffold systems for platforms no higher than twelve (12) feet.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. Risk Management/Environmental Health and Safety (RM/EHS).
- 2.2. Facilities Services.
- 2.3. University Auxiliary Services, Inc. (UAS) Maintenance.

3.0. REFERENCES:

- 3.1. 8 CCR Section 1637, General Requirements.
- 3.2. 8 CCR Section 1644, Metal Scaffolds.
- 3.3. 8 CCR Section 1646, Tower Scaffolds and Rolling Scaffolds, Wood or Metal.

4.0. POLICY:

The policy of California State University, Los Angeles (Cal State LA) is to ensure the health and safety of its staff and students by instituting safe work procedures and practices. Toward this goal, Cal State LA scaffolds shall be erected, inspected, used and maintained only by trained personnel controlled by this program.

5.0. DEFINITIONS:

- 5.1. **Competent Person** - One who through a combination of knowledge, experience and training is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate those hazards.
- 5.2. **Outriggers** - The structural member of a supported scaffold used to increase the base width of a scaffold in order to provide greater stability for the scaffold.
- 5.3. **Platform** - The horizontal working surface of a scaffold.
- 5.4. **Qualified Person** - A person who by possession of a recognized degree, certificate or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.
- 5.5. **Scaffold** - Any temporary elevated or suspended platform and its supporting structure used for supporting employees or materials or both, except this term does not include crane or derrick suspended personnel platforms.

## 6.0. RESPONSIBILITIES:

### 6.1. RM/EHS will:

- 6.1.1. Develop and maintain this procedure in consultation with Facilities Services.
- 6.1.2. Provide program audit/oversight.

### 6.2. Facilities Services will:

- 6.2.1. Purchase, store, audit and maintain scaffold equipment.
- 6.2.2. Erect, inspect and use scaffolds.
- 6.2.3. Provide training for users.

## 7.0. PROCEDURES:

### 7.1. Scaffold Equipment Storage and Issue

- 7.1.1. It is intended that scaffolds be centralized in one (1) place and that scaffolds be of a manageable type so that each using shop is familiar with the available scaffolds.
- 7.1.2. The warehouse clerk stores, issues to, and receives the scaffold equipment from the requesting Facilities Services qualified personnel.

### 7.2. Erecting Scaffolds

#### 7.2.1. Platform Guardrails

- 7.2.1.1. The construction regulatory requirement for scaffold guardrails is 7 ½ feet or higher. Note however, the general industry standards for working surfaces thirty (30) inches and higher require similar guard rails. There is exemption for scaffolding, ladders etc. For this reason, it is prudent to use guardrails on scaffolds with platform heights less than 7 ½ feet.
- 7.2.1.2. Guard rails must be forty-two (42) to forty-five (45) inches above platform.
- 7.2.1.3. Mid-rails shall be about half way between the top guardrail and platform.
- 7.2.1.4. End chains shall be present and closed when a worker is on the platform.
- 7.2.1.5. If the scaffold is within eighteen (18) inches of the wall, guardrails are not required on the wall side to allow work access to the wall.

### 7.2.2. Platform Toeboards

7.2.2.1. Toeboards are required for platforms heights six (6) feet or more.

7.2.2.2. Toeboards must be installed that are four (4) inches high and gap not greater than ½" above the platform to prevent materials from falling off the platform.

### 7.2.3. Platform Height to Wheel/Foot Support

7.2.3.1. The width of the base support (wheels or feet) have a ratio of 1:3 (at least one (1) foot for every three (3) feet of height) to guarantee vertical stability.

### 7.2.4. Other Assembly Items

7.2.4.1. Wheels must be locked when the scaffold is not being moved.

7.2.4.2. All braces and ancillary equipment shall be installed per applicable checklist (Appendix 8.1. or 8.2.).

## 7.3. Inspection/Maintenance

7.3.1. Upon assembly, a Facilities Services competent person will check that the assembly is complete and fully functional and fill-out and sign the appropriate scaffold checklist (Appendix 8.1. or 8.2.).

7.3.2. Upon finding defects which make the assembly incomplete or impaired, tag out and seek maintenance prior to use.

7.3.3. The checklist is filed with Facilities Services records and with RM/EHS.

## 7.4. Climbing a Scaffold

7.4.1. Wheels, if provided, are locked before anyone is allowed to ascend the ladder.

7.4.2. Use 3-point climbing technique for ladders of any type. This means, no equipment is held in the hands. Hands are fully capable of supporting body weight if needed. Transfer of body weight from the ladder-to-scaffold and/or scaffold-to-ladder is the most hazardous movement. During the move ensure that weight is stable while transferring hand support.

7.4.3. For use of built in ladders, the end structures are designed for climbing. Move from the ladder to the platform over the top of the ladder.

7.4.4. If the platform is to be accessed by an independent ladder, ensure the ladder and scaffold are stable. Tie the ladder to the scaffold to prevent ladder/scaffold from sliding or separating.

7.5. Working on or around the Scaffold

7.5.1. Maintain the platform surface clear of debris and trip hazards.

7.5.2. Do not reach more than eighteen (18) inches horizontally from the edge of the scaffold.

7.5.3. Workers both on and beneath the scaffold must wear a hardhat as minimum protection.

7.5.4. Do not extend the surface of the scaffold or ladder with planks.

7.5.5. Do not extend a reach by standing on surfaces other than the platform itself. For example, standing on a box or toeboard is not allowed.

7.6. Scaffold Return

7.6.1. Following return of the scaffold to storage, the warehouse clerk will make a visual inspection to determine that all parts have been returned and there is no obvious damage.

7.7. Annual Audit - A Facilities Services scaffold competent person will make a visual check of each scaffold system in inventory to insure that the systems can be assembled and operated in there intended manner. Mechanical or structural defects will be noted and taken up with the Facilities Services Supervisor.

8.0. APPENDICES:

8.1. Tele-Tower Checklist.

8.2. Perry Scaffold Checklist.

## Tele-Tower Checklist

### TeleTower Scaffold Checklist (up to 12 foot platform height):

#### Setting up the scaffold (placing the platform on the scaffold):

- Two angle braces in place securing the base structure.

#### For platform height 6' or more:

- Guard Rails Top, Mid and their end chains are in place.
- All four angle braces are in place securing the platform (scaffold has total of six angle braces).

#### Before anyone goes aloft:

- All four platform lift pins in place.
- Outriggers extended if base less than 1/3 the height of the platform.
- Wheels are locked.
- Needed PPE, tools and lanyards assembled?
- No height adjustments allowed while anyone is on the scaffold.
- If a separate ladder is used, secure the ladder to the platform.

#### Person signing below verifies above conditions are met before going aloft:

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

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Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

## Perry Scaffold Checklist

### Perry Scaffold Checklist (up to 12 foot platform height):

#### Setting up the scaffold:

- Mount wheels or base plates on to end ladders.
- Mount the two platform trusses at platform level, 4 pins locked in place.

#### For platform height more than 6':

- Mount 2 side and 2 end 4"x1/2" wood toeboards using toeboard brackets.
- Mount right and left wheel or plate extensions, all pins locked in place.
- Mount Guard Rail to ladder, locked in place, all four pins locked.
- Secure end chains at top and mid positions, at both ends of scaffold.

#### Before anyone goes aloft:

- All Wheels are locked.
- Needed PPE, tools and lanyards assembled?
- If a separate ladder is used, secure the ladder to the platform.

#### Person signing below verifies above conditions are met before going aloft:

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

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