

# Toolbox Talk: Scaffold Safety Guidelines

## Purpose

To provide guidelines for the safe use and inspection of scaffolding on site, minimizing the risk of falls and injuries.

## Key Guidelines

- Only qualified personnel should erect, alter, or dismantle scaffolds.
- Inspect scaffolds, platforms, and guardrails before each use.
- Ensure all scaffold boards are secured and free from defects.
- Never exceed the scaffold's load rating.
- Keep platforms and access routes clear from debris and materials.
- Use personal fall protection if required by site rules or when guardrails are not present.
- Do not climb cross-bracing or use makeshift ladders on scaffolds.
- Report concerns or damaged scaffolds to your supervisor immediately.

## Inspection Points

1. Check for proper foundation and support.
2. Confirm guardrails, toe boards, and access ladders are in place.
3. Look for loose or missing components.
4. Ensure platforms are fully planked and level.
5. Inspect work area for overhead hazards or weather-related risks.

## Discussion Questions

- What risks are associated with improper scaffold use?
- What steps do you take before using a scaffold?
- Who should you report scaffold issues to?

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Presenter Name & Signature

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Date

Attendee Signatures