

Suspended Scaffold Safety Guidelines

Scaffold safety is everyone's responsibility.

Everyone's safety depends upon the design, erection, use, and dismantling of scaffold by **Competent Persons only**. Inspect your scaffold before each use to see that the assembly has not been altered and is safe for your use.

Note: All personnel on suspended scaffold are required to wear a fall arrest device properly attached. The lifeline must be attached to a structurally sound anchorage independent of the scaffold support.

⚠ WARNING
SERIOUS INJURY OR DEATH CAN RESULT FROM YOUR FAILURE TO FAMILIARIZE YOURSELF, AND COMPLY WITH ALL APPLICABLE SAFETY REQUIREMENTS OF FEDERAL, STATE, PROVINCIAL AND LOCAL REGULATIONS AND THESE SAFETY GUIDELINES BEFORE ERECTING, USING OR DISMANTLING THIS SCAFFOLD.

Safety must come first!

Safway® equipment is designed and manufactured with the user in mind. The safety that goes into each piece of equipment, however, cannot offset carelessness on the part of the erector or the user. **Follow these safety guidelines in order to prevent injury** to the users of Safway® equipment.

Scaffold design must include analysis of load carrying members by properly qualified personnel. Safway® component load capacity and weight information is available from Safway. Scaffold must be erected, used, moved and disassembled only under the supervision of Competent Persons.

⚠ WARNING
IF EXPOSED TO THE POSSIBILITY OF A FALL DURING RIGGING, PROPERLY ATTACHED FALL ARREST OR PREVENTION EQUIPMENT MUST BE USED.

I. Erection of Suspended Scaffolds

A. Prior to Erection

1. Each scaffold shall be installed or relocated under the supervision of a Competent Person.
2. Read the operating and maintenance instructions provided with the hoist equipment and follow them at all times. Before installation, assure roof or supporting structure is capable of safely supporting at least 4 times the rated load of the hoist and rigging equipment.
3. Inspect all equipment before using and assure all bolted connections are tight.

B. Erection

1. Outrigger beams, parapet clamps or roof hooks may be used to support the suspended scaffold. **Be sure** the building is capable of supporting the necessary loads. In addition, each of these devices must be attached to a structurally sound portion of the building with a suitable tieback to prevent accidental movement of the outrigger beam, parapet clamp or roof hook.
2. Tiebacks must have the equivalent strength of the hoisting rope. Tiebacks shall be installed without slack. Whenever possible, tiebacks must be installed at right angles to the face of the building. If tiebacks cannot be installed at right angles, two opposing angle tiebacks, without slack, shall be used for each outrigger beam, parapet clamp and roof hook.
3. Parapet clamps and roof hooks must only be installed on structurally adequate parapets that can withstand the bending loads imposed on them by the parapet clamp or roof hook under maximum load conditions.

⚠ WARNING
ANY OUTRIGGER BEAM, PARAPET CLAMP OR ROOF HOOK USED TO SUPPORT THE SUSPENSION WIRE ROPE(S) MUST BE PROPERLY ANCHORED OR TIED BACK TO PREVENT A CATASTROPHIC FAILURE OF THE SUSPENDED SCAFFOLD. TIEBACKS SHALL BE INSTALLED WITHOUT SLACK TO A STRUCTURALLY SOUND PORTION OF THE BUILDING.

4. The outrigger beams shall rest on suitable wood bearing blocks which are perpendicular to the outrigger beams.
5. Overhang of outrigger beams must not exceed the maximum allowable dimension as shown in the appropriate instructions for the load being used.
6. Counterweights shall provide a minimum safety factor of 4:1 against overturning. Each shall be made of a non-flowing material and permanently marked with its weight. All counterweights must be securely fastened to the outrigger beam or to some other securely attached structural member designed for that purpose. Refer to user instructions to determine the number of counterweights.
7. All overhead rigging, counterweights, anchorages and connections must be secured and adequately restrained from movement in any direction.
8. When installing the traction type hoisting machines, make sure wire ropes are long enough to extend from the highest point of support to the lowest point of the structure plus 3 ft. extra for the 30 series hoist. This allows for reeving.

⚠ WARNING
DO NOT SECURE THE BOTTOM END OF THE WIRE ROPE USED TO SUSPEND THE SCAFFOLD. WIRE ROPE CAN BECOME KINKED AND BREAK IF THE BOTTOM END IS PREVENTED FROM ROTATING FREELY AS THE SCAFFOLD IS RAISED AND LOWERED.

9. **Do not** install scaffold in the vicinity of power lines until the power service company has been contacted and the electrical power has been disconnected.
10. **Never** install scaffolds in the vicinity of exposed electrical circuits until it is assured that such exposed circuits cannot affect any part of the scaffold assembly.
11. Handle all equipment with care, and prevent wire ropes from becoming kinked. **Do not** drop equipment during handling, loading or unloading. **Do not** install or use damaged equipment.
12. Connection of wire rope to the rigging must be made with proper fittings designed for that purpose. See the operating and maintenance instructions provided with the hoist equipment. **Never** wrap wire ropes around overhead rigging or use makeshift devices. Hoisting machines on two-point suspension scaffolds must be located on the same centerline as the rigging.
13. Two or more scaffolds must not be combined in a run by lapping platforms on one stirrup or by bridging between them, except for multi-point suspension scaffolds or specially engineered systems. Doing so could cause rigging or platform to fail.
14. Assure platform and toeboards are properly installed and platform staging is secured to the stirrups. Make sure that guardrails and midrails are properly installed on all open sides and ends of the work platform. Use wire mesh screen between guardrail and toeboards where required.
15. Install overhead protection when a falling object hazard exists.
16. Angulated rope suspension systems, lashing or other devices shall be used to minimize swaying of scaffolds. Window cleaner's anchors shall **not** be used for this purpose.

II. Use of Suspended Scaffolds

1. All damaged equipment should be tagged, set aside and your employer notified immediately so it is not used by others.
2. Weight of personnel, material, hoist, components and scaffold must not exceed rating of the hoists and rigging system used.
3. **Never step onto a suspended scaffold unless you are wearing a properly attached fall arrest device.**

4. When using the drum type hoisting machines, at least four turns of the wire rope must remain on the drum at all times. The end of the wire rope must be properly secured to the drum.
5. **Do not use** suspended scaffolds in corrosive atmospheres or with corrosive chemicals. Wire ropes, aluminum platforms and other parts of the scaffold are susceptible to serious damage if exposed to fire, undue heat, corrosive atmospheric conditions or corrosive chemicals. Take precautions to protect wire ropes when using welding equipment. If exposure to these conditions occurs or is suspected, immediately discontinue use of the scaffold.

⚠ WARNING
DO NOT USE SAFWAY® ELECTRIC HOISTS IN AN EXPLOSIVE ATMOSPHERE.

6. Periodically inspect the wire rope for damage and wear; lubricate as needed and retighten the twin base wire rope clips. **Inspect and test** each time before use and/or after rero rigging.
7. Inspect rigging, platform and hoists each time before use to make sure the equipment has not been altered.
8. Ensure that periodic lubrication and other specified maintenance procedures are fully complied with. **Never** alter, remove or substitute parts or components of the hoisting machine or scaffold.
9. Before using electrically operated hoists, assure that the electrical power source and all power source connections are properly grounded, that the power source is of the proper phase and voltage for the hoist, and be sure insulation of wire and connections are in good condition.
10. Impose loads on suspended scaffolds gently and without impact. **Do not** load equipment beyond recommended load capacities.
11. Do not weld from a suspended scaffold unless all precautions noted in the operating and maintenance instruction book are implemented and followed.
12. Ground Fault Interrupters must be installed when electrical equipment is used or is located on suspended scaffolds.
13. When using a rolling outrigger system the following additional special precautions apply:
 - a. Use casters, outrigger base frames and outrigger beams only within the limits specified on the instructions and literature supplied with the equipment.
 - b. Be sure loads imposed on the structure by the caster are dissipated by using devices to distribute the loads.

- c. Use guide channels and move system only with suspended platform at its lowest position.
 - d. **Do not** ride the suspended platform while the rolling outrigger system is being moved.
 - e. Keep counterweights within the scaffold base dimension and secure them in position.
 - f. If outrigger height must be increased, **do not** raise higher than two times the system's minimum base dimension without increasing the rigging base dimension.
 - g. Tie the outrigger beam to the structure when in use.
14. When using an air operated hoist, **never** disconnect the air hose while the compressor is running and the lines are pressurized.
 15. Restrain platform from movement during use immediately or when not being moved.
 16. If damage or defects develop in the wire ropes, hoisting machine or other scaffold components, discontinue use immediately and notify your employer.
 17. **Never** use scaffold in the vicinity of exposed electrical circuits or power lines until it is assured that such exposed circuits or power lines cannot affect any part of the scaffold assembly.
 18. Contact Safway for special rigging or application information.

⚠ WARNING
SEVERE INJURY OR DEATH CAN RESULT FROM IMPROPER USE OR ASSEMBLY OF HOIST SUSPENDED SCAFFOLD PRODUCTS. DO NOT USE THIS SCAFFOLD UNLESS YOU HAVE PERSONALLY DETERMINED THAT:

- **YOU HAVE READ AND UNDERSTAND THE OPERATION MANUAL.**
- **YOU ARE WEARING A FALL ARREST DEVICE THAT IS ATTACHED PROPERLY.**
- **THE ROOF SUPPORT SYSTEM IS COMPLETE, PROPERLY ANCHORED AND NOT OVERLOADED.**
- **HOISTS ARE NOT OVERLOADED.**
- **PLATFORMS ARE NOT OVERLOADED.**
- **GUARDRAILS ARE PROPERLY INSTALLED.**

ERECTION AND USE OF HOIST SUSPENDED SCAFFOLD PRODUCTS MUST COMPLY WITH SAFWAY'S INSTRUCTIONS, OSHA, AND OTHER APPLICABLE CODES. COPIES ARE AVAILABLE FROM SAFWAY WITHOUT CHARGE.

III. Dismantling Suspended Scaffolds

The following additional precautions apply when dismantling suspended scaffolds.

1. **Prior to removal or loosening** of any component, consider the effect the removal of the component, or the loosening of a joint, will have on the strength of the remaining assembly.
2. Check to see if scaffold or rigging has been altered in any way which would make it unsafe. If so, reconstruct where necessary before beginning the dismantling process.
3. Disassemble the platform prior to removing any counterweights or tiebacks.
4. Lower components in a safe manner. **Do not** throw components off roof.
5. Stockpile dismantled equipment in an orderly manner.

Understanding and following these safety guidelines will increase your personal safety and the safety of your fellow workers.

⚠ WARNING
IT MAY BE NECESSARY TO ADD PARTS TO A SCAFFOLD BEFORE IT CAN BE DISMANTLED SAFELY.

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