

Subject: Scaffolding

Tool Box Talk No.: 016

There are many different types of scaffolding in use today.

All scaffolds have the same basic rules:-

- Check that the platform is fully boarded out.
- Check that all necessary guard-rails are fitted.
- Check that all toe boards are fitted and in position.
- Check that all brick guards are in place.
- Check that the ladder provides suitable access and is tied to the scaffold.
- Check the scaffold has been erected on a sound base and that base plates and sole boards have been used.
- Never use a scaffold if you think it is unsafe. Check with your supervisor.
- If you find that a scaffold is unsafe report the faults to your supervisor so he can have them put right.
- Do not overload platforms with materials and keep platforms clear of debris.
- Alterations to scaffolds must only be carried out by persons who are competent to do so.
- At the end of the day remove access ladders or board them out to prevent children from playing on them. (this is in addition to site fencing)

REMEMBER - SCAFFOLDS PROVIDE YOU WITH A SAFE WORKING PLATFORM. DO NOT ABUSE THEM

TOOL BOX TALK RECORD SHEET

COMPANY: _____

SUBJECT OF TOOLBOX TALK: _____

NAME OF PERSON DELIVERING TOOLBOX TALK: _____

TIME: _____ DATE: _____ LOCATION: _____

NOTE ANY QUESTIONS ASKED BY STAFF DURING TOOL BOX TALK:

YOU SHOULD ONLY SIGN THIS SHEET IF YOU HAVE UNDERSTOOD THE INFORMATION PROVIDED. IF YOU ARE IN ANY DOUBT OR UNSURE ABOUT ANYTHING COVERED BY THIS TOOL BOX TALK PLEASE ASKED THE PERSON DELIVERING THE TALK TO EXPLAIN MORE FULLY.

PLEASE PRINT YOUR NAME	JOB DESCRIPTION	SIGNATURE

SIGNATURE OF PERSON DELIVERING TOOL BOX TALK: _____



