**Scaffolding Template Guide**

**(Competent Person Required)**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

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| Has the erection of the scaffolding been supervised by a qualified or competent individual? |
| Is the scaffold stable and free from movement? |
| Is scaffolding level and plumb, using screw jacks if needed? |
| Are the planks and decking in good condition? |
| Are the planks rated for use on scaffolding? |
| Is the scaffolding framing free of damage? |
| Are the mud sills sized correctly and placed securely? |
| Is the scaffold fully level/horizontal, within approved tolerances? |
| Are all leg braces present and correctly attached and tightened? |
| Is guard railing in place along all open sides? |
| Is the area around the scaffolding secured with rope or tape or similar? |
| Are all toeboards securely installed? |
| Is there proper access to the scaffold ladder and is the ladder secured safely? |
| Is the overall scaffold secure and free from movement? |
| Has the scaffold control tag been signed? |
| Are workers on scaffolds trained to STOP working if there are safety concerns? |
| If the scaffold is deemed unsafe to use, has a suitable warning been affixed to it (e.g., Unsafe - Do Not Use)? |

**For Additional Inspection Items, See Following Checklists:**

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| Elevated Surfaces |
| Slips, Trips and Falls |
| Walkways |