

## **Aluminum Scaffold Safety Rules**

### Special Precautions

1. Do not permit anyone to use Up-Right Scaffolds unless he is familiar with these rules.
2. If in doubt as to the ability of an Up-Right Scaffold to handle any particular job, write or telephone for instructions and give full details. Do not take chances.
3. Never use any Up-Right Scaffold that is damaged or improperly erected. Do not force parts that do not fit freely.

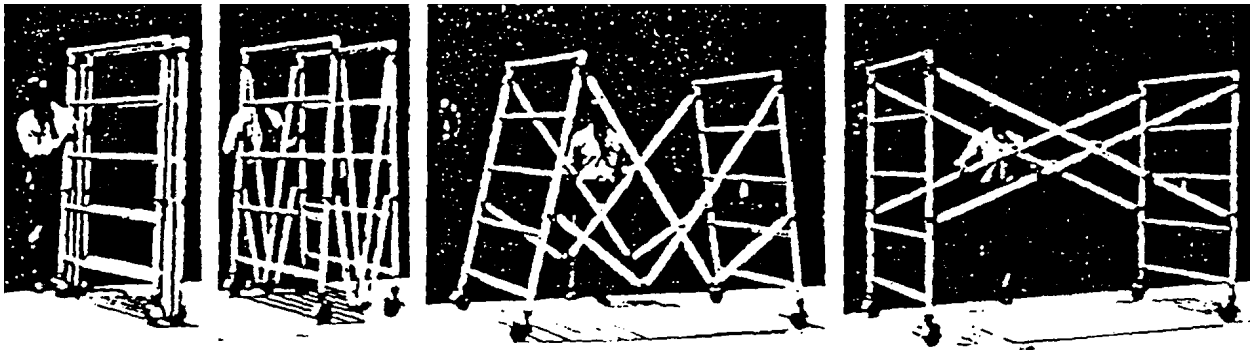
### General Safety Rules

1. Apply all caster brakes before climbing the scaffold.
2. Never move a scaffold when anyone (or any material) is on it.
3. Be sure the scaffold is level at all times. When a leg is adjusted, be sure to push the locking collar completely over the expanding nut and below the safety locks. Never make leg adjustments when anyone is on the scaffold.
4. Do not try to “stretch” the platform height with the adjustable legs. When additional height is required, add more scaffold sections. Save the leg adjustment for leveling the scaffold.
5. Never lean a ladder against a scaffold. Never place a ladder on the platform of a scaffold. Never push or pull or lean against the wall or ceiling when standing or sitting on a scaffold unless it is securely tied-in to the building.
6. Make sure all locking hooks are firmly in position and that the spring-loaded locking pins have functioned properly. These hooks appear at each end of separate horizontal and diagonal braces and at the lower end of stairways.
7. Before using a scaffold with folding braces, be sure that the latches of all locking hinges are locked.
8. Always install a safety railing when a platform is to be used at heights of 4 ft. or over.
9. When the height of a scaffold platform is going to exceed 12 feet, the base must be enlarged by using adjustable outriggers and the scaffold must be tied-in to the building, whenever feasible.
10. Do not climb on or stand on diagonal braces. Work only while standing on one of the platforms. When climbing the scaffold ladder frame, be careful to go over the top to get to the platform. Never swing around the outside of the ladder.
11. Never use any scaffold in the vicinity of live electrical apparatus or near machinery in operation.

12. The columns of each scaffold section are furnished with interlock clips parked in the lower of a pair of holes at the upper ends. As an upper section is inserted, the interlock clips of the section below are moved to the upper of the two holes engaging the matching holes in the upper section bushings, interlocking the two sections. Never erect a scaffold without interlocking the sections in this manner. If interlock clips are damaged or lost replace them immediately.
13. At all times the person working on the ground handling parts up must wear a hard hat.
14. This scaffold has a maximum load capacity of 500 lbs.

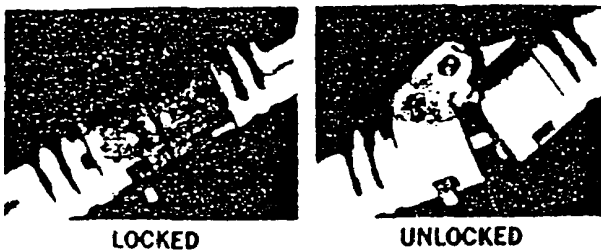
Assembly Instructions

1. Roll the end frames apart so the V-braces unfold.



2. Make sure the spring actuated latches have moved into full locking position before using the scaffold.

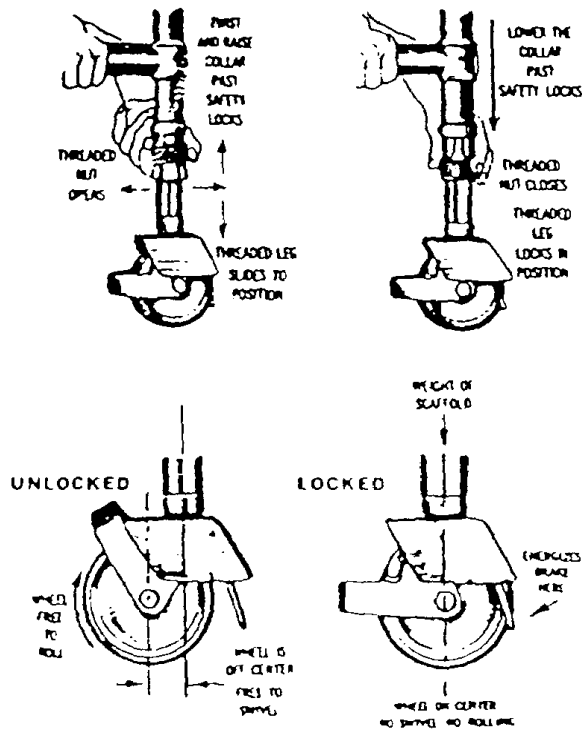
**LOCKING HINGE**



Do not use the scaffold if any of the latches are not working properly.

3. Make sure all wheels are on a solid surface. When placing scaffolding on gravel or dirt, place adequate plywood bases under the wheels.

- Adjust the legs to level the scaffold as illustrated below, then lock the wheels



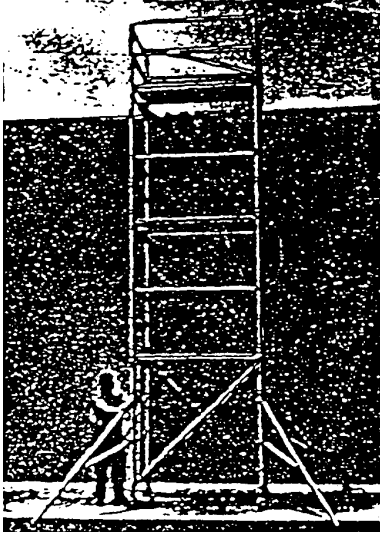
### How to Adjust the Legs

Before climbing any scaffold, make sure it is level and always check to see that the leg adjustment collar has been pushed all the way down past the safety locks. Each leg has 24 inches of adjustment. It can be extended or retracted instantly the amount required for leveling purposes. Never use a scaffold unless the leg adjustment mechanism is in perfect working order. Damaged assemblies of the type shown are usually replaceable in the field.

### How to Lock the Casters

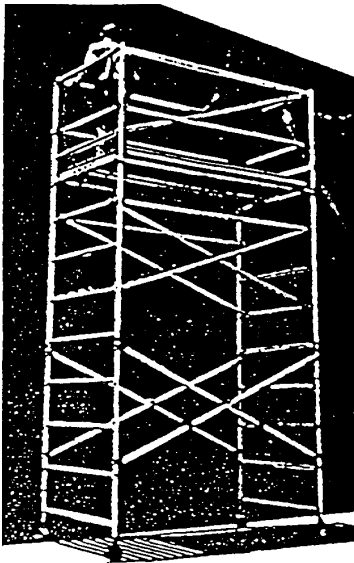
Before climbing the scaffold, always lock all caster breaks. Never roll the scaffold when anyone is on it. Pushing the single lever down sets the caster break and moves the wheel to dead center position for maximum scaffold rigidity. The greater the load on the scaffold, the greater the braking action.

- Install platforms, add extension frames, four (4) diagonal braces and two (2) horizontal braces, forming an "X" on each side of the scaffold.



Make sure to place the horizontal brace above or below the intersection point of the diagonal braces.

6. If the platform height exceeds 12' the scaffold must be tied off to the building or the outriggers must be used.



Make sure each outrigger is wedged firmly against solid pavement and all clamps are tightened securely.

7. If the platform height exceeds 26' the scaffold must be secured to the building, if feasible.
8. Under no circumstances should height of the scaffold exceed three times the narrowest width (including outriggers) of the base unless the scaffold is tied off.
9. While building the scaffold, if the platform height exceeds 12', at least one 20" plank must be left at each level.

10. Safety rails must be put in place around the platform. The top rail may be no more than 44” above the platform and no less than 36” above the platform. A midrail halfway between the top rail and the platform is also required. (If this safety rail is impossible to install any person working on the platform MUST wear a safety belt.)
11. If this scaffold is placed where anyone will be walking under it, 4” toe boards must be placed around the platform.

Created: November 13, 2001  
Reviewed: October 5, 2006  
Approved by: Steve Pelkey, Safety Manager  
Facilities Services  
1276 University of Oregon  
Eugene, OR 97403