

Toolbox Talk Details	
Title	D07 – Working on scaffolds
Reason	All work at height must be properly planned. Around half of all fatalities on construction sites are as a result of falls from height. If you do not follow the guidance you may end up as a statistic or, at best, in hospital.
Outline	This talk covers access requirements, loading, workplace hazards, inspections and security.
Access	
<ol style="list-style-type: none"> <li>1. Do not climb up or down scaffolding tubes – use the lifts, ladders or stairs provided.</li> <li>2. Make sure the ladder is at the correct angle (one unit out to four units up or 75°).</li> <li>3. The ladder should be free from damage and defects and be secure and stable.</li> <li>4. At the end of the shift, remove the access ladders or board them up to prevent unauthorised access (for example, children playing on them).</li> </ol>	
Loading	
<ol style="list-style-type: none"> <li>1. Do not overload scaffolding. Position loads adjacent to the standards (not in the centre of bays) as they are the load-bearing members.</li> <li>2. When stacking materials, always leave a passageway at least two boards wide for other people to pass, or three boards wide if wheelbarrows are in use. Ensure that escape routes are kept clear so that they can be used in the event of an emergency.</li> <li>3. Ensure materials are stacked correctly, safely and cannot fall. Consider the use of brick guards where there is a risk of materials falling and striking someone below.</li> <li>4. Do not leave tools or materials lying about on the working platform.</li> </ol>	
Hazards	
<ol style="list-style-type: none"> <li>1. Guard-rails, toe-boards and brick guards must be fitted to places where people and work equipment or materials are liable to fall.</li> <li>2. Do not use incomplete scaffolding. Report any concerns to your supervisor or manager.</li> <li>3. Do not remove or interfere with ties, guard-rails, bracing, toe-boards and ladders. Alterations must only be made by competent persons.</li> <li>4. Do not throw, drop or tip materials from height. Materials must always be handled in a controlled and safe manner.</li> <li>5. The gap between toe-boards and mid guard-rails, and between mid and top guard-rails, must not exceed 470 mm.</li> </ol>	

**Hazards**

1. Carry out a quick visual check at the start of each shift before going on to the scaffold.
2. Report any suspected faults or defects immediately.
3. Scaffolding should be inspected at least every seven days, after alteration or modification, and after any event that may have affected its stability (such as high winds). These inspections must be carried out by a competent person and details of the inspection must be recorded.

Revision Date	Assessed By	Signature
January 2021	Michael Reddan	