

# Utility Scaffold Tip Sheet

Utility Scaffolds are a tool of the trade used as a temporary elevated platform for personnel with materials and tools; the platform width is less than 3' wide. Utility scaffolds (also known as "Hallway" or "Baker" scaffolds) are used by all trades and should be used in accordance with the manufacturer's instructions. This tip sheet highlights some key items to keep in mind when inspecting, erecting, maintaining and using a Utility scaffold.

## Samples of Utility Scaffolds



## Scaffold Inspection Prior to Use

The user must thoroughly inspect the scaffold prior to using. All components must be complete, functioning properly and correctly assembled. Any incomplete, missing or poorly fitting parts must be replaced prior to use. Do not intermix components from different manufacturers, unless the component parts readily fit together and the scaffold's integrity is maintained.



- Verify that the platform height does not exceed four(4) times the smallest base dimension (some government agencies require a stricter ratio of 3:1)
- Outriggers are used to widen the base and increase stability.



- When stacking, restrain joints from separation.
- Casters are locked from swivelling and rotating when scaffold is in use.
- Casters must be secured to the leg.



- Install platforms according to the manufacturer's instructions.
- Do not overload the Utility Scaffold.
- The scaffold must be plumb, level and square.

## Scaffold Maintenance Prior to Use

Utility scaffold components must be thoroughly inspected prior to use.



- Components must be inspected for damage. Do not use damaged or altered components.
- If mixing components from different manufacturers, make sure that they easily fit, lock together and are not altered.



- Platform must be checked for loose or missing edge banding, holes, or thin spots. Damaged platforms must be replaced.
- Locking devices must be in good condition. Do not hammer lock pins.



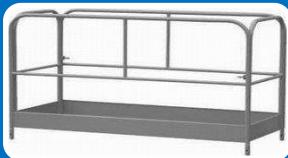
- Casters must be checked for damage or worn areas.
- Wheels should spin freely and bearings should turn freely.
- Brakes must stop the castor from rotating and swivelling.
- Do not use damaged casters.

## **Use of Utility Scaffolds**

Utility scaffold components must be used in accordance to the manufacture's instructions.



- Keep the platform free from trip hazards.
- Do not let debris collect on the platform.
- Do not over reach. User must keep body within the boundaries of the guard rails and scaffold section.
- Access the scaffold as per the manufacturer's instructions.



- Install Guard rails according to local regulations and site rules.
- Never stand on guard rails or use any components of the guard rails to gain extra height.
- Do not use ladders, chairs, boxes or makeshift devices on the platform to increase the working height.



- Do not overload the Utility scaffold.
- Make sure scaffold and platform is free from mud, grease or other slippery and hazardous materials.



- When using utility scaffold on a stairway, use base plates.
- When using casters make sure they are all locked before accessing the platform.
- Use guard rails on open sides and ends to prevent fall hazards.



- Do not roll over electrical cords or debris on the floor.
- Do not roll near edges or use on uneven ground.
- Watch for overhead obstructions.
- Use caution when using around electrical hazards.

## INSPECTING A UTILITY SCAFFOLD

Install Guard rails when required.  
Check local regulations and site rules.

Make sure both deck supports are secured to the legs.

Outriggers used to widen the base and stabilize the scaffold.

Check that the casters DO NOT rotate or swivel when brakes are applied. Make sure brakes are applied when scaffold is in use.

Platform must be installed properly

Use toeboards when required

Casters and outriggers must be secured to the frame

Posts and guardrails must be secured together.

Do not use damaged equipment

Follow the manufacturer's instructions.

Check local jurisdictions for rules and regulations regarding Utility Scaffolds.