



# ACCESS FRAME SCAFFOLD

## Operating Procedures



# **WARNING:**

## **Failure to read and follow instructions could lead to serious injury or death!**

**Danger:** This product can conduct electricity, do not use near power lines or other electrical equipment. Always maintain a safe working distance from any electrical hazard.

The product or assembly variants shown in the operating procedures for assembly and use may be subject to local regulations. The product user bears the responsibility for compliance with such regulations. If there is a conflict between these guidelines and the local regulations, the local regulations shall supersede these guidelines.

### **Warnings:**

- Never set up or use a scaffold unit if under the influence of drugs or alcohol. Medications, illegal drugs or alcohol will impair your ability to work safely.
- Never overload scaffold. The total combined weight of man and materials on any platform shall not exceed the rated capacity of the deck.
- For a scaffold using casters, never attempt to move scaffold with workers on the platform.
- Never use ladders or other devices on scaffold to gain additional height.
- Never stand on guardrails to gain additional height.
- Never allow loose objects to accumulate on the platform.
- Never leave an assembled unit unattended.
- Do not use this product if it has been exposed to fire or corrosive materials.
- Never mix frames, trusses, platforms, guardrails, casters or outrigger assemblies with components from other manufacturers. Component dimensions differ enough to be hazardous when mixed.
- A guardrail system shall be installed when the platform height exceeds 48". Check your local regulations to ensure you are meeting the minimum requirement.
- **Equipment inspection: Prior to set-up, you must inspect the equipment you plan to use to make sure that it is in good repair and suitable for the job.** All components must be complete, functioning properly and correctly assembled. Any incomplete part, missing part, or ill-fitting part must be replaced prior to use. Never access the scaffold unit without a complete inspection. (See Inspection and Maintenance Checklist)
- Determine the platform height required to complete the job safely and prepare the required equipment. **CAUTION:** It is only recommended to operate access frame scaffold using a 3:1 base width to platform height ratio. A scaffolding unit built above the 3:1 rule must be effectively guyed or secured to a building or structure to prevent overturning. The guying of a scaffold may require the direction of a professional engineer.
- It is recommended that a guardrail be used when the platform height exceeds 48". The top rail must be placed 40 – 44 inches above the work surface. An intermediate rail must be placed halfway between the top rail and the toeboard, if one is provided, or halfway between the top rail and the work platform.
- Toeboards must be installed on all open sides of a platform where it is possible for tools and other materials to roll off. The top of the toeboard must be at least 4 inches above the platform. If loose materials are to be stacked above the height of the toeboard, then the toeboard must be increased in height or mesh panels must be installed to prevent materials from falling off the scaffold.

### **Prior to Use:**

- **Worksite Inspection:** The user of access frame scaffolding must walk around the area in which they will work in order to remove any materials that may be hazardous to the safe operation of the scaffold unit;
- For a scaffold using casters, particular care must be made to note floor hazards such as construction debris, holes in the floor, etc. Debris should be removed, holes should be repaired or the worker must work in areas free of such hazards.

# ASSEMBLY PROCEDURES

## Setup:

Scaffolding should be erected by at least two people. One person should be knowledgeable in erecting scaffold to supervise the work. These step-by step instructions are only a general guide. The following example is based on building a scaffold unit that is 7' x 5' by 1 frame high.

### If Using Levelling Jacks:

- 1) Select and prepare the ground area. Place suitable sills and make sure there are no holes under the sills. Select the equipment that you need and place it near the work area.
- 2) Put the adjustable levelling jacks on the sills in the location that matches your scaffold dimensions. Do not secure the levelling jacks to the sills at this step.
- 3) Adjust the nuts of the leveling jacks starting at the highest point of the ground level. The nuts of the levelling jacks at the highest ground level should be set to 3-6 inches from the top of the sill depending upon the slope.
- 4) Take one frame and place it on top of the leveling jacks at the highest point. Connect the first cross brace to the frame. Allow the frame to lean slightly forward and rest on the sill while you prepare for the next frame to be installed.
- 5) Install the second frame onto the levelling jacks. Secure the first cross brace to the second frame.
- 6) Install the second cross brace to both frames.
- 7) Level and plumb the scaffolding starting at the highest point of the scaffolding. If possible use the levelling jack to bring the highest corner down closer to the sill. Next bring the remaining three corners up to that point. If the bottom of the cross braces are also level with each other, then the frames should also be plumb. Check the level again and adjust as necessary.
- 8) Fasten the levelling jacks to the sills with either nails or screws.
- 9) Proceed to Step 14.

### If Using Casters:

- 10) Ensure that the area where the scaffold is to be used is a flat and level surface free from debris and any surface hazards.
- 11) Put the casters on the ground in the location that matches your scaffold dimensions. Secure the casters to the frames using the pigtail locking pin and ensure that the wheel and swivel lock has been engaged.
- 12) Connect the first cross brace to the frame. Secure the first cross brace to the second frame.
- 13) Install the second cross brace to both frames.
- 14) Install the deck which may be an all-aluminum deck, a plywood aluminum deck, a steel deck or a wood plank. If using wooden planks, they must extend beyond the supporting points at least 6 inches, but not more than 12 inches. Secure the deck so it cannot move.
- 15) Install the guardrail posts onto the coupling pins seated in the top of the frames. Put a pigtail locking pin through the top and bottom of each coupling pin to avoid any separation.
- 16) Attach the guard rails to the posts on all the exposed sides.
- 17) Install toe boards as required. The gap between the bottom of the toe board and the top of the platform cannot exceed  $\frac{1}{2}$ "

## ACCESS:

- Depending upon the number and position of the scaffold decks, climb up either the inside or the outside using the ladder frame to access the work platform.
- **CAUTION:** Never swing outside of the ladder frame to access the scaffold deck.

## INSPECTION AND MAINTENANCE CHECKLIST

All users must thoroughly inspect their scaffold prior to use and when returned from the job-site. All components must be complete, functioning properly and correctly assembled. Any incomplete part, missing part, worn or damaged part or ill-fitting part should be tagged "Do Not Use" and taken out of service. Never use a scaffold without first inspecting the unit.

<b>Date:</b>	
<b>Job:</b>	
<b>Location:</b>	
	<b>Comments</b>
<b>Sills:</b> Check to ensure that they are suitable size and strength for the loads. Not split or rotten.	
<b>Frames:</b> Ensure that there are not cracks in the welded joints or that there are no kinks or dents in the top or bottom cross members. Legs should be plumb and square with the cross members. Brace locks should be in good working order and coupling pins should be in place and secured to the frame.	
<b>Cross Braces:</b> Should be straight with no bent ends. Pivot connections should be secure and in good working order. Ensure that there is no excessive rust.	
<b>Levelling Jacks:</b> No cracks in welds where levelling jack post connects to the base plate. Ensure that there is not thread damage and that the adjusting nut is a tight fit. Check to ensure that there is no curling or warping of the base plate.	
<b>Guardrails:</b> Check to ensure that they are straight with no kinks, dents or excessive rust.	
<b>Plywood Aluminum Decks:</b> Ensure that the siderails are not misshaped, cracked or damaged in any way. Wind locks should be working. Ensure that all bolts and screws are in place and secure. Ensure that plywood deck does not contain any rot and there is no separation of plys.	
<b>Side or End Brackets (Optional):</b> Check to ensure that the hook-on attachments are not distorted, there are no cracks in any of the welds, that there are no dents, kinks or any sign of abuse.	
<b>Outriggers (Optional):</b> Ensure that the outriggers are free from damage and that each outrigger can be securely affixed to the end frame.	
<b>Casters (Optional):</b> Ensure that the casters are the same size and from the same manufacturer. The wheel should rotate well and the swivel below the stem is working. Wheel tread should not be damaged. Check that the brake mechanism locks properly.	