Scaffold inspection checklist

PROJECT / SITE	DATE	SCAFFOLD LOCATION / ID	SCAFFOLD HEIGHT (M)

REASON FOR INSPECTION

☐ Handover ☐ 30-day inspection ☐ After bad weather ☐ After an incident ☐ After alterations or repairs

SCAFFOLD TYPE

☐ Modular ☐ Tube and coupler ☐ Mobile ☐ Trestle ☐ Other

DUTY RATING

☐ Light ☐ Medium ☐ Heavy ☐ Special duty

SCAFFOLDER COMPANY	SCAFFOLDER LICENCE NUMBER	HANDOVER CERTIFICATE SIGHTED? Y / N

CHECKS

CHECK	OK	NOT OK	N/A	COMMENT
Clear of powerlines (or powerlines managed)	☐	☐	☐	
Sole boards and base plates firm and level	☐	☐	☐	
Ties in place as designed	☐	☐	☐	
Bracing in place	☐	☐	☐	
Guardrails, mid-rails and toeboards fitted	☐	☐	☐	
Working decks fully planked, no gaps or trip hazards	☐	☐	☐	
Gap to building within limits	☐	☐	☐	
Safe access: stairs or ladder with hatch	☐	☐	☐	
Not overloaded, materials within duty rating	☐	☐	☐	
Sheeting or shade cloth secure for wind	☐	☐	☐	
Scaff tag filled in and current	☐	☐	☐	
MOBILE SCAFFOLDS ONLY				
Castors locked	☐	☐	☐	
Plan bracing fitted	☐	☐	☐	
Guardrails fitted	☐	☐	☐	

RESULT

RESULT

☐ Safe to use ☐ Unsafe: access stopped and tag removed

ANYTHING NOT OK: WHAT, WHERE, AND WHAT YOU DID ABOUT IT

INSPECTOR'S NAME	COMPETENCY (E.G. TRAINING OR LICENCE)	INSPECTOR SIGNATURE

BUILDER / SITE MANAGER	SIGNATURE

Model WHS Regulations, reg 225 (Victoria has its own rules): a scaffold someone could fall more than 4 m from, and any suspended, cantilevered, spur or hung scaffold, can't be used until a competent person has inspected it and confirmed in writing it's complete. It must be inspected again before use after an incident or repairs, and at least every 30 days. Keep each record.