

Annex 5. Check List for health and safety review of ladders and scaffolding

The site address: _____

Occupational safety and health review conducted by: _____

Occupational safety and health review date: _____

The table below is filled out in connection with security review relating to work on ladders and scaffolding

Safety And Health Topic Please refer to the section on ladders and scaffolding in the Handbook – OSH in construction.	Confirmed YES/NO	If not, please describe where and what the problems are	Describe the solution to the problem	Ansvl. name and date of solution
Ladders				
The ladder design is suitable for the task (design, size, etc.)				
The ladder is fulfilling the requirements of DS/INSTA 650 or EN 131 or is constructed in an equally sound manner.				
The ladder is checked periodically for looseness, cracks and fractures. A faulty ladder is discarded or repaired immediately.				
The use of a ladder is suitable for the task. I.e. it is not more appropriate or even required to use for example lift or scaffold. You may only use a ladder as a work platform for shorter periods (30 minutes) for a specific task. In work involving frequent shift from ladder to solid surface, ladder work must not exceed 1/3 of the daily working time.				
Appropriate footwear is used.				
Only smaller items are carried by hand.				
The tool applied is lightweight and easy to handle, and can be operated with one hand.				
The working height is usually not higher than 5 meters (from the base to the step you are on).				
Working height in excess of 5 meters occur only in exceptional cases e.g. when replacing lamps, component assembly and other service tasks. A security guard is placed at the bottom of the latter whenever the working height is more than 5 meters.				
Ladders used as gateways are fastened securely, they have an appropriate slope and there is a grip about 1 meter above the upper level.				
Scaffolding				
The scaffolding is suitable for the work to be performed. This is in compliance with the user instructions that can be found in the relevant languages – including Danish – on the workplace.				
The scaffolding is erected, dismantled and used in accordance with the instructions for use.				
The scaffolding is erected by the standard method, which is shown in the instructions, and accordingly a special design calculation is not required.				
The scaffolding stands on solid ground.				

<p>The scaffolding is secured against toppling, e.g. by fastening on the house wall. If jacking up is used it should be stable and not higher than 20 cm.</p>				
<p>The scaffolding is checked periodically for corrosion, looseness, cracks and fractures. A faulty part is discarded or repaired immediately.</p>				
<p>Persons who mount, modify or dismantle scaffolding higher than 3 meters are trained for the task.</p>				
<p>Railings are established where there is a danger of falling and injury.</p> <p>Railings should always be established if possible free fall is more than 2 meters. Even at lower heights railings are required if there is an increased risk of falling, or if a fall to the ground is especially dangerous (e.g. if there are protruding rebars or similar). If the distance to the house wall is more than 0,3 meters there should also be an inner railing.</p> <p>Height of railings: hand rail 1 meter intermediate rail 0,5 meter toeboard less than 0.15 meter</p>				
<p>The scaffolding is provided with foreclosure, because it is used as safety precaution in connection with roof work.</p>				
<p>There is no risk of the scaffolding being hit by cars or other vehicles.</p>				
<p>There are no overhead wires within respect distances.</p>				
<p>Safety of scaffolding is complicated. In case of doubt, seek competent guidance, e.g. with the Danish Working Environment Authority, occupational health and safety advisors, etc.</p>				