

Scaffold Erecting and Dismantling Supervisor daily checklist

PERSONAL PROTECTIVE EQUIPMENT REQUIRMENTS

Possible need of a Harness and Connecting Device, High-Visibility Vest, Overall, Safety Helmet for Heights, Climbing Gloves, Safety Boots and Safety Goggles



ITEMS TO BE CHECKED

PLANNING AND COORDINATION:

REVIEW DAILY WORK SCHEDULE
CONFIRM WORKER ROSTERS AND ASSIGNMENTS
CHECK WEATHER FORECAST AND CONDITIONS
ENSURE COMMS WITH MAIN CONTRACTOR
CONFIRM PERMITS AND APPROVALS IN PLACE
REVIEW ANY NEW SITE-SPECIFIC HAZARDS
REVIEW AND CONFIRM SCAFFOLD DESIGN PLANS
VERIFY AVAILABILITY OF REQUIRED MATERIALS
ENSURE TRANSPORT LOGISTICS FOR EQUIPMEN
CONFIRM SAFETY BRIEFINGS ARE SCHEDULED

EQUIPMENT AND MATERIALS:

INSPECT SCAFFOLDING COMPONENTS - DAMAGE
CONFIRM AVAILABILITY OF BASE PLATES & D TIES
CHECK STOCK OF SAFETY NETS & GUARDRAILS
ENSURE ALL TOOLS ARE IN WORKING ORDER
CONFIRM LOCKING SYSTEMS ARE FUNCTIONING
ENSURE PROPER STORAGE - UNUSED EQUIPMENT
CHECK ACCESS LADDERS AND SAFETY GATES
CONFIRM AVAILABILITY OF PPE
VERIFY HOISTS AND PULLEYS ARE OPERATIONAL
CHECK FOR ADEQUATE ANCHORING MATERIALS

TEAM SAFETY AND TRAINING:

CONDUCT DAILY SAFETY BRIEFING
VERIFY WORKERS' CERTIFICATIONS & TRAINING
ENSURE PROPER PPE USAGE AMONG TEAMS.
MONITOR SAFE WORK PRACTICES & METHODS
IDENTIFY AND ADDRESS ANY UNSAFE BEHAVIORS
COORDINATE WITH SAFETY OFFICERS ON-SITE
ENSURE FIRST-AID KITS ARE ACCESSIBLE
CHECK EMERGENCY ESCAPE ROUTES
VERIFY ALL WORKERS ARE FIT FOR DUTY
CONDUCT RANDOM DRUG & ALCOHOL TESTS

INSPECTION AND AUDITS:

OVERSEE ERECTION OF NEW SCAFFOLDING
CONFIRM CORRECT SCAFFOLD TAGGING
ENSURE INSPECTIONS POST-ERECTION
OVERSEE DISMANTLING OF USED SCAFFOLDING
ENSURE INSPECTIONS POST-DISMANTLING
CONFIRM INSPECTION RECORDS ARE UPDATED
REVIEW INSPECTORS' DAILY REPORTS
ADDRESS ANY NON-COMPLIANCE ISSUES
ENSURE DEFECTS ARE RECTIFIED PROMPTLY
CONFIRM SAFETY SIGNAGES ARE IN PLACE

ITEMS TO BE CHECKED

COMMUNICATION AND REPORTING:

LIAISE WITH CONTRACTORS AND CLIENTS
ADDRESS CONCERNS RAISED BY WORKERS
INCIDENTS ARE REPORTED & DOCUMENTED
CONFIRM DAILY WORK LOGS MAINTAINED
ATTEND PROJECT COORDINATION MEETINGS
SUBMIT DAILY ACTIVITY REPORT
ADDRESS ANY CHANGES IN WORK SCOPE
FEEDBACK TO SENIOR MANAGEMENT
ENSURE OPEN COMMUNICATION CHANNELS
UPDATE STAKEHOLDERS ON PROGRESS

ANY REGULATORY/COMPLIANCE UPDATES

FEEDBACK FROM OTHER DEPARTMENTS
CLEAR SIGNAGE FOR SCAFFOLD STATUSES
PROJECT TIMELINES AND ANY DELAYS
RECEIPT OF DELIVERED MATERIALS

CONTINGENCY AND EMERGENCY:

READINESS OF EMERGENCY RESPONSE TEAM
EMERGENCY CONTACT LIST IS UPDATED
SITE ACCESS FOR EMERGENCY VEHICLES
FUNCTIONALITY OF ALARM SYSTEMS
REVIEW EMERGENCY EVACUATION PLANS
ENSURE ADEQUATE FIREFIGHTING EQUIPMENT
CONDUCT RANDOM EMERGENCY DRILLS
VERIFY STANDBY MEDIC AND AMBULANCE
ADDRESS ANY IMMEDIATE RISKS IDENTIFIED
CRISIS COMMUNICATION PLAN IN PLACE
CLEAR PATHS FOR EVACUATION ROUTES
BACKUP SYSTEMS FOR CRITICAL EQUIPMENT
HANDLING HAZARDOUS MATERIAL SPILLS
EMERGENCY LIGHTING & POWER SOURCES
CONTAINMENT - ADVERSE EVENTS.

POST WORK ACTIVITIES:

DEBRIEF TEAMS POST WORK COMPLETION
ENSURE SCAFFOLDING AREA IS CLEARED
ALL EQUIPMENT IS ACCOUNTED FOR.
REVIEW FEEDBACK FROM INSPECTORS.
VALIDATE THAT ALL WORK LOGS ARE CLOSED
PLAN & COORDINATE NEXT DAY'S ACTIVITIES
STORE ALL TOOLS & EQUIPMENT SECURELY
CONFIRM DISPOSAL OF WASTE AND DEBRIS
CHANGES NEEDED FOR SUBSEQUENT WORK
RECOGNIZE SAFETY BEHAVIORS IN TEAMS
ADDRESS DISCREPANCIES IN REPORTING