



WORKHORSE Scaffolding Assembly, Use, & Safety Manual

Additional manuals are available free of charge from:

Non-Stop Scaffolding, Inc.

**1314 Hoadley Street
Shreveport, LA 71104**

1-800-845-0845

318-222-0702

-or-

download them from
nonstopscaffolding.com

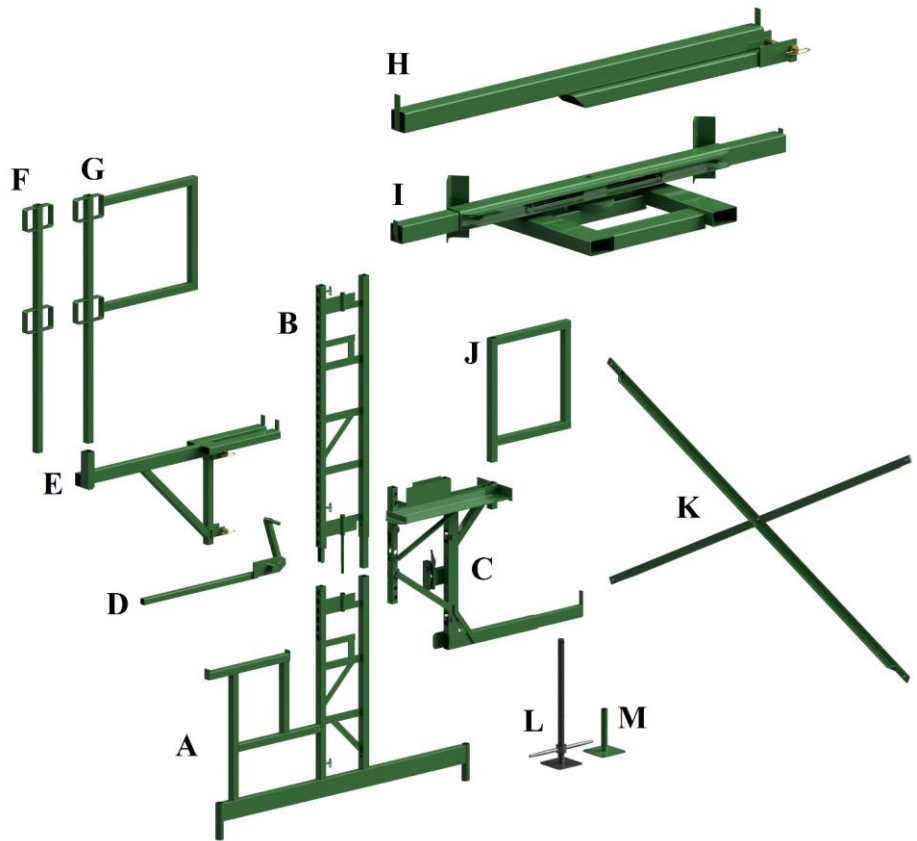
**See page 3 for instructions for using
this manual in a comprehensive safety
training program with documentation.**



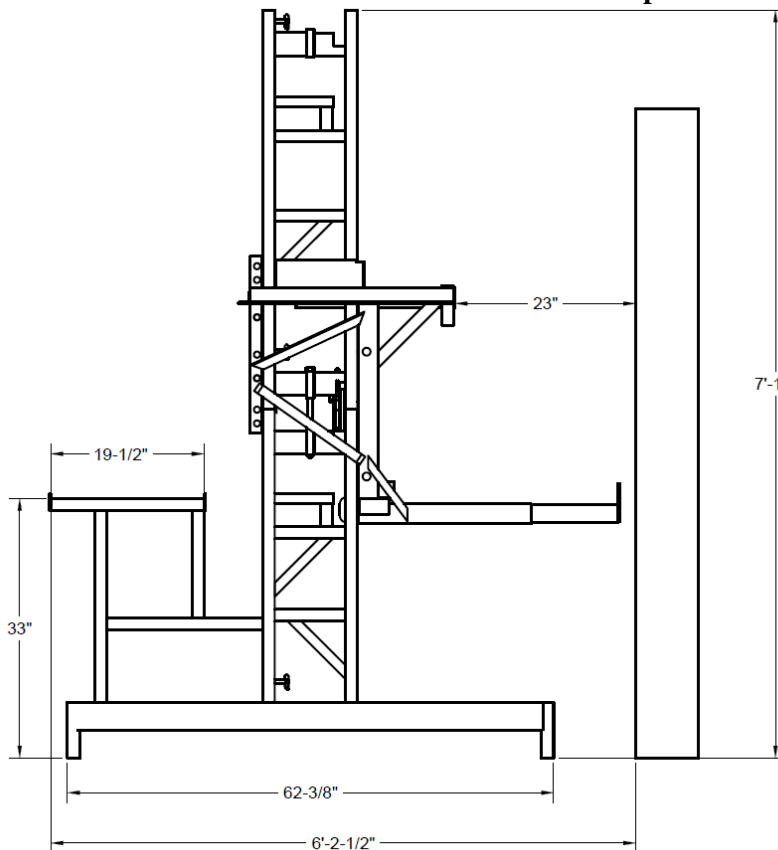
WARNING: This booklet contains important safety information which must be read, understood, and followed by ALL workers on the scaffold. Failure to do so could cause serious injury or death.

Non-Stop WORKHORSE Component Parts

- A. 3'8" Stub Base Tower 63 lbs.
- B. 4'-3" Extension 35 lbs.
- C. Elevating Carriage 55 lbs.
- D. Jack Handle 25 lbs.
- E. Laborer Bracket 25 lbs.
- F. Guardrail Post 13 lbs.
- G. Laborers' End Guardrail 21 lbs.
- H. Side-Stab Forklift Bar 95 lbs.
- I. Swivel Forklift Bar 225 lbs.
- J. Masons' End Guardrail 9 lbs.
- K. X-Brace 13 lbs.
- L. Leveling Jack 13 lbs.
- M. Base Plate 3 lbs.



Specifications



- Maximum Weight Capacity per Tower 3000 lbs.
- Maximum Working Height 50 feet
- Laborers' Platform 2 bds.
- Masons' Workbench 2 bds.
- Masons' Platform 0 to 2 bds.
- Face of Wall to Back of Scaffold 7'1" to 7'11"
- Tower Width 14"
- Cut Board Length 80-1/2"
- Spacing Between Tower Legs 7'0"
- Masons' platform is 2'2" below top of tower when cranked to top of tower.

How To Use This Manual

Employees who have never worked on Non-Stop must be trained in its proper erection, use, and dismantling before they are allowed to use the scaffolding. Your company instructor or a factory rep must conduct the training.

At the end of the class, participants take the test at the end of this manual. Any incorrect answers are discussed until the participant understands the concept presented in the question. The test documents are then kept in your company records for later verification.

Non-Stop will issue a card for each participant who successfully completes the training. E-mail your company mailing address and the list of participants to the email link at our website. Faxes and scans are not accepted.

Instructors

- Individuals who are certified as competent persons for conventional scaffolding, have been trained by Non-Stop, and have experience erecting, using, and dismantling Non-Stop scaffolding.
- Those certified by Non-Stop as instructors.

Note to Instructors

Photo-copy page 8 if necessary so each participant has his own test to fill out at the end of the class.

Go over any missed questions. Be sure the participant understands the correct answer and initials the answer.

Give the tests to your office personnel and email the list of students to Non-Stop.

General Safety Guidelines

Non-Stop Scaffolding meets or exceeds applicable OSHA and ANSI standards for the design and construction of steel scaffolding for masonry construction. The erection and use of Non-Stop scaffolding to comply with OSHA and other applicable safety codes is the responsibility of the contractor.

It is the responsibility of all users to read and comply with the following common sense guidelines which are designed to promote safety in the erecting, dismantling, and use of Non-Stop scaffolding. These guidelines do not purport to be all-inclusive nor to supplant or replace other additional safety and precautionary measures to cover usual or unusual conditions. If these guidelines in any way conflict with any state, local, federal, or other government statute or regulation, contact Non-Stop Scaffolding for advice.

1. Survey the job site for hazards, such as untamped earth fills, ditches, debris, high voltage electrical wires, unguarded openings, and other hazardous conditions. All hazardous conditions should be corrected.

2. Inspect all equipment before use. Never use any equipment that is damaged or defective. Do not allow anyone other than Non-Stop Scaffolding to alter or repair any component except with the permission of Non-Stop.

3. Components manufactured by other companies must not be intermixed with Non-Stop scaffolding except with the permission of Non-Stop.

4. Scaffolds must be erected and used according to assembly, use, and safety manual. Manuals must be kept on the job site.

5. Do not erect, use, or dismantle a scaffold unless under the supervision of a competent person authorized to halt work if a problem arises.

6. Erected scaffolds should be continually inspected by users to be sure that they are maintained in safe condition. Use the Daily Checklist in this manual. Report any unsafe condition to your supervisor. Never take chances! If in doubt regarding the safety or the use of the scaffold, consult Non- Stop Scaffolding for advice.

7. Do not erect, dismantle, or work on scaffolding when other crafts are working directly above or below the area where you must perform your work.

8. Never use equipment for purposes or in ways it was not intended to be used.

9. Do not work on scaffolds if your physical condition is such that you feel dizzy or unsteady in any way.

10. When scaffolds are to be partially or fully enclosed, specific precautions must be taken to assure frequency and adequacy of ties attaching the scaffolding to the building due to increased load conditions resulting from the effects of wind and weather on enclosure materials. Contact Non-Stop Scaffolding for advice.

11. Do not overload the scaffold. Follow Non-Stop's safe working load recommendations.

12. Do not jump onto planks or platforms.

13. Check to be sure that the scaffolding has not been altered in any way that would make it unsafe. If so, correct the problem before dismantling. This includes all scaffold ties.

14. Inspect planks before dismantling to be sure they are safe to work on.

15. Before removing any component, assess the effect the removal of the component will have on the entire scaffold structure, especially wall ties.

16. Do not accumulate excess scaffold components or equipment on the scaffold as it is dismantled.

17. Lower dismantled components in an orderly manner. Do not throw off of scaffold. Do not abuse or misuse the scaffold equipment.

18. Dismantled equipment should be stockpiled in an orderly manner.



1. Stand up a right- and left-hand (left indicated by red paint) stub base tower with carriage about 7 feet apart. Make sure you are on a firm foundation according to OSHA standards. Use base plates or leveling jacks as required.



2. Insert a 4'3" extension into the stub base tower and tighten the bolt with a 15/16" wrench. DO NOT use an impact driver to tighten the nut as damage can occur. If you happen to insert an extension backwards, the bolt will be 1" off center and your x-brace locks will be on the wrong side.



3. Connect the two towers using x-braces as shown. Be sure that the "V" of the angle iron faces downward, toward the bottom of the base tower. This will keep mortar droppings from collecting on the brace.



4. Space the towers about 3 fingers (2 inches) away from the footing when the masons' walkboard support (known as a "pullout" or "outrigger") is extended. The individual legs can be easily pushed or pulled into position.



The masons' walkboards must be no farther than 14 inches from the face of the wall.

5. A straight brace should be installed between two towers to maintain the standard 7 foot spacing.



6. Plumb the tower. First plumb each individual leg, then raise the low leg of the pair by turning both leveling jacks an equal number of turns. Place your level on the tower itself to get true readings; never place it on the elevating bracket. A quality magnetic torpedo level is sufficient for plumbing.



7. Deck the scaffold and store the masons' walkboards on edge as shown. This will prove to be a big timesaver. The boards will be ready when needed without having to go find them and walk them all in from the end of the scaffold. The cut-boards between towers are 80-1/2 inches long.



Planks must be installed according to OSHA standards for scaffolding. Planks must extend 6 to 12 inches past the center of their support. Planks must overlap each other by at least 12 inches. Use only scaffold-grade planks.



Check the plank laps at the beginning of every work day. Check the laps continuously throughout the work day, especially after cranking or landing materials.



Use only scaffold grade wood planking or fabricated planking and decking meeting scaffold use requirements as outlined by OSHA and other applicable standards. Check each plank prior to use to be sure it is not warped, damaged, or otherwise unsafe.



Planks should be cleated or restrained at both ends to prevent sliding off supports if longitudinal sliding is deemed likely.



8. Add more extensions as needed following the directions in step 2. The maximum work platform height is 22'11" which is 6 extensions on the stub base tower. (WORKHORSE is actually safe over 100 feet high, but our other systems are much more practical than workhorse on walls over 16 feet high.) Our STANDARD-DUTY scaffold is shown at a job site above.



9. To jack the tower, insert the jack handle into one of the four holes shown and push downward. Do not jack one leg more than 6 notches out of level with the one beside it. You may use the same jack handle to jack any leg. We recommend that you jack every 5 courses of brick and 2 courses of block to keep the wall waist high to the mason. If you find the jack handle is obstructed by an x-brace, change it to another hole.



10. If you are using more than one extension, you will need a laborer's bracket. Some users like to employ two laborers brackets to a tower to make it easier to hop plank.

11. If the platform is going to exceed 10', you will need to install guardrails by inserting them in the places shown. Use 2 x 4s between 8 and 9 feet in length. Do not use guardrails over 9 feet long.



Access

Climb the end tower to access the platform, never in the middle of the run.

Climb up PAST the work platform a few feet, move around to the other side of the tower, and then step down on the work platform.

Non-Stop WORKHORSE towers meet the integral climbing ladder standard, 1926.451(e)(6), which governs scaffold towers used for access, and are legal to climb. Never climb x-braces.



Guardrail ends must extend 6 to 12 inches past the center of the guardrail post. DO NOT span three guardrail posts with one guardrail.



12. Remove all men and materials before lowering the scaffold. Simply push up on the holding dog and the carriage will lower to the next notch. You can lower it while standing on the ground using a 2x4 or similar object to bump the holding dog. Never climb a tower by the x-braces.



This photo is for demonstration purposes only. DO NOT attempt to lower the scaffolding with men or materials on it.

Non-Stop Scaffolding Daily Checklist

(Photo-copy this page for daily use.)

- ☐ 1. Be sure no other personnel are working above or below the scaffold.
- ☐ 2. Be sure the foundation is solid and undisturbed, especially after rain. Clear away any snow or debris blocking your view of the base. Be sure the jacks are adequately supported.
- ☐ 3. Be sure the scaffold structure is plumb.
- ☐ 4. Be sure the scaffolding has not been altered in any way. Especially check x-bracing, wall tie-ins, and guardrails.
- ☐ 5. Check elevating carriage to be sure that the holding dog is in place. Check carriages for proper up and down operation.
- ☐ 6. Check all planking to insure it is installed properly and has not been altered. Be sure planks extend at least 6 inches and no more than 12 inches past the center of their supports. Be sure toe boards are installed as required. Be sure that all planks subject to longitudinal movement are cleated or restrained.
- ☐ 7. Be sure the scaffold is not overloaded. Load no more than 3,000 pounds at a time. Load materials in every other bay. Do not exceed the capacity of the planks for the span used.
- ☐ 8. Be sure that all persons who work on the scaffold have read and understood the Assembly and Use Manual. Be sure a manual is available on the site
- ☐ 9. This checklist is not all-inclusive. Read the Assembly and Use Manual. When in doubt, ask _____, the competent person. Visit nonstopscaffolding.com for more information.
- ☐ 10. Be sure all decals are legible.
- ☐ 11. Be sure the safety catch is in place on every elevating carriage and that it moves freely.
- ☐ 12. Be sure that no parts are bent or damaged.
- ☐ 13. Be sure that walkways are not unnecessarily obstructed.
- ☐ 14. Be sure that toe boards are installed if required, or the area around the scaffold is cordoned off if required.

If any one item above remains unchecked, do not work on the scaffold until cleared by _____, the competent person.

This checklist is not intended to be all-inclusive. Read the Assembly and Use Manual. When in doubt about anything, ask the competent person before proceeding. Call Non-Stop at 800-845-0845 for advice if necessary.

Date: _____

Checked by: _____

Location: _____

Assembly, Use, and Safety Manual Quiz

This quiz is given to be sure you have read and understood the key points contained in this manual.

Circle the correct answer and check your answers against the answer key on the last page. If you miss any questions, tell your trainer or the competent person and have them explain the correct answer to you. Put your initials next to any question you missed after you understand why you missed it.

At the end of the test, sign and date it, cut it out along the dotted line, and give it to your employer.

1. If you need a copy of the Non-Stop Scaffolding Assembly and Use Manual you can: (cover)
 - a) Call Non-Stop Scaffolding and we will mail you one.
 - b) Print one from our website at nonstopscaffolding.com
 - c) Both a and b
2. What is the maximum working height of Non-Stop WORKHORSE? (p. 2)
 - a) 50 feet
 - b) 135 feet
 - c) 550 feet
3. Where should the Non-Stop WORKHORSE Scaffolding Assembly, Use, and Safety Manual be kept? (p. 3)
 - a) In the foreman's truck.
 - b) On the job site at all times.
 - c) At the home office.
4. Erection, use, and dismantle of Non-Stop must be supervised by: (p. 3)
 - a) a competent person trained on Non-Stop scaffolding.
 - b) Someone with the authority to halt work if there is a problem.
 - c) Both a and b.
5. When placing Non-Stop towers at the wall, the masons walkboards must be no farther than: (p. 4)
 - a) 3 inches from the wall.
 - b) 12 inches from the wall.
 - c) 14 inches from the wall.
6. Planks used on Non-Stop should be: (p. 5)
 - a) at least as good as you find at a good lumber yard like Home Depot.
 - b) 2x8s or 2x10s with no knots.
 - c) rough sawn lumber at least 6 inches wide.
 - d) boards certified for use as scaffold planks.
7. The ends of the planks on Non-Stop, must extend: (p. 5)
 - a) at least 2 inches past the center of the board support.
 - b) at least 6 to 12 inches past the center of the support.
 - c) no more than 1/4 inch past the support so it is as flush as possible.
8. The plank overlap in the middle of a run must be: (p. 5)
 - a) at least three times the board thickness.
 - b) at least 12 inches (and six inches past the center of their support).
 - c) at least 16 inches, and no more than 4 feet.
10. Guardrails are required when the work platform reaches: (p. 6)
 - a) 4 feet high.
 - b) 6 feet high.
 - c) 10 feet high.
 - d) 12 feet high.
11. When installing 2x4 guardrails, use: (p. 6)
 - a) 16-foot 2x4s.
 - b) 12-foot 2x4s.
 - c) 8- to 9-foot 2x4s.
12. When accessing Non-Stop you can climb the x-braces : (p. 6)
 - a) when the climbing height does not exceed 15 feet.
 - b) when there are no materials stocked over the climbing area.
 - c) never.
13. What is the maximum load capacity of Non-Stop WORKHORSE scaffolding? (p. 2)
 - a) 3,000 pounds
 - b) 2,500 pounds
 - c) 4,000 pounds

Sign here: _____

Print Name: _____

Date: _____

Instructor: _____

Answer key:
1. c
2. a
3. b
4. c
5. c
6. d
7. b
8. a
9. c
10. c
11. c
12. d
13. a