

SAFE WORK PROCEDURE

Scaffolding

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision:
Ben Sawatzky Electric Ltd.	Chris Sawatzky	Ben Sawatzky	June 2013	June 2013

Hazards Present:	PPE Required:	Additional Training Required:
Falls Pinch points Trips, slips Workers overhead/below	Hard hat Safety footwear Guardrail after 3 meters	Scaffold training

Safe Work Procedure:

General Precautions:

Always follow manufacturer assembly instruction when erecting scaffold. Only competent workers are to erect scaffolding. Competent scaffolder is to follow building design of engineered print.

Use only components designed for use with specific type of scaffolding. Appropriate warning tags must be fitted to unattended incomplete scaffolds to prevent unauthorized access. Check the stability of the completed scaffold before allowing any person to climb on to or work from the scaffold.

Barriers and Caution Tape:

Ensure working area is marked clearly with high visibility caution tape. Use proper signage when needed, such as Men Working Above, etc. Use plywood platform above high traffic areas to create protective barrier from falling material.

Erection - Fixed

1. Inspect all parts of scaffold system; reject any defective or damaged components.
2. Before erecting a scaffold, check the location for:
 - a. Ground conditions
 - b. Overhead wires
 - c. Obstructions
 - d. Variations in surface elevations
 - e. Tie-in locations and methods
3. Ensure that footings are firm (compacted), well drained and stable.
4. Mudsills and base plates must be used under feet on soft surface. Use adjustable screw jacks to ensure that all standards are vertical and that all feet are in firm contact with the surface on which it is erected. Use bracing to ensure stability of scaffold.
5. Base: A scaffold should never be constructed upon unprepared foundations. Where applicable, use adequate wood sills and base plates, ensuring that base plate is centered and spiked to wood sill. Plumb and level all horizontal and vertical tubular members or standards as erection proceeds.
6. Standards: The spacing of standards is dependent upon the loading required, irrespective whether steel or aluminum is being used. Check loading requirements with design, and where necessary seek approved engineers drawings.
7. Ledgers: Ledgers should be connected to the standards with a right angle clamp and should be horizontal. Joints in ledgers should be made with end to end clamps, and should occur as close to the standard as possible. The vertical spacing on the ledgers should not exceed 6'6" (1.98m).
8. Transoms: Transoms should be connected across the ledgers, as close as possible to the standards, and should not exceed more than 12' (1.09m) beyond the ledger. They should be connected with a right angle clamp, or equivalent.
9. Height Rule: Where height exceeds three times the smallest base dimension tube and clamp scaffolds should be tied off at 15' (4.57m) intervals vertically and 20' (6m) horizontally. Where possible push pull ties should be used, ensuring that the tie tube is connected to both standards (or both ledgers near the standard) with right angle clamps. If it is not possible to install push pull ties seek advice from supervisor or supplier.
10. Access: Access ladder(s) must be fitted to the scaffold assembly for access to the working platform. Ladders, ladder cages and rest platforms should be installed on all scaffolds where they are required.
11. Working Platform: Working platform should be a "captive" type which locks into the frame. Working platform surface should be a non-slip finish. Never place a loading greater than the marked SWL on a working platform. Each working platform and access platform must have a full edge protection comprised of handrail, midrail, and toeboard or a handrail and infill panel.
12. Planking: (a) Use a minimum of 2"x10" (50mm x 250mm) approved lumber that is properly inspected. (b) Wood planking

shall overlap or extend no less than 6" and no more than 12" and be cleated at each end beyond centre of support when extending. (c) fabricated scaffold planks and platforms unless cleated or restrained by hooks, shall extend on their end supports not more than 6" and not more than 12". (d) steel or aluminum planking should be used in accordance with manufacturer instructions.

Working on Scaffolds:

1. Inspect scaffold daily, prior to the start of work.
2. Always face ladder, climb slowly and keep both hands on stiles. Never climb the frame.
3. Use rope to raise tools, material and equipment to working platform. Ensure materials are loaded evenly onto the platforms, in order to avoid over-balancing, potential scaffold strain and tipping.
4. Workers will leave guard rails in place, except when material is being hoisted to the platform. In such cases, the guardrail will be replaced immediately after the material has been received.
5. Never overload scaffold. Total combined weight of man and material must not be greater than load rating for scaffold. Do not exceed 1000 lbs (450 kg) on single or stacked units.
6. Do not reach out from scaffold beyond arm's length.
7. Keep whole of body within confines of guardrail.
8. Do not use ladders of any type from a working platform of a scaffold.
9. Hoisting equipment must not be attached to scaffold unless explicitly indicated that it is safe to do so by manufacturer or supplier.
10. Provide exclusion area around scaffold to prevent injury from falling objects.
11. Ensure work platform is clear from tripping hazards at all times.
12. Exercise extreme care when handling gear in the vicinity of electrical wiring.

Dismantling

1. Prior to dismantling, all platforms must be cleared of materials, tools and debris.
2. Scaffolds will dismantled one tier at a time, from the top, downward.
3. Workers will not drop boards or scaffold parts from any height.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<p>Guidance Documents/Standards:</p> <p>Operator/Owner's Manual</p> <p>MB Workplace Safety & Health Regulation 217/2006:</p> <p>2.1.1 Safe work procedures</p> <p>6 Personal Protective Equipment</p> <p>28 Scaffolds and Other Elevated Work Platforms</p>	<p>This Safe Work Procedure will be reviewed at any time the task, equipment or materials change and at a minimum of every three years.</p> <hr/> <p>Reviewed:</p> <p>Date: July 6, 2013</p>
--	---