

SAFE WORK PROCEDURE

SCAFFOLDS

This task may only be performed by trained personnel

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Potential Hazards		Personal Protective Equipment (PPE) or Devices Required:
<ul style="list-style-type: none"> ▪ Falls ▪ Musculoskeletal Injuries ▪ Scaffold Collapse ▪ Shifting Planking 	<ul style="list-style-type: none"> ▪ Improper Loading ▪ Improper Erection ▪ Improper Dismantling ▪ Falling Materials 	<ul style="list-style-type: none"> ▪ Hard Hat and Safety Boots ▪ Work Gloves and Safety Glasses ▪ Fall Protection Devices ▪ Hearing Protection ▪ Tool Belts or Tool Buckets

PROCEDURE
<p>SCAFFOLD PREPARATION</p> <ol style="list-style-type: none"> 1. The Site Supervisor will be responsible for determining the proper type of scaffold to be used, based on: <ol style="list-style-type: none"> a) The type of work to be performed b) Site conditions c) Intended scaffold height d) Potential pedestrian traffic e) Weather conditions f) Obstructions g) Types of ladders or access platforms required h) Other relevant matters, such as duration of work, weight of workers, materials and equipment 2. The Site Supervisor will ensure that he is familiar with the scaffold requirements of 217/2006 and that all workers using the scaffold are similarly instructed in the legislative requirements. 3. The Supervisor will ensure that all workers involved in the erecting, using and dismantling scaffolds are properly trained to do so, in accordance with the manufacturer's specifications and instructions. 4. Prior to erecting scaffold outside, the Supervisor will ensure that the surfaces will support the scaffold and all loads that will be applied to it, in compliance with Section 28.6(1) of the Regulations. 5. Special attention will be given to the support of frozen ground conditions, especially when the scaffold is to be hoarded and heated. 6. All backfill must be well compacted and leveled. 7. Where mudsills are to be used, sloping ground will be leveled by excavations, rather than backfilling. 8. Supervisors will ensure that interior surfaces are capable of supporting the intended type, height and loads of the scaffold to be erected.

9. Prior to commencing scaffold erection, all parts of the scaffold system will be carefully inspected, including, but not limited to:
 - a) Braces
 - b) Lock pins
 - c) Outrigger stabilizers
 - d) Clamps
 - e) Rail posts
 - f) Castors
 - g) Base plates
 - h) Material hoists
 - i) Pig tails
 - j) Planking
 - k) Access ramps
 - l) Ladders
10. All defective or damaged components will be rejected.
11. Prior to commencing erection, the supervisor will develop an emergency response plan and a rescue plan for the specific type of scaffold and the site and instruct workers in the emergency procedures.

SCAFFOLD ERECTION

12. When scaffolds are being erected that are 2 or more towers high, there must always be 2 workers involved in the assembly.
13. Scaffolds will be tied-in as each level of the scaffold is erected and not left until the entire erection is completed.
14. Platform planking will be placed in accordance with Part 28, Section 28.9(1) of the Regulations, ensuring that the platform fully covers the platform area.
15. Platform materials will have the dimensions and quality to meet the requirements of Regulation 217/2006 and capable of supporting intended loads.
16. Scaffolds will be equipped with ladders, stairs or ramps and care will be taken to ensure that the platform does not interfere with access from these access systems.
17. Scaffold will have guard rails and toe boards, as outlined in Section 28.7(a-c) of the Regulations.
18. Overhead protection will be provided for workers working under a scaffold that is being erected and for workers that are working on scaffold platforms where there is a risk of material falling from above.
19. Rolling scaffolds will be equipped with wheel brakes and supervisors will ensure that the surface below them is level.
20. For special types of scaffolds, such as towers, mast climbing, systems, tube and clamp and others, Supervisors will ensure that workers receive special training in the erection of these scaffolds.

SAFE USE OF SCAFFOLD

21. Workers will access scaffold platforms only by ladders, stairs or access ramps. Climbing the frame is forbidden.
22. Workers accessing rolling scaffolds will ensure that all castor wheels are locked, prior to moving onto the scaffold.
23. Workers will ensure materials are loaded evenly onto the platforms, in order to avoid over-balancing, potential scaffold strain and tipping.

24. 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 kgs) on single or stacked units.
25. Workers will leave guard rails in place, except when material is being hoisted to the platform. In such cases, the guard rails will be replaced immediately after the material has been received.
26. While guard rails are removed and material is being hoisted, workers on scaffolds will wear fall arrest equipment. Life lines will be tied to a permanent fixture and not to the scaffold.
27. Workers on rolling scaffold must have fall arrest systems and a life line in place, if it is necessary for them to remain on the scaffold, while it is moved.
28. Workers climbing ladders to platforms will not carry tools or materials in their hands, while climbing. Tool belts or tool buckets must be used.
29. Materials will be hoisted to platforms that are in excess of 3 metres.
30. Where a forklift or other lifting vehicle is used to raise materials to a scaffold platform, care will be taken to ensure that the vehicle and load do not strike, damage or move the scaffold.
31. Scaffold platforms will be kept free from debris and litter at all times.
32. Workers will not overreach. Instead, move scaffold.
33. Scaffold may only be moved, by getting down, releasing brakes and moving it. Do not attempt to move scaffold through body movement, while on platform and lack of brakes in place.
34. Workers will not use ladders or other devices on top of the scaffold, in an attempt to gain more height.
35. Scaffold will be inspected daily, prior to the start of work.

DISMANTLING

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

MAINTENANCE AND HOUSEKEEPING

39. Ensure that all scaffolding systems are totally inspected, prior to workers utilizing the system when work from the scaffolding is suspended for periods of 2 days or more, or during periods of severe weather conditions.
40. Tools and materials to be used should be stored in an orderly fashion.
41. Debris and waste materials should not be allowed to collect on the platform.

This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years