

1.1 PURPOSE

- 1.1.1 The purpose of this policy is to establish the procedures for TERRY R PITT CONSTRUCTION employees when working on scaffolds. This program will clarify the hazards of working on scaffolds.

1.2 SCAFFOLD OPERATIONS

- 1.2.1 Prefabricated scaffolding and any associated components will be constructed and utilized in strict accordance with the manufacturer's instructions.
- 1.2.2 Scaffolds will be constructed and dismantled under qualified supervision.
- 1.2.3 The footing or anchorage for scaffolds will be level, rigid, and capable of carrying the maximum intended load without settling or displacement, including base plates, supports, etc. Unstable objects such as boxes will not be used. Barrels, boxes, loose bricks, or concrete blocks will not be used as platforms or used to support scaffolds and/or planks.
- 1.2.4 Where leveling of the elevated work platform is required, screw jacks or other similar means for adjusting the height will be provided in the base section of each mobile unit. The screw jack will extend into its leg tube at least $\frac{1}{3}$ its length but in no case will the exposed portion of the screw jack exceed 12 inches. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., that is damaged or weakened will be immediately replaced.
- 1.2.5 Scaffold planks will be free of cracks, splits, excessive knots, or notable damage. Damage of planking will be shortened to an alternative length where possible or disposed of entirely.
- 1.2.6 Wheels or casters will be properly designed for strength and dimensions to support four times the design-working load. All scaffold wheels, casters, and swivels will be provided with a positive locking device or other effective means to prevent movement of the scaffold.
- 1.2.7 Ladder access will be provided to and made secure at every working platform level.
- 1.2.7.1 Ladders will be secured.
- 1.2.7.2 Every ladder will project at least 3 feet above a work platform level or any place used as a landing.
- 1.2.7.3 Scaffold tubes and fittings or the integral parts thereof will not be considered as access. All access ways and areas to scaffold will be kept free of all debris and construction materials in order to provide safe ingress and egress.
- 1.2.7.4 Materials, tools, equipment, etc. will not be thrown up to a higher level, or down to a lower level, and will not be carried by a person if it affects the safety of their own movement to a higher or lower level.
- 1.2.7.5 Scaffold tube or fittings will not be welded or used for gigning purposes or for any other purpose other than scaffolding.

- 1.2.8 When designing a scaffold, consideration must be made for safe access during dismantling.
- 1.2.9 Before dismantling any scaffold, access must be planned for safety. This may require the use of a workbasket on a crane or the temporary erection of a platform.
- 1.2.10 Before dismantling, check the condition of the scaffold components and their installation method.
- 1.2.11 Take the time and effort to work safely, plan what you intend to do and how you will do it, and do not rush or take short cuts.
- 1.2.12 Never secure your lanyard to the same scaffold component that you are dismantling or loosening.
- 1.2.13 Scaffold crew should look out for each other's safety and provide warning of hazards.
- 1.2.14 Each scaffold and scaffold component will be capable of supporting, without failure, its own weight and at least 4 times the maximum intended load applied or transmitted to it.
- 1.2.15 Each platform on all working levels of scaffolds will be fully planked or decked between the front uprights and the guardrail supports.
- 1.2.16 Supported scaffolds with a height to base width (including outrigger supports, if used) ratio of more than four to one (4:1) will be restrained from tipping by guying, tying, bracing, or equivalent means.
- 1.2.17 When scaffold platforms are more than 2 feet above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers (scaffold stairways/towers), stairway-type ladders (such as ladder stands), ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface will be used. Cross braces will not be used as a means of access.
- 1.2.18 Scaffolds and scaffold components will not be loaded in excess of their maximum intended loads or rated capacities, whichever is less.
- 1.2.19 The design load of all scaffolds will be calculated on the basis of:
 - 1.2.19.1 Light - designed and constructed to carry a working load of 25 pounds per square ft.
 - 1.2.19.2 Medium - designed and constructed to carry a working load of 50 pounds per square ft.
 - 1.2.19.3 Heavy - designed and constructed to carry a working load of 75 pounds per square ft.
- 1.2.20 The maximum work level height will not exceed 3 times the least base dimension below the platform. Where the basic mobile unit does not meet this requirement, outrigger frames will be employed to achieve this least base dimension, or provisions will be made to guy or brace the unit against tipping.
- 1.2.21 Scaffolds will not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than as follows: Less than 50 kV- 10 feet, More than 50 kV- 10 feet plus 0.4 inches for each 1 kV over 50 kV.

- 1.2.22 Each employee on a scaffold more than 10 feet above a lower level will be protected from falling to that lower level. Each employee will be protected by the use of personal fall arrest systems or guardrail systems.
- 1.2.23 Guardrail systems will be installed along all open sides and ends of platforms. Guardrail systems will be installed before the scaffold is released for use by employees other than for erection/dismantling crews.
- 1.2.24 All scaffold work levels 6 feet or higher above the ground or floor will have a toe board at locations where persons are required to work or pass under the scaffold. All scaffold work levels 30 inches or higher above the ground or floor will have guardrail protection. All planking or platforms will be overlapped (minimum 12 inches) or secured from movement.
- 1.2.25 In addition to wearing hardhats, each employee on a scaffold will be provided with additional protection from falling hand tools, debris, and other small objects through the installation of toeboards, screens, or guardrail systems, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects. When the falling objects are too large, heavy, or massive to be contained or deflected by any of the above-listed measures, TERRY R PITT CONSTRUCTION will place such potential falling objects away from the edge of the surface from which they could fall and will secure those materials as necessary to prevent their falling.

1.3 INSPECTION

- 1.3.1 Scaffolding must be inspected and approved daily. Any modification to scaffolding requires re-inspection and approval.
- 1.3.2 A competent person will inspect the scaffolds and scaffolding components and ensure that they are safe to use. This inspection will be prior to each work shift, after any event that could affect the scaffold's structural integrity, and during the use of the scaffolds. Any part of the scaffold that is found to be damaged or weakened will be immediately repaired, replaced, braced, or removed from service until repaired.
- 1.3.3 Drawings and specification for all frame scaffolds over 125 feet in height above the base plates will be designed by a registered professional engineer and copies made available to the employer for inspection purposes.

1.4 TAGS

- 1.4.1 Green tag - Scaffold fully released for access tag will be installed on the entry side of the scaffold when the competent person has completed the checklist and all items meet the requirements. The tag will have the name of the person who inspected and approved the scaffold and date and time.
- 1.4.2 Yellow tag - Caution - Scaffold can be used if hazard(s) are compensated for tag indicates that there are some problems, but if a procedure is developed that will control the hazard, then the scaffold may be used.

- 1.4.3 Red tag - Stop - Scaffold not ready for access tag will be installed on the entry side, and the scaffold will be barricaded until the unsafe equipment or condition no longer exists. A competent person will sign the tag.
- 1.4.4 Stop tag - The competent person will inspect the scaffold per the *Scaffold Approval Inspection Checklist* and items that do not meet the requirement must be corrected prior to use. If the equipment or condition cannot be corrected, then a stop tag will be installed.
 - 1.4.4.1 The following conditions require a stop tag: high winds or storm, snow or ice on platform, the scaffold is no longer plumb, or any hazardous atmosphere.
- 1.4.5 Prior to any work on a scaffold, a *Scaffold Fully Released for Access* tag must be in place and signed by a competent person. All employees will comply with the tagging system warnings. Any employee who violates the stop tag or does not correct hazards will be subject to disciplinary action.

1.5 BARRIERS AND SIGNS

- 1.5.1 Only authorized scaffold builders assigned to work on the respective scaffold will be permitted inside the barriers.
- 1.5.2 Any scaffolding erection process that may potentially cause injury to persons below from accidentally dropped material will be barricaded at a distance of no less than 10 feet from the scaffold boundaries.
- 1.5.3 The barricaded area will have a sign that reads, *DANGER - KEEP OUT SCAFFOLD WORK IN PROGRESS - SCAFFOLDERS ONLY.*
- 1.5.4 When scaffolding is being erected, dismantled, altered, or when found to be defective or damaged, a scaffold tag sign will be displayed as close to the access locations as possible that reads, *DANGER - DO NOT USE SCAFFOLD.*
- 1.5.5 Each complete general-purpose scaffold will be inspected and approved for use by a certified competent scaffold builder.

1.6 MODIFICATIONS

- 1.6.1 Only a qualified and competent person may make a change to modify scaffolding. These modifications must meet all standards. If a non-qualified person makes changes to the scaffolding, then the scaffold could be unsafe to use as a result of an error in calculations. Employees not qualified to make modifications on scaffolding cannot make changes and if they do they are subject to disciplinary action.

1.7 TRAINING

- 1.7.1 TERRY R PITT CONSTRUCTION will train employees who perform work while on a scaffold to the hazards associated with the type of scaffold being used. This training will include the understanding the procedures to control or minimize the hazards. Training will be conducted by qualified personnel.

- 1.7.2 Training will be conducted when an employee is involved in erecting, using, or dismantling scaffolds. Employees who are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold must be trained by a competent person. The training will include, at a minimum, the following:
 - 1.7.2.1 The nature of scaffold hazards, electrical hazards, fall hazards, and falling object hazards in the work area.
 - 1.7.2.2 The correct procedures for mitigating and controlling electrical hazards and the appropriate procedures for erecting, maintaining, and disassembling the fall protection systems and the falling object protection systems being used.
 - 1.7.2.3 The proper use of a scaffold and the proper handling of materials on the scaffold.
 - 1.7.2.4 The correct procedure for erecting, disassembling, moving, operating, repairing, inspecting, and maintenance of the type of scaffold used.
 - 1.7.2.5 Design criteria, maximum intended load, maximum load carrying capabilities of the scaffold, and intended use of the scaffold.
 - 1.7.2.6 The requirements from the regulatory standard that are applicable to the operations.
- 1.7.3 Retraining will be given if there is reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use, or dismantling of scaffolds; when changes in the types of scaffolds, fall protection, falling objects protection, or other equipment presents a hazard and the employee has not been previously trained; or when inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.
- 1.7.4 All scaffolds will be constructed by a competent person who is trained and authorized. This training will be conducted by qualified trainers. The trained personnel will be required to attend refresher courses on a yearly basis. Training will also be conducted when conditions change. At a minimum, training will cover hazard awareness, updates on fall protection, and load capacities.