

Sample Written Program

For

Scaffolds



Scaffold Safety Program

(COMPANY NAME)

Purpose

The purpose of this safety policy and procedure is to establish guidelines for the protection of {COMPANY} employees who work on scaffold work surfaces.

Applicability

Scaffolding has a variety of applications. It is used in new construction, alteration, routine maintenance, renovation, painting, repairing, and removal activities. Scaffolding offers a safer and more comfortable work arrangement compared to leaning over edges, stretching overhead, and working from ladders. Scaffolding provides employees safe access to work locations, level and stable working platforms, and temporary storage for tools and materials for performing immediate tasks. Scaffolding accidents mainly involve personnel falls and falling materials caused by equipment failure, incorrect operating procedures, and environmental conditions. Additionally, scaffolding overloading is a frequent single cause of major scaffold failure. This safety policy and procedure provides guidelines for the safe use of scaffolds. It includes training provisions and guidelines for scaffold erection and use.

Reference

This safety policy and procedure is established in accordance with Occupational Safety and Health Standards for General Industry (29 CFR 1910.28) and Occupational Safety and Health Standards for Construction Industry (29 CFR 1926.451).

Policy

Scaffolds shall be erected, moved, dismantled, or altered only under the supervision of a competent person and will have guardrails and toeboards installed. When scaffolding hazards exist that cannot be eliminated, then engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Scaffolds will be implemented. These measures will be implemented to minimize those hazards to ensure the safety of employees and the public.

Responsibilities

It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of {COMPANY}'s safety policy and procedure on Scaffolds. It is also the responsibility of each {COMPANY} employee to report immediately any unsafe act or condition to his or her supervisor. Specific responsibilities are found in Section 6.3.

Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by {COMPANY}'s safety policy and procedure on Scaffolds.

Definitions

Brace: A tie that holds one scaffold member in a fixed position with respect to another member. Brace also means a rigid type of connection holding a scaffold to a building or structure.

Coupler: A device for locking together the component tubes of a tube and coupler scaffold.

Harness: A design of straps which is secured about the employee in a manner to distribute the arresting forces over at least the thighs, shoulders, and pelvis, with provisions for attaching a lanyard, lifeline, or deceleration device.

Hoist: A mechanical device to raise or lower a suspended scaffold. It can be mechanically powered or manually operated.

Maximum Intended Load: The total load of all employee, equipment, tool, materials, transmitted, wind, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

Mechanically Powered Hoist: A hoist which is powered by other than human energy.

Outriggers: The structural member of a supported scaffold used to increase the base width of a scaffold in order to provide greater stability for the scaffold.

Platform: The horizontal working surface of a scaffold.

Safety Belt: A strap with means for securing about the waist or body and for attaching to a lanyard, lifeline, or deceleration device.

Scaffold: Any temporary elevated or suspended platform and its supporting structure used for supporting employees or materials or both, except this term does not include crane or derrick suspended personnel platforms.

Training

Affected employees will receive instruction on the particular types of scaffolds which they are to use. Training should focus on proper erection, handling, use, inspection, and care of the scaffolds. Training must also include the installation of fall protection, guardrails, and the proper use and care of fall arrest equipment.

This training should be done upon initial job assignment. Retraining shall be done when job conditions change. Periodic refresher training shall be done at the discretion of the supervisor.

Company designated “competent person(s)” will receive additional training regarding the selection of scaffolds, recognition of site conditions, recognition of scaffold hazards, protection of exposed personnel and public, repair and replacement options, and requirements of standards.

Safe Scaffold Erection and Use

Safe scaffold erection and use is important in minimizing and controlling the hazards associated with their use. Scaffold work practices and rules should be based on:

- Sound design
- Selecting the right scaffold for the job
- Assigning personnel
- Fall protection
- Guidelines for proper erection
- Guidelines for use
- Guidelines for alteration and dismantling
- Inspections
- Maintenance and storage

Types of Scaffolds

There are many different types of scaffolds used in {COMPANY}. The three major categories are:

- Self-supporting scaffolds
- Suspension scaffolds
- Special use scaffolds

Self-supporting scaffolds are one or more working platforms supported from below by outriggers, brackets, poles, legs, uprights, posts, frames, or similar supports. The types of self-supporting scaffolds include:

- Fabricated Frame
- Tube and Coupler
- Mobile
- Pole

Suspension scaffolds are one or more working platforms suspended by ropes or other means from an overhead structures(s). The types of suspension scaffolds include:

- Single-Point Adjustable (Boatswain’s Chairs)
- Two-Point Adjustable (Swing Stage)
- Multiple-Point Adjustable
- Multi-Lend
- Category
- Float (Ship)
- Interior Hung
- Needle Beam

Special use scaffolds and assemblies are capable of supporting their own weight and at least 4 times the maximum intended load. The types of special use scaffolds include:

- Form and Carpenter Bracket
- Roof Bracket
- Outrigger
- Pump Jack
- Ladder Jack
- Window Jack
- Horse
- Crawling Boards
- Step, Platforms, and Trestle Ladder

Responsibilities

Managers/Unit Heads

Managers/Unit Heads will ensure adequate funds are available and budgeted for the purchase of scaffolds in their areas. They will also identify the employees affected by this safety policy and procedure. Managers/Unit Heads will obtain and coordinate the required training for the affected employees. Managers/Unit Heads will also ensure compliance with this safety policy and procedure through their auditing process.

Supervisors

Supervisors will not allow any employee who has not received the required training to perform any of the tasks or activities related to scaffold erection and/or dismantling. Supervisors will communicate appropriate needs to managers/unit heads and/or supervisors. Supervisors will ensure that employees are provided with PPE as necessary for their job. Supervisors will ensure that a competent person is in charge of scaffold erection according to the manufacturer's specifications.

Competent Person

The competent person will oversee the scaffold selection, erection, use, movement, alteration, dismantling, maintenance, and inspection. The competent person will be knowledgeable about proper selection, care, and use of the fall protection equipment. Additionally, the competent person shall assess hazards.

Employees

Employees shall comply with all applicable guidelines contained in this safety policy and procedure. Employees will report damaged scaffolds, accessories, and missing or lost components. Employees will assist with inspections as requested.

Safety Department

Safety and Loss Control will provide prompt assistance to managers/unit heads, supervisors, or others as necessary on any matter concerning this safety policy and procedure. Safety and Loss Control will assist in developing or securing required training. Safety and Loss Control will also work with Purchasing and Central Equipment Unit to ensure that all newly purchased scaffolds comply with current safety regulations and this safety policy and procedure. Safety Engineers will provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure.

Purchasing Department

Purchasing Department is responsible for ensuring that purchased scaffolds and related material and equipment meet or exceed current safety regulations.

Safety Requirements for Scaffolds

- The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- No scaffold shall be erected, moved, dismantled, or altered except under the supervision of competent persons or as requested for corrective reasons by Safety and Loss Control Personnel.
- Guardrails and toeboards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor, except needle beam scaffolds and floats. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches shall have standard guardrails installed on all open sides and ends of the platform.
- Guardrails must be 2 X 4 inches, or the equivalent, not less than 36 inches or more than approximately 42 inches high, with a midrail, when required, of 1 X 4 inch lumber, or the equivalent. Supports must be at intervals not to exceed 8 feet. Toeboard and the guardrail shall extend along the entire opening.
- Scaffolds and their components must be capable of supporting without failure at least 4 times the maximum intended load.
- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, couplers, etc., damaged or weakened from any cause must be repaired or replaced immediately, and shall not be used until repairs have been completed.
- All load-carrying timber members of scaffold framing shall be a minimum of 1,500 fiber (Stress Grade) construction grade lumber.
- All planking must be Scaffold Grades, or equivalent, as recognized by approved grading rules for the species of wood used. The maximum permissible span for 2 X 9 inch or wider planks is shown in the following:
 - The maximum permissible span for 1-1/4 X 9 inch or wider plank of full thickness shall be 4 feet with medium duty loading of 50 p.s.i.
 - All planking or platforms must be overlapped (minimum 12 inches) or secured from movement.
 - An access ladder or equivalent safe access must be provided.

- Scaffold plank must extend over their end supports not less than 6 inches or more than 18 inches.
- The poles, legs, or uprights of scaffolds must be plumb and securely and rigidly braced to prevent swaying and displacement.
- Overhead protection must be provided for men on a scaffold exposed to overhead hazards.
- Slippery conditions on scaffolds shall be eliminated immediately after they occur.
- No welding, burning, riveting, or open flame work shall be performed on any staging suspended by means of fiber or synthetic rope. Only treated or protected fiber or synthetic ropes shall be used for or near any work involving the use of corrosive substances or chemicals.
- Wire, synthetic, or fiber rope used for scaffold suspension shall be capable of supporting at least 6 times the intended load.
- Scaffolds shall be provided with a screen between the toeboard and guardrail, extending along the entire opening, consisting of No. 18 gauge U.S. Standard wire one-half inch mesh or the equivalent, when personnel are required to work or pass underneath the scaffolds.
- A safe distance from energized power lines shall be maintained.
- Tag lines shall be used to hoist materials to prevent contact.
- Suspension ropes shall be protected from contact with heat sources (welding, cutting, etc.) and from acids or other corrosive substances.
- Scaffolds shall not be used during high wind and storms.
- Ladders and other devices shall not be used to increase working heights on scaffold platforms.
- Scaffolds shall not be moved while employees are on them.
- Loose materials, debris, and/or tools shall not be accumulated to cause a hazard.
- Employees working on suspended scaffolds shall employ a fall-arrest system.
- Scaffold components shall not be mixed or forced to fit which may reduce design strength.

- Scaffolds and components shall be inspected at the erection location. Scaffolds shall be inspected before each work shift, after changing weather conditions, or after prolonged work interruptions.
- Casters and wheel stems shall be pinned or otherwise secured in scaffold legs. Casters and wheels must be positively locked if in a stationary position.
- Tube and coupler scaffolds shall be tied to and securely braced against the building at intervals not to exceed 30 feet horizontally and 26 feet vertically.

ADDITIONAL INFORMATION

The OSHA website: www.osha.gov has excellent eTools such as over 75 slides of scaffolds with OSHA interruption of violations, etc.

Scaffold manufacturers have booklets on how erect and use their scaffolds safely. If you do not have a copy of their booklets, get them from the manufacturer.

The information and suggestions contained in this material have been developed from sources believed to be reliable. However, Frankenmuth accepts no legal responsibility for the correctness or completeness of this material, or its application to specific factual situations.