1.0 Policy
Work activities requiring scaffolding shall be constructed and used in a safe manner.

2.0 Purpose
To define the standards and procedures for the safe erection, use and dismantling of scaffold systems.

3.0 Scope
Applies to all Sunbelt Controls work sites whereby scaffolding is utilized.

4.0 Definitions
Competent Person – one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to personnel, and has authorization to take prompt corrective measures for their elimination.

Platform and Work Platform – a work surface elevated above lower levels; platforms can be constructed using individual wood planks, fabricated planks, fabricated decks, and fabricated platforms.

Qualified Person – a person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

Rated Load – the manufacturers' specified maximum load to be lifted by the hoist or to be applied to a scaffold or scaffold component.

Scaffold, Scaffolding and Scaffold Assembly – any temporary elevated platform (supported or suspended) and supporting structure (including points of anchorage) used for supporting personnel or materials or both. See Appendix 28-B for examples of scaffolding.

Scaffold User – a person who uses a scaffold assembly to gain access to an elevated position in order to perform their work.

Scaffold Builder – a competent person who is trained to erect, modify, repair, and dismantle scaffold assemblies.

5.0 Requirements

5.1 General
Scaffolds shall be erected, used modified, and dismantled in accordance with the requirements of this standard and those of regulatory agencies. These standards also apply to contracted parties responsible for these activities.

When scaffold assemblies are no longer required they shall be dismantled and safely stored/secured.

The use of scaffold assemblies constructed by Sunbelt Controls is reserved for the sole use of Controls employees unless otherwise specified by the Safety Manager or provided as a service as part of a contractual agreement.

Only competent persons designated as Scaffold Builders by the Safety Manager are authorized to construct, modify, and dismantle scaffolds.

Only persons who are trained and designated as Scaffold Users may enter onto scaffold assemblies, except for stand-alone scaffold stairways.

Persons working inside the confines of a completed scaffold are not required to wear fall protection equipment unless otherwise specified.

5.2 Designing and Building Scaffolds

Only a Qualified Person shall design scaffold systems.

Pole scaffolds over sixty (60) feet in height shall be designed by a Registered

Professional Engineer, and shall be constructed and loaded in accordance with that design.

Tube and coupler or fabricated frame scaffolds over one hundred and twenty-five (125) feet in height shall be designed by a Registered Professional Engineer, and shall be constructed and loaded in accordance with that design.

A designated competent person shall direct the erection, repair and dismantling of scaffolding systems.

A competent person shall be at the physical location where scaffold assemblies are under construction, being modified or being dismantled.

5.3 Scaffold Builders and Users

Persons assigned as scaffold builders shall be trained to:

- Understand and recognize the nature of scaffold hazards
- Apply the correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question, as applicable
- Know the design criteria, maximum intended load-carrying capacity and intended use of the scaffold
- Know how to apply fall prevention techniques

Scaffold builders shall work under the direct supervision of a competent person as defined by this document.

Scaffold Builders and Users who are assigned to perform work on scaffold assemblies shall successfully pass a training session as designated in the Training portion (sub-section 5.4 under Section Twenty-Eight [28]) of this manual.

5.4 Training

5.4.1 Scaffold Users

Scaffold users shall be trained by a competent person and/or agency to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following areas, as applicable:

- Recognition of known hazards
- Correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used (see Fall Protection under Section Seventeen [17] of this manual)
- Maximum intended load and load-carrying capacities of the scaffold(s) used
- All other pertinent information associated with this policy manual section

5.4.2 Scaffold Builders and Inspectors

Scaffold Builders and Inspectors shall be trained by a competent person to recognize any hazards associated with the work being conducted.

The training shall include the following areas, as applicable:

- Nature of scaffold hazards
- Correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold(s) used
- Design criteria, maximum intended load-carrying capacity and intended use of the scaffold(s)
- All other pertinent information associated with this policy manual section

5.4.3 Refresher Training

Any Scaffold Builder, Inspector or User who displays a lack of skill or understanding for conducting their work safely shall be retrained until such skill / understanding is observed.

Retraining shall include the following areas, at a minimum:

- Any changes at the worksite that have not been previously trained
- Any changes in the type of scaffold, fall protection, falling object protection or other equipment have not been previously trained
- Any particular points of skill or understanding that is not being proficiently displayed

5.5 Inspections

5.5.1 Daily Inspection

Competent Persons are responsible for visually inspecting scaffolds and work platforms for defects and damage prior to use each day. If defects or damage is noted or discovered, work shall stop and the immediate supervisor shall be notified and work shall not commence until corrective action has been taken.

These inspections shall be documented on an inspection tag attached to the scaffold assembly or a form that is retained (reference Appendix 28-A).

This inspection shall include the following information:

- Name of the person inspecting scaffold
- Name of Users
- Date inspected
- Items inspected shall be documented appropriately by comment (on the tag) or by initialing an inspection checklist

These tags or completed inspection forms shall be retained for a maximum of three (3) months, or until the scaffolding is dismantled.

5.5.2 Competent Person Inspection

Upon the completion of a scaffold assembly a Competent Person is responsible for conducting an inspection to verify the condition of the assembly.

5.6 Scaffold Inspection Tags

Because not all scaffolds are constructed to a 100% complete state, a scaffold tagging procedure as defined in this document shall be used to identify the condition of a scaffold assembly.

During the construction phase of a scaffold assembly a "Red" Scaffold tag shall be affixed to the assembly and remain in place until a final inspection has been conducted.

Personnel and others shall not use scaffolds that **do not** have a yellow or green scaffold tag affixed to it under any circumstances.

Scaffold tags shall be in use while scaffolds are being erected, modified, used and dismantled. Only Scaffold Builders are permitted to be on a scaffold with a Red Tag (**Danger, Do Not Use Scaffold**).

5.6.1 Green Tag

A Green tag shall be used to indicate a scaffold is complete and ready for use.

This tag authorizes personnel to use the scaffold without fall protection equipment while working within the confines of the work platform. The front of this card has instructions regarding the inspection of scaffolds by competent persons and users. There is a space for the competent person to add additional instructions. The reverse side of the tag is to be used to document the daily competent person inspection. Upon completion of the inspection the competent person shall sign and date the tag. If conditions are such that the scaffold is not useable without fall protection, the tag shall be removed and replaced with a red or yellow scaffold tag.

5.6.2 Yellow Tag

A yellow tag indicates a scaffold is not complete.

The yellow tag contains a brief description of the incomplete part of the scaffold, known hazards (such as steam lines, missing hand rails, etc.), and the type of additional protective measures required.

The competent person enters this information. The reverse side of the card is to be used to document the daily competent person inspection.

If conditions are such that the scaffold is not useable with fall protection, the tag shall be removed and replaced with a red scaffold tag.

5.6.3 Red Tag

A red tag indicates a scaffold is not safe to use.

Red scaffold tags shall be affixed to scaffold assemblies upon commencement of their construction and until they are completed and ready for use. Upon completion, a yellow or green scaffold tag shall replace the red tag. Upon disassembly, a red tag shall replace the green or yellow tag.

5.7 Access

Access shall be provided to scaffold platforms when they are more than nineteen (19) inches above or below a point of access. Cross braces shall not be used for access. Acceptable access includes:

- Portable ladder
- Hook-on ladder
- Attachable ladder
- Stair tower
- Stairway-type ladder
- Ladder stand
- Ramp
- Walkway
- Integral prefabricated scaffold access or direct access from another scaffold
- Structure
- Personnel hoist

A safe means of access shall be provided for personnel erecting and dismantling a scaffold where the provision of safe access is feasible and does not create a greater hazard as determined by a competent person. This decision shall be based upon site conditions and the type of scaffold being erected or dismantled.

Hook on type ladders shall be installed as soon as scaffold erection has progressed to a point that permits safe installation and use.

When erecting or dismantling only tubular welded frame scaffolds, (end) frames, with horizontal members that are parallel, level and are not more than 22 inches apart vertically may be used as climbing devices for access, provided they are erected in a manner that creates a usable ladder and provides good hand hold and foot space.

5.8 Working on Scaffold Assemblies

Scaffolds shall not be loaded in excess of their maximum intended loads or rated capacities whichever is less.

Any part of a scaffold damaged or weakened to a point where the strength is less than required shall be taken of out service until repaired, replaced or braced to meet requirements.

Employees shall not be on scaffolds while they are moved horizontally except:

- When designed by a registered engineer specifically for such movement; OR
- Provisions for mobile scaffolds are followed (OSHA 29 CFR 1926.451 (w))

Employees shall not be permitted to work on scaffolds covered with snow, ice or other slippery material except as necessary for removal of such materials. Under these circumstances slip resistant footwear and other precautions shall be taken to ensure personnel do not fall from the scaffold assembly.

Protection from falling objects such as tools, equipment, materials and debris is required for personnel working on scaffolds and work platforms. Protection includes installation of toe boards, screens, guardrail systems, debris nets, catch platforms, deflectors and canopies. Heavy, massive and large objects shall be placed away from edges and secured in place to prevent accidental falling.

The area below scaffolds shall be barricaded to protect personnel working below from falling objects (reference General Safety under Section Five [5] of this manual).

Employees shall not be permitted to work on scaffolds during storms, and high winds unless a competent person has determined that it is safe and personnel are utilizing fall protection equipment. Windscreens shall not be used unless scaffolds are designed to withstand wind loads and the load of the windscreen itself.

Employees shall not be permitted to work on scaffold assemblies when electrical storms are visible and in near proximity.

Debris shall not be allowed to accumulate on work platforms.

Barrels, boxes and other inappropriate devices shall not be used to increase the working level height of personnel on any type of scaffold.

Ladders may be used only on large area scaffolds where the following criteria have been satisfied:

- When the ladder is placed against structure that is not part of the scaffold, the scaffold shall be secured against the sideways thrust exerted by the ladder
- The platform units shall be secured to the scaffold to prevent their movement
- The ladder legs shall be on the same platform or other means shall be provided to stabilize the ladder against unequal platform deflection
- The ladder legs shall be secured to prevent them from slipping or being pushed off platforms
- There is no potential of falling off the scaffold assembly

- The ladder cannot cause deflection of the platform to exceed 1/60th of the supported length of the platform

5.9 Electrical Lines and Hazards

All electrical lines shall be treated as 'live' unless proven otherwise.

Clearance between scaffolds and electrical power lines during erection, use and dismantling shall be as follows:

Insulated Lines Voltage	Minimum Distance	Alternatives
Less than 300 Volts	3 Feet	
300 Volts to 50 kv	10 Feet	
More than 50 kv	10 feet plus 0.4 inches for each 1 kv over 50 kv	2 times the length of the line insulator, but never less than 10 feet
Uninsulated Lines Voltage	**Minimum Distance**	
Less than 50 kv	10 Feet and no contact can be made during material handling operations	
More than 50 kv	10 feet plus 0.4 inches for each 1 kv over 50 kv	

Exception is granted to these requirements when the utility operator or electrical system operator has de-energized the systems, relocated the lines, or installed protective covering to prevent accidental contact with the lines.

6.0 REFERENCES

Title 8 of the California Code of Regulations, Section 1637
OSHA 29 CFR 1926 Subpart L
ANSI Guidelines as referenced