

It is the policy of Climate Engineers Inc. to hire a qualified outside source to erect and dismantle scaffolding. We have provided training for Scaffold Users. We have also provided an overview of Scaffold Use. The following are guidelines to follow when using scaffolding safely:

**Working safely with scaffolds really comes down to three things:**

1. Is the scaffold safe?
2. Am I using the appropriate protective equipment?
3. Am I following safe work practices?

### **IS THE SCAFFOLD SAFE?**

The design and structure of the scaffold itself is extremely important to the safety of the user. That's also why it's important to inspect your scaffold each and every time you prepare to use it. Check the following:

- The footing or anchorage for scaffolds must 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 must not be used to support scaffolds or planks.
- Check the guardrails. They should be two inches by four inches and three to three and a half feet high. Also, OSHA requires that guardrail supports are spaced at least every 10 feet apart on all open sides of the scaffold.
- Toe boards at least 3 1/2 inches high and must run along all open sides where objects could fall.
- Check to see that there are screens between the toe boards and guardrails if people will be passing underneath the scaffold.
- Make sure all cross braces are secure.
- Always have a ladder handy to get on and off the scaffold.
- On wooden scaffolds, check to see that planks extends six to 18 inches beyond the end supports.
- Make sure that poles and legs are secure.

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### **AM I USING THE APPROPRIATE EQUIPMENT?**

Keep the following points in mind when working with scaffolds:

- Hard hats are required gear whether you're working on a scaffold or near one.
- When working on a scaffold, wear non-skid shoes.
- When working on swinging scaffolds, use a safety belt attached to either a secure line or to a structure - not to the scaffold.
- Make sure you have a good pair of leather work gloves on when handling scaffold.

### **AM I FOLLOWING SAFE WORK PRACTICES?**

- Be sure the scaffold is firmly secured
- Never overload it, keeping only the tools and materials you need on the scaffold
- If working outdoors in bad weather, put sand on the surface of the scaffold to prevent slipping

**OUR GOAL IS ZERO INJURIES IN THE WORKPLACE**

- Remove all equipment and debris from scaffold at the end of your shift
- Always watch out below

**HOW DO I SAFELY PROVIDE FALL PROTECTION WHEN ON A SCAFFOLD?**

You don't always get second chance when you make a mistake concerning fall protection. Always remember the following guidelines:

1. At working levels above 4' without the required hand rail, mid rail and fully planked platform, make sure you are 100% tied off to a 5,000 pound anchorage point.
2. When no appropriate anchorage point exists in the area, tie off to the scaffold may be your only option.
3. Before tying off to the scaffold, make sure that the scaffold itself is securely tied to a structure or is in some other way secured from tipping.
4. Always tie off to the upright portion of the scaffold. Never tie to a horizontal member of the scaffold.

**FACTS:**

**When using scaffold, tie-off is not needed when the following criteria is met:**

- The scaffold platform height is less than 4 feet above the lower level and the potential to fall more than 4 feet does not exist.
- Continuous guardrails and mid-rails are provided around the entire scaffold platform.
- The scaffold platform is fully planked with a maximum of 1" gap between each plank.

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**When the above criteria cannot be met, the following must be followed:**

- All personnel on the scaffold shall be 100% tied-off to an anchorage point, which is capable of supporting 5,000 pounds and is directly above the worker to avoid a swing effect after a fall.

**If an approved anchorage point is not available, tie-off to the scaffold is possible under the following conditions:**

- The scaffold is built in such a manner that it will withstand the forces applied upon a fall. (i.e., secured to the structure of the building to prevent tip-over)
- Only the vertical supports of the scaffold are used as anchorage points.
- Only one person tied-off per vertical post.
- Tie-off must be approved by the competent person who built the scaffold.

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**The following rules apply to INFOSCAFF and Shift Inspection scaffold tags:**

- Tags shall only be placed on the scaffold by a competent person.
- Tags shall be placed at eye level or as near to eye level as possible.
- Tags shall be placed at each access point to the scaffold.
- Tags shall be secured to the scaffold using plastic zip ties.
- Plastic bags shall be used to protect the tags whenever the possibility of rain or wet areas could render the tag unreadable.
- All tags shall be removed from the scaffold components immediately after dismantling.

**The following rules apply to the conditions which must exist before changing an INFOSCAFF tag to green.**

- The scaffold is in a “like new” condition which will support 4 times the maximum intended load of 25 pounds per square foot.
- The scaffold is found to be plumb, square and rigid.
- When casters or wheels are not used, base plates with screw jacks shall be used on all vertical support posts.
- Mudsill supports shall be used under all base plates when bearing on all non-concrete surfaces.
- The first horizontal runner support shall be as close to the screw jack as possible.
- The spacing between horizontal runner supports shall not exceed 6 feet 6 inches.
- Diagonal supports shall be in place to prevent racking & collapse.
- When the possibility of uplift could occur, each scaffold section shall be securely pinned together.
- The maximum spacing for horizontal bearers shall not exceed 5 feet for QES system non-truss scaffold components and not more than 4 feet for regular tube & clamp components.
- The scaffold height does not exceed 4 times the minimum base dimension without guys, ties or bracing to prevent collapse.
- When the scaffold exceeds 4 times the minimum base dimension, guys, ties or bracing shall be used to prevent collapse on every other section of scaffold.
- Wherever the hazard of falling objects exist, protection in the form of barricades, toe boards, screens, etc. shall be used to protect workers below.
- The first rung of the scaffold ladder shall not be more than 24 inches above the supporting level.
- Ladders shall extend, wherever possible, 3 feet above the platform for safe access.
- Whenever a scaffold ladder extends 20 feet or more above the supporting level, a retractable lifeline shall be provided for the safe ascending & descending of the scaffold ladder. (subject to retractable lifeline availability)
- The scaffold platform is fully decked with no openings of more than one inch.
- When ¾ inch plywood is used to cover holes and openings in the scaffold platform, the maximum distance the plywood can span is 18 inches.
- Handrail and mid-rail components are complete and provided for each working platform on the scaffold.

- ❑ Handrails and mid-rails may not be needed on open sides of scaffolds where the distance between the scaffold and the surface of the work does not exceed 14 inches and the surface of the work will protect workers from falling.

**The following rules apply to Climate workers on scaffold in regard to fall protection:**

- ❑ Before accessing any scaffold at any time, all Climate workers shall be equipped with all the fall protection equipment needed to provide fall protection while on the scaffold.
- ❑ 100% fall protection is not required on green tagged scaffolds.
- ❑ Lanyards shall be properly secured to an approved anchorage point while performing work activities.
- ❑ Before using the scaffold as an anchorage point each worker must prove that no other approved anchorage point exists in the area.
- ❑ Before using the scaffold as an anchorage point the competent person must verify that the scaffold has been built to withstand the force applied in the event that a worker falls off of the scaffold.
- ❑ When workers determine that tie-off to scaffold is approved they shall then tie only to the vertical support posts.