**SCAFFOLDS**

The purpose of this program is to prevent injuries due to falls from elevated work areas and ensure employees and contractors are able to inspect scaffolding materials and erected scaffolds.

This policy establishes health and safety requirements for all Piedmont Service Group (PSG) employees. This includes the proper construction, inspection, maintenance, operation and use of scaffolds used in the alteration, construction and demolition of building (interior and exterior).

A competent person should be assigned to each scaffold project, to ensure proper assembly, use and disassembly.  Before each use, the competent person should inspect the platform condition, framework, the base and supports, access ladders, scaffold connections and the overall stability. If at any time the scaffold is not fully completed or is found to be non-compliant, the competent person shall tag the scaffold out of service. The competent person is the only one who can authorize a modification if it meets manufacturers requirements. All others are prohibited from modifying the scaffold.

**Capacity**

 • All scaffolds and their components will be capable of supporting, without failure, at least four times the maximum intended load.

 • The three types of supporting scaffolds include: Light (25 p.s.f), Medium (50 p.s.f.), and Heavy (75 p.s.f.).

 • All suspension ropes and hardware shall be capable of supporting at least six times the maximum intended load.

**Platform Construction**

 • All platforms must be entirely planked and decked with scaffold-grade planks.

 • Gaps may not be more than one inch wide in between planks and no more than 9½ inches between the last plank and the upright.

 • All platforms must be at least 18 inches wide and they may deflect no more than 1/60 of the span when loaded. For a 10' span - 2" deflection is the maximum.

 • The front edge of any working platform must not be more 14 inches from the face of the work.

 • Scaffold planks 10’ or less in length, unless cleated or secured with hooks, will extend at least 6” past the support but not more than 12”. Scaffold planks greater than 10’ will extend no more than 18” past the support.

 • Where platforms are overlapped to create a long platform, the overlap may occur only over supports and not be less than 12”, unless secured to prevent movement.

 • Keep all platforms clear of debris or other obstructions that might hinder the working clearance on the platform.

**Supported Scaffolds**

 • The footing or anchorage for scaffolds will be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as concrete blocks or bricks will not be used to support scaffolds or planks.

 • The poles legs, or uprights will be plumb and securely and rigidly braced to prevent swaying and displacement.

 • All supported scaffold with height to base ratio greater than 4:1 shall be restrained from tipping by the use of ties, guys or equivalent.

 • Mixing scaffold components from one manufacturer to another may not be done, unless integrity of each component can be maintained and is approved by the competent person.

**Mobile Scaffolds**

 • Scaffolds shall be braced by cross, horizontal, or diagonal braces, or combination thereof, to prevent collapse.

 • Scaffold casters shall be locked to prevent movement of the scaffold while occupied.

 • Manual force used to move the scaffold shall be applied as close to the base as practical but not more than 5 feet above the supporting surface.

 • Platforms shall not extend outward past the base unless outriggers are provided.

 • Caster stems and wheel stems shall be pinned or otherwise secured in the scaffold legs or adjustment screws.

 • Employees shall not be allowed to ride on scaffolds unless the surface on which the scaffolds is being moved is within 3° level, the height to base ratio is 2:1 or less and the scaffold is moved at a speed of 1 foot or less per second.

**Access**

 • A safe access must be provided to each scaffold platform greater than 24 inches above the supporting surface. Acceptable means of accesses that are permitted include: hook-on ladders, portable ladders, stairways, stair towers, ramps and integral pre-fabricated frames.

 • Cross braces may not be climbed or used as a means of access.

**Scaffold Inspection and Tagging**

 • Inspection and tagging of the scaffold are to be performed by a competent worker experienced in the erection of scaffold.

 • All scaffold identification tags will be of a solid green, yellow, or red color with black lettering.

 • All scaffold identification tags will have the front information displayed and must be completed for each tag:

 • Date Erected/Tagged

 • Inspected By: Name (print and signature)

 **Green -** tags will be hung on scaffolds that have been inspected and are safe for use. A green "SAFE FOR USE" tag(s) should be attached to the scaffold at each access point after the initial inspection is complete.

 **Yellow "CAUTION” tag(s)** will replace all green "Safe Scaffold" tag(s) whenever the scaffold has been modified to meet work requirements and as a result could present a hazard to the user. This tag indicates special requirements for safe use. The tag, as a minimum requirement, will have the unusual or potential hazard marked on the reverse.

 The yellow tag should not to be removed until the scaffold has been returned to a safe condition and an inspection, by a “competent person”, has been completed. Based on the results of that inspection, the appropriate tag (red or green) will be hung on the scaffold and the yellow tag removed.

 **Note:** Use of the “yellow tag” status is not intended to override the green tag system. All efforts should be made to return the scaffold to a “Green Tag” status as soon as possible.

 **Red "DANGER–UNSAFE FOR USE" tag(s)** will be used during erection or dismantling when the scaffold is left unattended and replace all green "Safe for Use " tag(s) or yellow “Caution / Hazard “ tag(s) in the event a scaffold has been deemed unfit for use. The tag(s), as a minimum requirement, will include the inspection date and the name of the person who performed the inspection filled in on the front of the card. The designation, under erection, being dismantled and repairs required or overhead protection only, marked on the reverse.



**Fall Protection and Falling Object Protection**

 • All scaffolds over 10’ must be equipped with guardrails.

 • Toe boards shall extend a minimum of 4” above the work platform. When it is anticipated that material will be stacked higher than 4”, screens must be provided from the work platform to the top rail to prevent material from falling from the scaffold.

 • Personal fall arrest system may be used in lieu of guardrails on some scaffolds.

 • All erectors and dismantlers of scaffolds shall be protected from falling by the use of a personal fall arrest system.

**Use**

 • All scaffold users must comply with the tagging system as described above.

 • Scaffolds may never be loaded to exceed their capacity.

 • Scaffolds may not be erected within 3’ from insulated power lines carrying less than 300 volts and not within 10’ from power lines carrying 300 volts or more. For each kilovolt over 50kv, add 0.4 inches.

 • Scaffolds may not be moved while occupied by workers, unless designed for such purpose.

 • Employees will not work on scaffolds, which are covered with ice or snow, unless all ice or snow is removed and planking is surfaced to prevent slipping.

 • No employee will work on scaffolds during storms or high winds.

 • The use of shore scaffolds and lean-to scaffolds is strictly prohibited.

**Training**

 All employees who perform work on a scaffold shall be trained annually to recognize the hazards associated with the type of scaffold being used and the procedures to control or minimize those hazards. This training shall include:

 • The nature of electrical hazards, fall hazards, and falling object hazards in the work area.

 • Proper use of scaffolds and tagging system.

 • Proper handling of materials on scaffolds.

 • Proper erecting, maintaining and disassembling of fall protections systems.

 • Proper construction, use, placement and care in handling of scaffolds.

 • Maximum intended load and load carrying capacities of scaffolds used.

 Retraining of employees shall be performed if there are changes to the workplace or changes in type of scaffolding. Retraining will be performed when prior training is deemed obsolete or when an employee demonstrates lack of use, improper or insufficient use.

All scaffolding training shall be documented and include the employee’s name, the date of training and the certification subject.