

CH2M HILL Hanford Group, Inc.	Manual	Safety
SCAFFOLDING	Document	TFC-ESHQ-S_IS-C-01, REV A-6
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[Ownership matrix](#)

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## **1.0 PURPOSE AND SCOPE**

This procedure establishes the basic safety requirements and safe work practices for the erection, use, inspection, and/or dismantling of scaffolding. This procedure applies to all CH2M HILL Hanford Group, Inc. (CH2M HILL) and subcontractor employees.

This procedure works in combination with the safety inspection, work control, and pre-job briefing processes, which are governed by their own procedures (listed in Section 7.2). This procedure does not cover the following:

- Personnel hoists or man lifts
- Powered platforms for exterior building maintenance
- Crane suspended or forklift supported work platforms
- Elevating work platforms/aerial lifts
- Suspended scaffolding
- Vehicle mounted vertical lifts
- Fire fighting apparatus.

## **2.0 IMPLEMENTATION**

This procedure is effective on the date shown in the header.

## **3.0 RESPONSIBILITIES**

### **3.1 Operations/Construction Management and Industrial Safety Staff**

Perform periodic surveillances during the erection, use, and dismantling of scaffolding.

## **4.0 PROCEDURE**

### **4.1 Scaffold Erection and Dismantling**

Requesting  
Organization

1. Determine the need for scaffolding.
  - a. Request that scaffolding be erected.
  - b. Identify special job needs (e.g., type of work activity, special configurations, location of access, scope of work, material handling, type of material being handled).

Hoisting and Rigging  
Supervisor/  
Construction  
Management

2. Ensure a competent person is assigned to oversee all phases of scaffolding activities.

NOTE: This assignment must be documented and retained in the applicable manager's files.

Field Work  
Supervisor

3. Ensure the scaffold is properly erected, safe to use, and properly dismantled.
  - a. Ensure scaffold erection checklist is completed and is part of work package.

Competent Person  
for Scaffolding

4. Determine scaffolding rating requirements and scaffold type to best support the planned activities. (7.1.1, 7.1.2, [7.1.3](#))

Types:

- Tube and Coupling Scaffold
- Welded Frame Scaffold.

Ratings:

- Medium Duty
- Heavy Duty.

Field Work  
Supervisor/Crane and  
Rigging/Construction  
Management

5. Before beginning the work activity, ensure assigned scaffold workers have successfully completed the applicable courses or approved content equivalent course for subcontractors in compliance with [29 CFR 1910, Subpart D, Section 28](#), "Safety Requirements for Scaffolding. And [29 CFR 1926](#), Subpart L, Scaffolds.

- Scaffold Erectors/Dismantlers - "Scaffold Erectors Training Course."
- Scaffold Users - "Scaffold Users Training Course," before they are allowed to work on the approved scaffold.
- Scaffold Inspectors - "Scaffold Safety for Inspectors."

NOTE: CH2M HILL Field Work Supervisors and Safety Professionals who have completed the required training may be designated as competent persons for the purpose of performing scaffold inspections.

6. Meet with the scaffolding competent person and assigned scaffold erectors to identify scaffold location and component parts required to erect the scaffold.

NOTE: Required walk downs and pre-job briefings are conducted in accordance with [TFC-OPS-MAINT-C-01](#) and [TFC-OPS-MAINT-C-02](#).

Competent Person  
for Scaffolding

7. Oversee all activities related to scaffold erection, inspection, and dismantling.

8. Perform required scaffold inspections once scaffold erection has been completed.

NOTE: Use site form [A-6002-119](#) for scaffold inspection criteria.

- a. For Operations/Surveillance inspection frequency, inspect once scaffold has been erected and at a frequency to ensure scaffold is maintained in safe condition. Frequency to be determined by facility manager and applicable safety professional and documented on the inspection tag. (7.1.1, 7.1.2)
  - b. For maintenance, modification, and construction scaffold inspection frequency, inspect once scaffold has been erected and before each shift scaffold is to be used. (7.1.1, 7.1.2)
  - c. Also inspect all scaffolding after any event that could render the scaffold unsafe. (7.1.1, 7.1.2, 7.1.3)
9. Attach the appropriate Hanford Scaffold Status Tag near the access point of the scaffold. The appropriate tags will be attached to the scaffold at all times. (New tags are located at area tool cribs.) Permanent marker will be used to complete tags. All tags will be used once and then destroyed.

- Red Tag or no tag present – **Keep Off/Do Not Use** (see Figure 1). Scaffold is being erected, dismantled, or is not in compliance.

OR

- Yellow Tag – **Special Conditions/Additional Controls** (see Figure 2). Scaffold has been built to specification with certain exceptions noted on tag (e.g., lack of toe boards, handrail not of specified height).

OR

- Green Tag – Scaffold Is Erected To Code/Approved For Use (see Figure 3)

AND

- Inspection Tag (required with yellow or green tag) – **Scaffold Inspection Tag** (Date and Time of Inspection and no color requirement) (see Figure 4).

#### 4.2 Scaffold Use

- |  |  |
|--|--|
| Field Work<br>Supervisor/First Line<br>Manager | 1. Ensure all scaffold users have successfully completed the training course “Scaffold Users Training Course.”   |
| Users  | 2. Check for the presence of a scaffold Status Tag and Scaffold Inspection Tag; note any special conditions and comply with special instructions before accessing the scaffold. Review the User Scaffold Checklist (Attachment A). |
|  | 3. Work only from a GREEN or YELLOW-tagged scaffold with a current inspection tag.   |
|  | 4. Ascend/descend a scaffold only with the knowledge and expertise to do so safely using approved access provided.   |
| Competent Person<br>for Scaffolding.           | 5. Oversee scaffold use and dismantling.   |

#### 5.0 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 employees, and who has authorization to take prompt corrective measures to eliminate them. The competent person will be designated field work supervisors, safety professionals, or hoisting and rigging personnel who have completed scaffold inspectors training. Construction forces will designate a competent person for scaffolding. The competent person will have scaffold inspectors training or an equivalent training course approved by Training. Construction forces will maintain a list of designated competent persons for scaffolding.

Qualified person. One 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. As this relates to design, the qualified person is one who has the ability to determine the type of scaffold needed for a particular job, to include safe loading of the scaffold system in accordance with the design requirements of OSHA and the manufacturer.

#### 6.0 RECORDS

The following records are generated during the performance of this procedure:

<u>Record Description</u>	<u>Vital Record</u> <u>Y/N</u>	<u>QA Record</u> <u>Y/N</u>	<u>QA Record Retention</u> <u>L/NP</u>	<u>NARA Retention Schedule</u>	<u>Other Retention Requirements</u>	<u>Records Custodian</u>
<u>Scaffold Erection Checklist</u>	<u>N</u>	<u>Y</u>	<u>NP</u>	<u>ADM-17.32b1</u>	<u>N/A</u>	<u>Planning organization</u>
<u>Documentation for competent person appointment</u>	<u>N</u>	<u>Y</u>	<u>NP</u>	<u>ADM-17.32b1</u>	<u>N/A</u>	<u>Area managers</u>

The identified record custodian is responsible for record retention in accordance with TFC-BSM-IRM DC-C-02.

- ~~A copy of the Scaffold Erection Checklist (A-6002-119) will be included in the work package~~
- ~~The appropriate Hanford scaffold status tags shall be attached to the scaffold~~
- ~~Documentation for competent person appointment to be retained by the area managers.~~

~~The requesting area manager is responsible for record retention and retirement in accordance with TFC-BSM-IRM-DC-C-02.~~

## 7.0 SOURCES

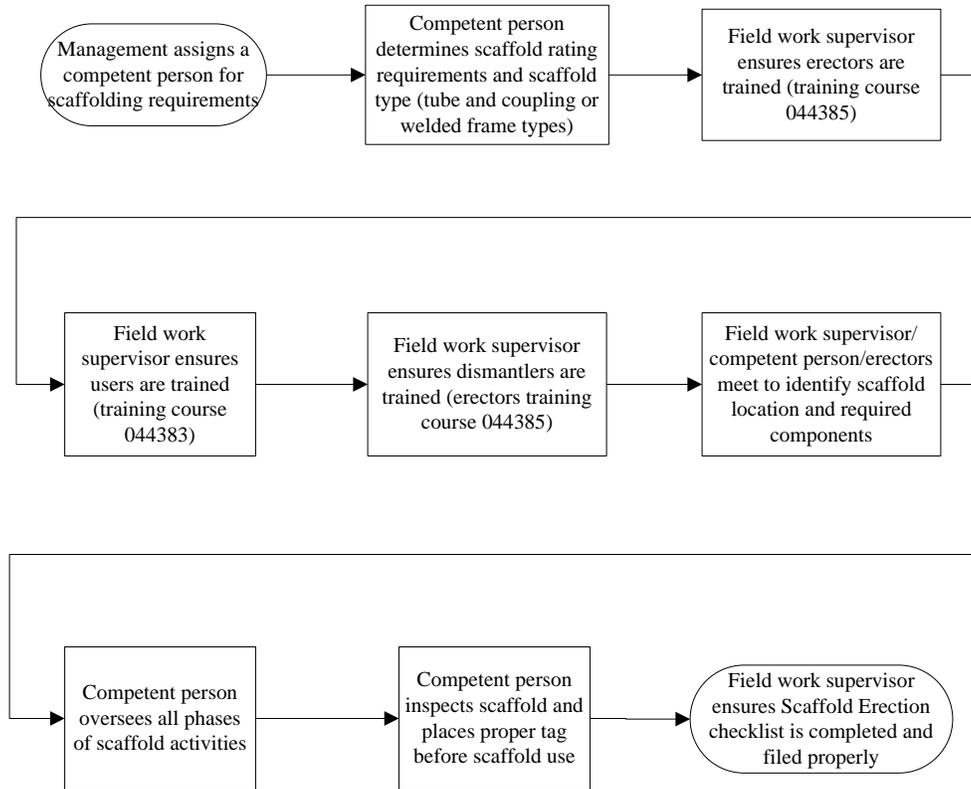
### 7.1 Requirements

1. [10 CFR 851, "Worker Safety and Health Program."](#)
2. [29 CFR 1910, Subpart D, Section 28](#), "Safety Requirements for Scaffolding." (S/RID)
3. 29 CFR 1910.29, "Manually Propelled Mobile Ladder Stands and scaffolds."
4. [29 CFR 1926](#), Subpart L, Sections 451- 454 "Scaffolds." (S/RID)

### 7.2 References

1. ANSI-A10.8-2001, "Safety Requirements for Scaffolding."
2. OSHA CPL 2-1.23, "Inspection Procedures for Enforcing Subpart L, Scaffolds Used in Construction."
3. TFC-BSM-IRM\_DC-C-02, "Records Management."
4. TFC-ESHQ-S-STD-08, "Safety Inspections."
5. TFC-OPS-MAINT-C-01, "Tank Farm Contractor Work Control."
6. TFC-OPS-MAINT-C-02, "Pre-Job Briefings."

**Figure 1. Scaffolding Process.**



**Figure 2. Red Status Tag.**



**Figure 3. Yellow Status Tag.**



**Figure 4. Green Status Tag.**





### **ATTACHMENT A - USER SCAFFOLD CHECKLIST**

Use scaffolds only for their intended purpose.

Do not use unstable objects or makeshift devices to increase the working height of the scaffolds. Use portable ladders as a means of increasing the working height only after the competent person has determined that the stability of the structure has not been compromised, and adequate fall protection is in place.

Do not straddle, stand on, or work outside of the guardrail.

Use mobile scaffolds on firm, level surface. Lock the casters or wheels before using.

Do not "ride" on a scaffold while it is being moved.

Remove or secure any tools or materials before moving or relocating a scaffold.

Use designed access means to descend or ascend a scaffold (stairs, attached ladder, or specially designed end frames). Do not use cross bracing or side rails.

Keep only the tools and materials on the platform that are necessary to perform the task. Control all slipping and tripping hazards by removing or securing the tools/materials.

Use fall protection systems (guardrail systems or personal fall arrest systems) when working six feet or more above a lower level.

Work from tagged scaffolds only. Comply with special conditions/additional controls noted on the access tag. Do not modify or remove a scaffold system/component or status tag. Notify supervision immediately if a scaffold is damaged, weakened, or otherwise deficient.

Do not position yourself or use tools/equipment where there is a possibility of contacting an energized overhead line. Contact Electrical Utilities Operations for additional requirements if any portion on your body, tools, or materials will come within 20 feet of the energized line.