SCAFFOLDING PROCEDURE
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1 PURPOSE

This policy establishes requirements for Tetra Pak Inc. worksites to comply with 29 CFR 1926.450 – Scaffolds. Employees and Contractors shall perform work in accordance with this policy and all applicable federal, state and local laws, regulations and standards.

2 PROGRAM COMPLIANCE

2.1 All employees whose work involves using scaffolds shall satisfactorily complete the appropriate scaffold training and understand their roles and responsibilities (see Appendix 1, Competent Person – Erector/Employees Who Erect and Dismantle Scaffolds Training, Appendix 2, Competent Person – Inspector Training, and Appendix 3, Scaffold User Training).

2.2 All scaffolds shall be designed by a qualified person.

2.3 Competent Person Inspectors and Erectors shall be trained in the type of scaffold being inspected or erected.

2.4 Violation of this policy will result in progressive disciplinary action in accordance with Tetra Pak policy.

2.5 A printed copy of this policy shall be made available to all Tetra Pak Inc. employees and their authorized representatives.

3 SCOPE

3.1 This policy applies to all Tetra Pak Inc. employees and contractors involved in erecting, modifying, dismantling, inspecting and/or performing work on scaffolds.

3.2 Tetra Pak Inc. field service employees will comply with customer-specific procedures where their requirements are stricter than this policy.

3.3 This policy shall be effective May 01, 2015.

4 DEFINITIONS

4.1 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.  

NOTE: Specific training requirements are outlined in the support documents to this policy: Competent Person – Erector (Appendix 1), Competent Person – Inspector (Appendix 2), Scaffold Users (Appendix 3)

4.2 Maximum Intended Load: the total load of all persons, equipment, tools, materials, transmitted loads, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

4.3 Qualified: 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.

4.4 Rated Load: the manufacturer’s specified maximum load to be applied to a scaffold or scaffold component. All tags described in 5.4.5 should include the intended load rating of the scaffold.

4.5 Scaffold: any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials.

5 RESPONSIBILITIES

5.1 OHS Officer

5.1.1 Coordinating and maintaining records for all training required by this policy.

5.2 Supervisors, Line Managers, and Functional OHS Leads

5.2.1 Ensuring employees complete training and comply with the requirements of this policy.

5.2.2 Investigating incidents involving scaffolds.

5.3 Qualified Person

5.3.1 Reviewing the scaffold requirements prior to the start of the job to determine the appropriate design, type, configuration and load capacity. The design shall include consideration for safe access by scaffold users.

5.4 Competent Person

5.4.1 Ensuring that all components the scaffold are free of defects that would affect the integrity of the scaffold;

5.4.2 Supervising the erection, modification, and dismantling of scaffolds and ensure employees who erect/dismantle scaffolds are qualified to perform such tasks on the type of scaffolding being used;

5.4.3 Making inspections during the erection process to ensure proper procedures are followed and that the scaffold is constructed as planned;

5.4.4 Determining the need for and ensure the use of fall protection for erecting or dismantling supported scaffolds when their use does not create a greater danger;

5.4.5 Ensuring that the scaffold is tagged for initial use as follows:

5.4.5.1 A red tag shall indicate that the scaffold is under construction/repair and only scaffold erectors are allowed on the scaffold.

5.4.5.2 A yellow tag shall indicate that the scaffold is complete and ready for use with specified precautions.

5.4.5.3 A green tag shall indicate that the scaffold is complete and ready for use without specified precautions.

5.4.6 Supervising any alterations made to the scaffold.

5.5 Project Managers or Site Responsible
5.5.1 Ensuring that the requirements of this policy are understood by Tetra Pak Inc. employees and contractors who will be using scaffolds on customer or project sites.

5.5.2 Investigating incidents associated with scaffolds.

5.5.3 Acting as the competent person at customer and project sites.

5.6 Employees

5.6.1 Complying with the requirements of this procedure.

5.6.2 Completing required training.

6 SCAFFOLD INSPECTION

6.1 Prior to use each shift, scaffolds shall be inspected by a Competent Person for visible defects. The Competent Person shall sign the Daily Inspection Tag (Appendix 4) indicating the inspection has been completed. Employees using the scaffold that day shall confirm that the Competent Person has conducted the inspection.

Note: The daily inspection form (or an equivalent) may be displayed at any convenient location allowing access to all users of a particular scaffold.

6.2 A scaffold found deficient during a daily inspection shall be red tagged until corrections are made by the original erecting group/company.

6.3 Scaffolds shall be inspected to ensure they are not loaded beyond their designed capacity.

6.4 Scaffolds shall be inspected to ensure protection has been provided for workers exposed to falling objects and/or to prevent objects from falling from a scaffold where workers may pass below.

7 SCAFFOLD USE

7.1 Only employees who have successfully completed scaffold-user training are allowed on any type of scaffold.

7.2 Prior to mounting/accessing the scaffold, the user shall ensure that the proper yellow or green tag is in place, and that the Daily Inspection Tag indicates the scaffold has been inspected for that shift.

7.3 When working on a scaffold marked with a yellow tag, all special precautions shall be observed.

7.4 All scaffolds shall have a safe access provided. Accessing or climbing scaffold framing is prohibited unless the frames have built in ladders designed for that purpose.

7.5 Scaffolds must not be climbed while holding materials; instead, a hand line must be used to hoist materials.

7.6 Scaffolds must not be modified while work is occurring on lower levels of the scaffold.

7.7 Materials or tools must not accumulate on the working surface of the platform to avoid potential tripping hazards.
7.8 The working platform must not be raised above handrails using ladders or other materials without the consent of the responsible competent person and proper provisions for fall protection.

7.9 Use of the scaffold shall be re-evaluated by a competent person in conditions of high winds, ice or snow, or other severe weather conditions to ensure it is safe to continue the work.

7.10 Rolling scaffolds must not be used to transport tools or materials unless they are designed for that use and approved by the Competent Person.

8 SCAFFOLD REQUIREMENTS

8.1 General requirements:

8.1.1 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, and concrete blocks shall not be used to support scaffolds or planks.

8.1.2 Scaffolds and their components shall be capable of supporting at least four times the maximum intended load.

8.1.3 Scaffolds shall be maintained in a safe condition and shall not be altered or moved horizontally while they are in use or occupied.

8.1.4 Damaged or weakened scaffolds shall be immediately repaired and shall not be used until repairs have been completed.

8.1.5 Guardrails, mid-rails, and toe boards must be installed on all open sides and ends of platforms more than six (6) feet above the ground or floor. Personal fall protection equipment must be used when guardrail systems cannot be installed.

8.1.6 Items on the platform must be placed or secured to prevent any risk of them falling and must not obstruct access routes. Wire mesh must be installed between the toe board and the guardrail along the entire opening (No. 18 gauge wire, one-half inch mesh or equivalent), where persons are required to work or pass under the scaffolds.

8.1.7 Overhead protection must be provided for personnel on a scaffold exposed to overhead hazards.

8.1.8 A safe means must be provided to gain access to the working platform level through the use of a ladder, ramp, etc.

8.1.9 Employees shall not work on scaffolds during storms or high winds or when covered with ice or snow.

8.1.10 Outriggers and additional stabilizers should be used where appropriate.

8.1.11 The manufacturer's base to height ratio must never be exceeded.

8.1.12 Materials being hoisted must have a tag line attached.

8.1.13 Poles, legs, and uprights shall be plumb, and securely braced to prevent swaying and displacement.

8.1.14 Planking shall overlap over the end supports no less than 6” no more than 18”.
8.2 Fixed or static scaffold requirements:

8.2.1 All requirements from Section 8.1 apply.
8.2.2 Erection of a scaffold is to be carried by individuals that are knowledgeable and experienced with the scaffolding system.
8.2.3 Required loading must be specific to the erector.
8.2.4 Initial use of a scaffold may not occur until it is first inspected and approved by a designated Competent Person.
8.2.5 For scaffolds in use for more than one work shift, the scaffold may not be used on any subsequent shift until it is first inspected for visible defects and approved by a Competent Person. For scaffolds in use for more than a week, inspections should be carried out at least weekly by a Competent Person, faults rectified and a record retained.
8.2.6 Alterations may only be made by the individuals trained on scaffold erection and under the supervision of the Competent Person.
8.2.7 During erection, alteration, dismantling and use, appropriate measures must be taken to protect persons in the vicinity of the work. Barriers and signs may be used to achieve this.

8.3 Mobile tube or coupler scaffolds:

8.3.1 All requirements from sections 8.1 and 8.2 apply.
8.3.2 Erection of a scaffold is to be carried by individuals that are knowledgeable and experienced with the scaffolding system.
8.3.3 Castor wheels must have safety locks that must be locked when the scaffold is in use.
8.3.4 Scaffolds must not be moved when users or heavy equipment are on them.
8.3.5 Scaffolds must be protected from vehicles and opening doors.
8.3.6 Only hard and level surfaces shall be used as a base for scaffolds.
8.3.7 Cross bracing shall be installed across the width of the scaffold at least every third set of posts horizontally and every forth runner vertically.

8.4 Prefabricated scaffolds:

8.4.1 All requirements from section 8.1 apply.
8.4.2 Erection of a scaffold is to be carried by individuals that are knowledgeable and experienced with the scaffolding system.
8.4.3 A copy of the Manufacturer's Instructions must be available to personnel erecting the scaffold and must be complied with.
8.4.4 Scaffolds must be used within the specified safe working load.
8.4.5 Access must be from inside the tower by ladder or integral stairway and via a trap door.
8.4.6 Castor wheels must have safety locks that must be locked when the scaffold is in use.
8.4.7 Scaffolds must not be moved when users or heavy equipment are on them.
8.4.8 Scaffolds must be protected from vehicles and opening doors.
8.4.9 Only hard and level surfaces shall be used as a base for scaffolds.
8.4.10 All components must be subject to periodic inspection (at least every six months) and any faulty components withdrawn from use.

9 CONTRACTORS
9.1 Tetra Pak Inc. contractors shall comply with all requirements of this policy.
9.2 Tetra Pak Inc. employees hiring contractors shall ensure contractors are aware of the requirements of this procedure.
9.3 Tetra Pak Inc. Site Responsible shall ensure contractors comply with this policy at customer and project sites.

10 APPENDICES
10.1 Appendix A – Training for Competent Person - Erector/Employees Who Erect and Dismantle Scaffolds
10.2 Appendix B – Training for Competent Person – Inspector
10.3 Appendix C – User Training
10.4 Appendix D – Daily Inspection Tag
Appendix A – Training for Competent Person – Erector/Employees Who Erect and Dismantle Scaffolds

Training shall cover the following general scaffold types as appropriate:

- General Overview of Scaffolding
- Supported Scaffolds
- Suspended Scaffolds

The training shall include the following topics, as applicable:

- The nature of scaffold hazards
- The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question
- The design criteria, maximum intended load-carrying capacity and intended use of the scaffold

The following general topics shall also be covered:

- specific regulations and standards
- general safety
- components
- parts inspection
- erection/dismantling planning
- fall protection
- materials handling
- access
- working platforms
- foundations
- guys, ties and braces
- rolling scaffold assembly
- putlogs
- buttresses, cantilevers, & bridges
- electrical hazards
- welding and cutting

Retraining is required in at least the following situations:

- Where changes at the worksite present a hazard on which an employee has not been previously trained; or
- Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard on which an employee has not been previously trained; or
- Where inadequacies in an affected employee’s work involving scaffolds indicate that the employee has not retained the requisite proficiency.
Appendix B – Training for Competent Person – Inspector

Training shall cover the following general scaffold types as appropriate:

- General Overview of Scaffolding
- Supported Scaffolds
- Suspended Scaffolds

The training shall include the following topics, as applicable:

- The nature of scaffold hazards
- The correct procedures for inspecting the type of scaffold in question
- Maximum intended load-carrying capacity and intended use of the scaffold

The following general topics shall also be covered:

- specific regulations and standards
- general safety
- components
- parts inspection
- fall protection
- materials handling
- access
- working platforms
- foundations
- guys, ties and braces
- rolling scaffold
- buttresses, cantilevers, & bridges
- electrical hazards
- welding and cutting

Retraining is required annually. Competent Persons may demonstrate proficiency through attending a 2-hour refresher and completing the exam, or may “test out” of attending the 2-hour refresher class by successfully completing and passing the exam.
Appendix C – Training for Scaffold Users

Training is required and shall cover:

- The nature of any electrical hazards, fall hazards and falling object hazards in the work area;
- The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used;
- The proper use of the scaffold, and the proper handling of materials on the scaffold;
- The maximum intended load and the load-carrying capacities of the scaffolds used.

Retraining is required in at least the following situations:

- Where changes at the worksite present a hazard on which an employee has not been previously trained; or
- Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard on which an employee has not been previously trained; or
- Where inadequacies in an affected employee’s work involving scaffolds indicate that the employee has not retained the requisite proficiency.
Appendix D – Scaffold Daily Inspection Tag

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The Inspection Tag should be maintained until the end of the scaffold job.