

SCAFFOLDING

A. INTRODUCTION

EAGLE INDUSTRIAL INSTRUMENTATION will ensure that all potential hazards regarding Scaffolding in our facility or job sites are evaluated. This standard policy is intended to address comprehensively the issues of: evaluating and identifying potential deficiencies, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures and protective measures for employees.

B. PURPOSE

Scaffolds are a major source of injuries and fatalities. Most of these accidents can be prevented if proper safety precautions are initiated. This poses a serious problem for exposed workers and their employer. The OSHA Standards governing Scaffolding establish uniform requirements to ensure that the hazards existing in U.S. workplaces are evaluated, safety procedures implemented, and that the proper hazards information is transmitted to all affected workers.

This procedure identifies safety rules and guidelines for working on or near wall openings, stairways, platforms, ladders, and scaffolds.

The implementation of this procedure will enable **EAGLE INDUSTRIAL INSTRUMENTATION** to comply with OSHA 29 CFR 1910.21 through 32 and OSHA 29 CFR 1926.454.

C. GENERAL REQUIREMENTS

All facilities and equipment owned by this Eagle Industrial Instrumentation will be maintained in a safe and healthful manner. Certain work conditions may contain a reasonable probability of injury that can be prevented by proper maintenance and supervision. **EAGLE INDUSTRIAL INSTRUMENTATION** will do all possible to ensure the safety of our employees. No employee will knowingly be subjected to a hazardous condition without all possible protective measures first being implemented.

D. RESPONSIBILITIES

1. **Co-Management** is responsible for ensuring that employees have completed the training required.

- a. Additional responsibilities include:
 - Ensuring that employees have been properly trained.
 - The implementation of this policy.
 - Take corrective actions on all violations reported.
2. The **Safety Coordinator** has been designated as the Competent Person and is responsible for issuing fall protection equipment to Eagle Industrial Instrumentation personnel as needed.
 - a. Additional responsibilities include:
 - The responsibility of program implementation
 - Keeping Management informed of any incidents related to this policy.
 - Documentation of training completed by each employee
3. The **Supervisors** are responsible for providing assistance in the implementation of this policy.
 - a. Additional responsibilities include:
 - Informing the Safety Director of any incidents and or existing hazards involving Fall Protection.
 - Making suggestions to management for ways to improve this Policy.
4. **Eagle Industrial Instrumentation Personnel** are responsible for evaluating their work areas for fall hazards and taking appropriate precautions, to include:
 - a. Additional responsibilities include:
 - Implement proper procedures as required in this Policy.
 - Inspecting ladders and scaffolding before use according to the requirements of this procedure.

E. SCAFFOLD USE PROCEDURES

1. Eagle Industrial Instrumentation personnel can be required to work from scaffolding at client locations. While working on scaffolding at client locations, the following safety precautions will be adhered to at all times:
 - a. Eagle Industrial Instrumentation personnel will not be allowed to design, erect, or disassemble scaffolding.

- b. All Eagle Industrial Instrumentation personnel will be classified as User Scaffolding personnel only.
- c. It will be the responsibility of the client competent person to design, erect, inspect, and disassemble all scaffolding.
- d. If a Eagle Industrial Instrumentation employee suspects that a scaffold is not safe he should contact the Client's Supervisor starting to work from the scaffold.
- e. If the safety issue is not resolved, the employee should contact his supervisor or the Safety Coordinator.
- f. If access is achieved with a ladder, follow all ladder safety rules and guidelines.
- g. Scaffold platforms shall be fully planked with sturdy, level planking and with gaps no larger than 1 inch (2.54cm)
- h. Scaffold platforms and walkways shall be at least 18 inches (46 cm) wide.
- i. Wood platforms must not be painted; however edges may be marked for identification.
- j. Scaffold components may not be mixed unless compatible and integrity is maintained.
- k. Scaffold components may not be of different metals unless inspected and approved by a competent person.
- l. Makeshift scaffolds such as boxes, crates and drums must not be used.
- m. All scaffolds must be plumb and reasonably level at all times.

F. INSPECTIONS AND TAGGING

1. A competent person must insure scaffolds are safe prior to and during use.
 - a. This can be accomplished by conducting pre-use and periodic inspections.
 - b. Unsafe equipment or conditions must be tagged out by a competent person and all personnel instructed not to use them.
2. No scaffold shall be inspected, erected, moved, dismantled, modified or altered except by or under the supervision of a competent person.
 - a. Unqualified personnel performing these tasks may create more hazards.
 - b. Unqualified persons found or proven to have modified a scaffold will be subject to disciplinary action.
3. Any scaffold including accessories, that is found damaged or weakened from any cause shall be tagged by competent person immediately then repaired or replaced.

4. The competent person inspecting the scaffold must sign the scaffold tag assuring the scaffold is built to specifications and approved for use.
5. Scaffold tagging systems must be in place at the work location.
 - a. All scaffolds being built must have an approved scaffold tag that is easily accessible.
 - b. A new scaffold tag must be completed and installed on any scaffold that is moved or altered.
6. Tagging Defective Equipment:

Any equipment found to be damaged, defective or erected in an unsafe manner must be tagged with any one of the following appropriate signs and taken out of service until rendered safe to use.

- a. Danger Signs:
 - Shall have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional sign wording.
- b. Caution Signs:
 - Caution signs shall have yellow as the predominating color; black upper panel and border; yellow lettering of “Caution” on the black panel and the lower yellow panel for additional sign wording.



G. TRAINING REQUIREMENTS

1. A training program will be provided for all employees who will be using scaffolding in the course of their duties. The training will be conducted by third party qualified trainers. The program will include but will not be limited to:

- A description of fall hazards in the work area or job site.
- Procedures for using fall prevention and protection systems
- Scaffolding access and egress procedures
- Scaffolding equipment limitations
- Inspection and storage procedures for the equipment

- a. Initial Training

Training will be conducted prior to job assignment. **EAGLE INDUSTRIAL INSTRUMENTATION** will provide training to ensure that the purpose, function, and proper use of scaffolding is understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees. This standard practice instruction will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:

- Types of scaffolding used.
- Recognition of applicable fall hazards associated with the work to be completed.
- Load determination and balancing requirements.
- Safety precautions in the use of scaffolds.
- Equipment maintenance and inspection requirements.
- Equipment strengths and limitations.
- Certification. **EAGLE INDUSTRIAL INSTRUMENTATION** will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

- b. Refresher Training

This standard practice instruction will be provided to, and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on an as needed basis or when the following conditions are met, whichever event occurs sooner.

- Whenever (and prior to) a change in their job assignments, a change in the type of scaffolding equipment used, or when a known hazards is added to the work environment which affects this program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever **EAGLE INDUSTRIAL INSTRUMENTATION** has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of scaffolding equipment or procedures.
- Whenever a scaffolding safety procedure fails.
- The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.