



SCAFFOLD SAFETY POLICY

Scope

This policy establishes health and safety requirements for the proper construction, inspection, maintenance, operation, and use of scaffolds used on Hagen Decorator job-sites.

Purpose

The scaffold policy shall establish performance objectives in compliance with the requirements of the Occupational Health and Safety Administration (OSHA) 29CFR 1910.28 Safety Requirements for Scaffolding and the American National Standards Institute (ANSI) A10.8-1988 Scaffolding Safety Requirements as it pertains to Hagen Decorator employees working with scaffolding. This policy shall provide the necessary information and training to protect the health and safety of our employees.

Application

This policy shall apply to every Hagen Decorator employee that is responsible for constructing, maintaining, operating, or using scaffolds.

Outside Contractors shall have their own policy on scaffolding that cannot be less stringent than our company policy. If they do not have a policy, they shall comply with the provisions of this policy for the safety of our employees.

Definitions

Bearer: A horizontal member of the scaffolding that is used to support the platform unit and might be supported by runners.

Cross Braces: These are two diagonal scaffold members joined at their center to form an "X" and are used between frames and uprights, or both.

Guardrail System: A rail system erected along the open sides and ends of platforms. The rail system consists of a top and midrail and their supports.

Midrail: A rail placed halfway between the platform and the top rail of a guardrail system.

Qualified Person: A person who by recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience has the ability to solve or resolve problems relating to the scaffolding or related work.

Scaffold Access: A separate, attachable, or built-in means of access to and from a scaffold work unit.

Toeboard: A barrier along the sides and ends of a platform unit to guard against the falling of materials, tools, or other loose objects.

Toprail: The uppermost horizontal rail of a guardrail system.

General Requirements

1. A competent person designated for the job shall inspect the scaffold daily.
2. Scaffolds shall be furnished, erected, or used when persons are engaged in work that cannot be performed safely from the ground.
3. Scaffolds shall be designed and erected to safely support the intended load.
4. The footing for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load. Barrels, boxes, brick, concrete block, and other unstable objects shall not be used to support scaffolds or planks. Screw jacks are the most common means of scaffold leveling on a sound, rigid surface. Not more than 12 inches of the screw jack shall extend below the bottom of the nut/top of caster. In addition, mudsills of 2x10 material at least 18 inches long must be provided when erecting scaffold on any surface other than concrete.
5. Anchorage, guying, tying off, or bracing of scaffolds shall be affixed to substantial and structurally sound structures, or the equivalent, using anchor bolts or equivalent.
6. Guardrails (including toe boards and top rails) shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor or other platform. Exceptions to this include the following:
 - a) During erection or dismantling of the scaffolding
 - b) If the walls of a room completely surround the scaffolding
 - c) When outriggers are installed within 3 inches of the wall under construction
 - d) Cross bracing can be used in place of a midrail when the crossing point of 2 braces is at least 20" but not more than 30" above the platform. It is acceptable as a toprail provided the crossing point of the 2 braces is between 38" and 48" above the working platform of the scaffold. The end points at each upright shall not be more than 48" apart.
7. Scaffold Access shall be provided (except during erecting or dismantling) by one of the following:
 - a) Scaffold frame with a maximum spacing between the climbing surfaces of the frame not to exceed 16.5" and the length of the climbing surface shall not be less than 10"
 - b) Internal integrated stair unit
 - c) Hook-on attachment ladders specifically designed for its intended purpose
 - d) Direct access of adjacent structure or personnel hoist
 - Ladders should be positioned so that the scaffold cannot be tipped. Persons climbing or descending scaffold ladders shall have both hands free for climbing.
 - Cross braces shall not be used as a means of access or degrees.

8. Platforms are working surfaces and shall be fully planked or decked. The planks shall be laid with their edges close together so that the platform will be tight with no spaces through which tools or fragments of material can fall.
 - a) Spaces cannot be more than 1" wide except around uprights.
 - b) Plank lapping - the plank shall lap its end supports at least 12" but not more than 18". Where the ends of the planks form a flush floor, the butt joint shall be at the centerline of a pole and the butt ends shall rest on separate bearers.

When 2 or more scaffolds are used on a building or structure, they shall not be bridged to one another but shall be maintained at even height with platforms butting. Intermediate beams shall be provided where necessary to prevent dislodgment of planks due to deflection and the ends shall be nailed or cleated to prevent dislodgment.
 - c) Platform movement - when moving platforms to the next level, the old platforms shall be left undisturbed until the new bearers have been set in place, ready to receive the platform planks.
 - If the platform cannot be fully planked or decked with standard units, the platform shall be planked as fully as possible. However, the remaining open space between the platform and guardrail shall not exceed 9.5".
9. Set-up - the poles, legs, and uprights of the scaffold shall be plumb and be securely and rigidly braced to prevent swaying and displacement.
 1. Scaffold enclosures - when partially or fully enclosed, precautions should be taken to assure the adequacy of the number, placement, and strength of ties attaching the scaffolding to the building because of the possibility of increased load conditions resulting from effects of weather and wind.
 2. Electrical Hazards – scaffolds shall not be set up or used in the vicinity of power or other electrical lines or electrical conductors until such are insulated, de-energized (lock-out/tag-out) or otherwise rendered safe against electrical contact.
 3. Surface Hazards - all exposed surfaces shall be free of sharp edges, burrs, nails, or similar safety hazards.
 4. Vehicle Hazards - where moving vehicles are present, the scaffold area shall be marked with warning such as, but not limited to, flags, roped-off areas, barricades, fences, or a combination thereof.
 5. Securing Scaffolds – When the height to base ratio exceeds 4:1, scaffolds shall be secured to a building or structure at intervals not exceeding 30' horizontally and 26' vertically.
6. Falling Object Protection – All employees working on a scaffold must wear head protection. In addition, to protect employees below, the area must be barricaded. Due to the nature of our work, toe boards would not provide adequate falling object protection.
 - a) Snow and ice on the scaffold must be removed and the planking sanded before the scaffold is to be used.
 - b) Tools, materials, and debris shall not be allowed to accumulate so as to create a hazard on scaffold platforms.
10. Fabricated frame scaffolds including components such as braces, brackets, trusses, screw legs, ladders, etc. shall be designed to support their own weight and at least 4 times the maximum intended load
11. Frames or panels shall be properly braced by cross bracing for securing vertical members together laterally. The cross braces shall be of sufficient length as to square and align vertical members - all brace connections shall be made secure

12. Panel or frame legs shall be set on adjustable bases and mud sills or other foundations adequate to support the maximum intended load and the scaffold must be plumb and level