



HEALTH AND SAFETY MANAGEMENT	Revision No. 0000
SCAFFOLD AND ELEVATED WORK PROCEDURE	Document No.: QMRS SWP 03 Effective date: August 2011

SCAFFOLDING AND ELEVATED WORK PROCEDURE

STATEMENT OF PROCEDURE:

This procedure reviews the hazards associated with the use of scaffolds and how to control or minimize those hazards. This procedure also establishes a program for protection of personnel and to prevent employee injury resulting from a fall from elevated heights by providing platforms, ladders, temporary scaffolding, railings, man lifts and portable ladders, etc.

1. SCOPE

- 1.1 When exposure to falls from elevated heights cannot be prevented through such measures as permanent or semi-permanent guarded scaffolds or platforms, personal fall protection must be used.
- 1.2 This policy applies to working at elevated heights of six (6) feet or more above grade level, i.e., work in pipe racks, tank tops, when working inside or outside any structure not equipped with appropriate guarded work platforms.

2. GUIDELINES

- 2.1 No employee may work at elevated heights, six (6) feet elevation or more, outside of guarded fixed platforms, etc., without ensuring that other means of safe access have been evaluated and discussed.

NOTE: Walking cable trays is strictly prohibited. Jobs involving work in and around cable trays must be planned to avoid contact with in-service cables.

- 2.1.1 Employee Responsibility: Each employee performing a task at elevated heights must assume responsibility for the need of personal fall protection.

- 2.1.2 Planning: Any task that is required on a routine and/or



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emergency basis should have safe access provided, such as permanent platforms, man lifts, etc.

- 2.1.3 **NOTE:** It is your responsibility to report and/or discuss any elevated task requiring work outside an approved platform with your supervisor to evaluate the need for proper personal protection.

3. PROCEDURE

3.1 PROPER USE OF SCAFFOLDS

A. Tag Inspections

- a. Insure the scaffold has been inspected before each shift by a competent person.
 - i. OSHA defines competent person as one who is capable of identifying existing and predictable hazards in surroundings or working conditions which are hazardous, unsanitary, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.
- b. Scaffold tag should indicate inspection time and date.
- c. Scaffold tags:
 - i. Green Tags – indicates that the scaffold meets all OSHA requirements for scaffolds. Although a harness must be worn on a green tag scaffold, tie off is not required while inside the scaffold handrails.
 - ii. Yellow Tags – indicates that the scaffold has an identified hazard. All yellow tagged scaffolds 6 foot or higher require tie off while physically on the scaffold. Continuous tie off is required when working on this scaffold.
 - iii. Red Tags – indicates that the scaffold has a substandard condition that makes it unsafe to use. No one except qualified personnel is allowed onto the scaffold in question.

B. Scaffold use

- a. Ladder should be in good repair and secured to the scaffold
- b. Rungs should be free of mud or other material.



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- c. Do not work on scaffolds during storms or high winds.
 - d. Clean up all spills as soon as possible after they occur.
 - e. Use a tag line to hoist materials onto scaffolds.
 - f. Do not overload scaffolds past their designed weight tolerance.
- C. Electrical Hazards
- a. Maintain clearance from power lines. Ten feet clearance for lines up to 50 kv. For line over 50 kv, the equation is 10 feet plus 4 inches for each kv over 50 kv.
- D. Falling Objects
- a. When scaffolds are used in area which employees could be walking or working below:
 - i. Mesh should be installed on the scaffold that would prevent material or tools from falling below, or:
 - ii. Barricades should be erected to keep employees out of area.
- E. Physical Scaffold Inspection
- a. Scaffold should have toe boards (4") completely around base of platform.
 - b. Scaffold should have mid-rails (21")
 - c. Scaffold should have handrails (42") capable of withstanding 200 lb force applied within 2 inches of the top edge in an outward or downward direction.
 - d. Do not alter or remove the scaffold except by a trained crew under the supervision of a competent person.
 - e. Covers must be used that are capable of supporting without failure at least twice the weight of any employee who may be on the cover.
 - f. Cover is to be secured to prevent displacement.
4. Specifically, but not all inclusive, the following specifications are required for scaffolding.
- A platform should not be installed on a scaffold without a safe and easy means of access. An access ladder or equivalent safe access must be provided for any platform more than 2 feet above lower levels.
 - Cross braces shall not be used as a means of access.



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- Swing gates are required.
 - If higher than 30' attachable ladders made specifically for scaffolding must have a rest platform installed. Also there needs to be a break in the ladder and restarted at the rest platform.
 - A ladder with an unbroken height of 25' requires a yo-yo (retractable fall protection) to be installed.
 - Two or more ladders or some additional means of egress must be provided for:
 - Platforms longer than 30 feet.
 - More than 25 people using the scaffold for access to the structure.
 - Large objects or equipment separating workers from the ladder.
 - Anticipated continuous flow of traffic.
5. While performing tasks at unprotected heights six (6) feet or more above grade level the following safe access methods should be used:
- 5.1 Temporary scaffolding.
 - 5.2 Man lifts (manual work platforms, JLG lifts)
 - 5.3 Platform ladders.
 - 5.4 Ladders (step, extension). Note ladders must be properly set up and secured and tie-off is required to work from a ladder at or above the six (6) foot level.
6. DEVIATIONS
- 6.1 To perform tasks at elevated heights that cannot be accessed utilizing the methods covered above, approval must be obtained from Supervisor.
7. TIE OFF REQUIREMENTS
- A. Employee is to be Tied-off to an acceptable anchor point whenever the working surface requires the employee to be: 6 feet or higher. The exception to this is when working within "Green Tagged" Scaffold(s), Permanent Platform(s), and Level Roof Tops.
 - B. If work activities require an employee's presence outside of handrails and/or



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guardrails, employee is to be tied-off.

- c. Employee is to be Tied-off to an acceptable anchor point whenever the employee is 6 feet or higher on an unprotected ladder of any type, and the employee is stationary with less than a four (4) point contact.
- D. Tie Off is required while moving on elevated surfaces 6 feet and higher. In order to meet this requirement double lanyard must be utilized. The exception to this is: "Green Tagged" Scaffold(s), Permanent Platform(s), and Level Roof Top(s). Note: Harnesses are required to be properly donned when at any elevation 6 ft. or higher except when it is a fully protected permanent platform. This means that harnesses are required for all scaffolding 6 ft. or higher, ladders 6 ft. or above, man lifts etc.
- E. Scaffolds with a fall potential of less than 6 feet do not require the "user" to "don" a safety harness unless circumstances deem it necessary.
- F. When working within 4 feet of a roof edge, tie off is required. This requires an employee to wear a harness while ascending a roof ladder. Tie off is not required while walking from the ladder to the employee's work area as long as the employee's work area is not within the 4 foot of the roof's edge.

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PERSONAL PROTECTION EQUIPMENT:

- A. Harness - Approved harness must be used at all times when required. (Note: Waist belts are not acceptable.)
- B. Lanyard(s) - Approved 6 foot lanyard with "shock absorption" feature.

"TIE-OFF" IS RECOMMENDED BEFORE MOVING BETWEEN A LADDER AND AN ELEVATED SURFACE 6 FEET OR HIGHER! THIS IS BASED ON YOUR ABILITY TO MAINTAIN FIRM THREE POINT CONTACT WHILE TYING OFF.



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Who Approved This Policy

Compiled by : Silver Streak Trading Health and Safety Consultant Date :	Reviewed By: Site Manager Quorum Date :	Reviewed by : Safety representative Quorum Date :
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