Woodland Pulp LLC

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Scaffolding Procedure

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Table of Contents:

1. Purpose
2. Scope
3. Discussion
4. Responsibilities
    a. Superintendent / Supervisor
    b. Scaffolding User
5. Definitions
6. Procedure
    a. Erection of Scaffold
    b. Dismantling of Scaffold
    c. Moving of Scaffold
    d. Inspecting and Tagging of Scaffold
    e. General Scaffold Use
7. Safe Work Practices
8. Training
9. Procedure Audit
10. Contractors
11. Distribution

1. Purpose

The purpose of this procedure is to establish guidelines and procedures for the safe and effective use of scaffold to meet the requirements of OSHA standard number 1910.28 and number 1926.450 Subpart L.

2. Scope

This procedure will apply to all Woodland Pulp employees, outside contractors, and any visitors that are required to use scaffold.

3. Discussion

Scaffolds are used throughout Woodland Pulp LLC. The OSHA standard 1926.454, paragraph A states “The employer shall have each employee who performs work while on a scaffold trained by a person qualified in the subject matter ...” This procedure has been written, accepted and implemented in compliance with the OSHA standard.

This procedure addresses erection, dismantling, moving, tagging, and general use of scaffold.

4. Responsibilities

A. Supervisor / Superintendents
Supervisors will communicate the appropriate needs to the contracted company NES/NIS/NSS to allow them to complete the erection and dismantling of the necessary scaffolding for the job. They

will also ensure that the contracted company has inspected the scaffolding and affixed the correct inspection tag.

Supervisors will not allow any employee(s) who have not received the required training to perform any of the tasks or activities related to scaffold erection and / or dismantling. Supervisors will ensure that employees are provided with the necessary PPE for their job. PPE includes, but is not limited to, hard hat, full-body harness, self-retracting lanyard, safety glasses, and gloves.

Supervisors are responsible for ensuring that everyone on their crew is complying with this policy and procedure.

B. Scaffold User

Scaffolding users shall comply with all applicable guidelines contained in this safety policy and procedure. Scaffolding users will report damaged scaffolds, accessories, and missing or lost components. Scaffolding users will assist with inspection (working with a competent person if needed) as requested and before using, to ensure their personal safety.

5. Definitions

- **Brace –** A tie that holds one scaffold member in a fixed position with respect to another member. Brace also means a rigid type of connection holding a scaffold to a building or structure.
- **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.
- **Coupler -** A device for locking together the tubes of a tube and coupler scaffold.
- **Fabricated Frame Scaffold (tubular welded frame scaffold) -** A scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers, and intermediate members.
- **Green Tag -** A green tag, listing erection and load information, placed on the scaffold indicates the scaffold is ready for use and has been constructed to meet all OSHA fall protection standards.
- **Guardrail System -** A vertical barrier, consisting of, but not limited to, top-rails, mid-rails, and toe-board and posts, erected to prevent employees from falling off a scaffold platform or walkway to lower levels.
- **Maximum Intended Load –** The total load of all employee, equipment, tool, materials, transmitted, wind, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.
- **Mobile Scaffold -** A powered or unpowered, portable, caster or wheel mounted supported scaffold. If a scissor lift, see AWP/MEWP Policy.
- **Outriggers –** The structural member of a supported scaffold used to increase the base width of a scaffold in order to provide greater stability for the scaffold.
- **Platform –** The horizontal working surface of a scaffold.

- **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.
- **Scaffold -** Any temporary elevated platform (supported or suspended) and it's supporting structure (including points of anchorage), used for supporting employees or materials or both.
- **Tube and Coupler Scaffold -** A supported or suspended scaffold consisting of a platform(s) supported by tubing, erected with coupling devices connecting uprights, braces, bearers, and runners.
- **Yellow Tag -** A yellow tag placed on the scaffold indicates the scaffold is ready for use with restrictions. The loading information, if fall protection is required and the incomplete items will be checked. The SCT Fall protection procedure requires a safety harness for work above 4 feet.

6. **Procedure**

a. **Erection of Scaffold**

1. Only trained and qualified personnel shall erect scaffold.
2. The scaffold erection crew will hang the empty scaffold tag holder while erecting the scaffold. And users shall not be allowed on the incomplete scaffolding. When the scaffold is complete either the yellow or green inspection tag will be filled out prior to vacating the area in which the scaffold is being erected.
3. Only a qualified person in the erection of scaffold can deem the scaffold fit for use without personal fall protection.
4. Woodland Pulp employees who have been trained and are qualified are allowed to build one (1) tier.

b. **Dismantling of Scaffold**

1. Only trained and qualified personnel shall dismantle scaffold.
2. The dismantling crew will remove the tag insert and leave the DO NOT USE holder in place and turn it into their team leader, supervisor or project coordinator.

c. Moving of Scaffolding

1. Only trained and qualified erection crews will move scaffolds <u>no matter how</u> <u>short the distance. The only exception to this is a mobile scaffold</u>.
2. The old tag insert will be removed as if the scaffold was dismantled and a new tag will be hung after the scaffold has been relocated.

d. **Inspecting and Tagging of Scaffold**

Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence which could affect a scaffold's structural integrity.

1. The scaffold tag will be completed with the following information:
   - Site / Location
   - Date erected
   - Erected by
   - Inspected by / Competent Person
   - Loading Schedule
   - Fall Protection Required
   - Complete / Incomplete Items

2. The scaffold will be considered incomplete and unacceptable for use if a tag is not hung on the scaffold or insert is not completed and dated with the current date.
3. It is unacceptable to work on a scaffold that either does not have a tag or has the empty tag holder on the scaffold.
4. Only commercially available frame scaffolding, tube and coupler scaffold, and systems (ring lock, Layher, Qcuplock, etc) shall be used. Any other scaffold types must be authorized by the plant engineer.
5. Mobile scaffold will use the same tagging system but may have different restrictions listed on the inspection tag. This is excluding scissor lifts.
6. See Appendix A for the Self-Inspection Scaffolding Safety Checklist.

e. **General Scaffold Use**

1. Only those who have completed Scaffold Training may use a scaffold.
2. It is the scaffold user's responsibility to verify the scaffold tag prior to using. If the scaffold does not have a tag or has a red tag, or is not dated with the current days date, DO NOT USE!!
3. The user will visually inspect the scaffold prior to use and review the tag (yellow or green) for restrictions in addition to safety harness.
4. To safeguard against a fall, fall protection, safety harness or railings (top and mid rail) and toe boards will be used for any scaffold platform that is 4 feet or higher.

7. Safe Work Practices
   These safe work practices are included to ensure that users are knowledgeable about the correct way the scaffold should look before being used. If the scaffold in question does not look as described in this policy and procedure, please alert a member of the management team so that NES/NIS/NSS can be brought in to correct any issues.
   This is for information purposes only, not to be used as a guide to erect or dismantle scaffolding.

- The footing or anchorage for scaffold shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

- No scaffold shall be erected, moved, dismantled, or altered at any time. If this task is to be completed, NES/NIS/NSS will complete this task.
- Guardrails and toe-boards shall be installed on all open sides and ends of platforms more than 10ft above the ground or floor. Scaffolds 4ft to 10ft in height having a minimum horizontal dimension in either direction of less than 45inches shall have standard guardrails installed on all open sides and ends of the platform.
- Guardrails must be 2x4 inches, or the equivalent, not less than 36inches or more than approximately 42 inches high, with a mid-rail, when required, of 1x4 inch lumber (or the equivalent). Supports must be at intervals not to exceed 8ft. Toe-board and the guardrail shall extend along the entire opening.
- Scaffolds and their components must be capable of supporting without failure at least four(4) times the maximum intended load.
- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, couplers, etc., damaged or weakened from any cause must be repaired or replaced immediately, and shall not be used until repairs have been completed.
- All planking or platforms must be overlapped (minimum 12 inches) or secured from any movement.
- An access ladder or equivalent safe access must be provided.
- The poles, legs, or uprights of scaffolds must be plumb, securely and rigidly braced to prevent swaying and/or displacement.
- Slippery conditions on scaffolds shall be eliminated immediately after they occur.
- Ladders and other devices shall not be used to increase working heights on scaffold platforms.
- Scaffolds shall not be moved while employees are on them.
- Loose materials, debris, and /or tools shall not be accumulated to cause a hazard.
- Employees working on scaffolding shall use a fall-arrest system.
- Scaffold components shall not be mixed or forced to fit, which may reduce design strength.
- Scaffolds and components shall be inspected at the erection location. Scaffolds shall be inspected before each work shift, after changing conditions, or after prolonged work interruptions.

8. Training

- Awareness level training is provided online using Vivid / HSI Learning.
- Training via online Vivid / HSI will be done at the time of hire and every year.
- Training includes:
    - The nature of any electrical hazards, fall hazards, falling object hazards.
    - The correct procedures for dealing with hazards.
    - The proper use of the scaffold and handling of materials on the scaffold.
    - The maximum intended load and carrying capacity of the scaffold.
- Retraining shall be provided when -
    - Where worksite changes present a hazard about which the employee has not been trained.
    - Where changed in the equipment, conditions, or process presents a hazard about which the employee has not been trained; or

- Employee(s) lack the kill or understanding needed for the safe use of scaffolding.

9. Procedure Audit

1. It is the Safety Department's responsibility to review this procedure as appropriate to ensure compliance with OSHA standards.

2. It is the Management's responsibility to review the departmental compliance of this procedure.

3. Supervisors will ensure that the respective employees are in compliance.

4. Each individual employee is responsible for review and compliance by themselves and others.

This picture shows a scaffold tag holder and a green and yellow scaffold tag. When no tag is in the holder, the scaffold is considered incomplete and unfit for use. Scaffold users must read the tag to determine if fall protection is required and what scaffold items are complete or incomplete.

10. Contractors

Contractors may use their own scaffolding tags however; they must at a minimum contain the information as required in this document.

11. Distribution:

- WP Intranet