



Pannier Corporation

Health and Safety Handbook

Marking System Group



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Scaffolding Safety Plan

Policy Statement

Pannier Corporation will ensure that the use of all scaffolds at all work sites comply with OSHA requirements and that all proper protective measures are applied. All scaffolds will be properly selected, erected, and maintained to protect employees from the potential hazards associated with working on scaffolds.

Authority and Scope

Authority: 29 CFR 1926.450, 1926.451, and 1926.454

Scope: This Plan applies to the use of supported scaffolds on any Pannier Corporation work sites.

Program Administration

Table 1 provides the roles and contact information for the administration of the scaffold safety program.

Table #1

Program Contact Information

[Modify the list as applicable to your organization.]

Task	Name, job title, or department	Phone
Program Administrator	Bob Barker	412-492-1400 ext. 315
Supervisor(s)	Bob Hallstein	412-492-1400 ext. 345
Supervisor(s)	Rick Paluka	412-492-1400 ext. 319
Supervisor(s)	Al Shanley	412-492-1400 ext. 313

Departmental Supervisors are responsible for administering the scaffold safety program, which includes:

- Identify work areas, processes, or tasks where scaffolds are used.
- Designate Pannier Corporation employees who will be recognized as competent persons.
- Evaluate scaffold installations and hazards.
- Select appropriate scaffold systems.
- Monitor scaffold erection and use to ensure that scaffolds are used properly.
- Arrange for and/or conduct scaffold safety training.



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- Evaluate the scaffold safety program and update the written program as needed.

Supervisors. Work site supervisors are responsible for ensuring that scaffolds used in their particular areas are properly selected, erected, and used. In addition to being knowledgeable about the program requirements for their own protection, supervisors will also ensure that the program is understood and followed by the employees under their charge. Supervisors will:

- Ensure that employees under their supervision (including new hires) have received appropriate training
- Ensure the availability of appropriate and compatible scaffold equipment
- Be aware of tasks requiring the use of scaffolds
- Enforce the proper use of scaffolds
- Ensure that scaffolds are properly selected, erected, maintained, and inspected
- Monitor continually work areas and operations where scaffolds are used to identify hazards

Training Coordinator. The training program coordinator will develop and update training programs and maintain a schedule of training for all employees who may work from scaffolds. **The Quality Manager** has been designated as the Pannier Corporation Training Coordinator.

Competent Person. The competent person is capable of identifying existing and predictable hazards associated with scaffolds and has authority to take prompt corrective measures to eliminate them. **The Maintenance Manager** has been designated as the scaffolding competent person at Pannier Corporation. Specific responsibilities include:

- Determine the proper type of scaffold for the work to be performed and site limitations.
- Inspect scaffolds for visible defects before each shift and after each occurrence that could affect a scaffold's integrity (i.e., being struck by a crane)
- Supervise the erection, dismantling, alteration, or moving of scaffolds.
- Determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds.

Employees. Employees who work on scaffolds will:

- Ensure that all fall hazards are protected before working on a scaffold.
- Ensure that the scaffold has been inspected before using the scaffold.
- Inform the supervisor of any hazards that they feel are not adequately addressed in the workplace and of any other concerns regarding the program.
- Care for and maintain scaffold equipment as instructed.

Plan Review and Update

Any changes to the Scaffold Safety Program will be reviewed by a qualified person as the job progresses to determine additional practices, procedures, or training needs necessary



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to prevent injuries. Affected employees will be notified of all procedure changes, and trained if necessary.

Definitions

Competent person--someone 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 such hazards or conditions.

Mobile scaffold--a powered or un-powered, portable, caster or wheel-mounted supported scaffold.

Outrigger--the structural member of a supported scaffold used to increase the base width of a scaffold in order to provide support for and increased stability of the scaffold.

Platform--a work surface elevated above lower levels. Platforms can be constructed using individual wood planks, fabricated planks, fabricated decks, and fabricated platforms.

Qualified--someone 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 its supporting structure (including points of anchorage), used for supporting employees or materials or both.

Stair tower (Scaffold stairway/tower)--a tower comprised of scaffold components and which contains internal stairway units and rest platforms. These towers are used to provide access to scaffold platforms and other elevated points such as floors and roofs.

Supported scaffold--one or more platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames, or similar rigid support.

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.

General Requirements for Scaffolds

Scaffolds will be erected, altered, and used in accordance with the manufacturer's requirements and applicable OSHA regulations (29 CFR 1926, Subpart L). A competent person (**Maintenance Manager** or designated representative) will supervise the erection, alteration, and dismantling of scaffolds and inspect the scaffold prior to use each day. Only personnel who have been trained in the proper use of scaffolds and the potential hazards of working on and around scaffolds will be permitted to work on them.

The following requirements apply to all scaffolding used on any Pannier Corporation work site.

Scaffold Design

Scaffolds will be designed by a qualified person, and be constructed and loaded in accordance with that design.



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Scaffolds over 125 feet (38.0 m) in height above their base plates will be designed by a registered professional engineer, and will be constructed and loaded in accordance with such design.

Base Section

Supported scaffolds will be built and maintained on a foundation that is level and stable. Footings will be capable of supporting four times the intended load without settling or displacement. Unstable objects may not be used to support scaffolds or platforms. To assure stability, supported scaffolds will be set on base plates and mud sills or other adequate firm foundation.

Support Structure

To control the risk of a scaffold falling or collapsing, Pannier Corporation will ensure that scaffolds are assembled within OSHA standards relating to strength and structural integrity (see 29 CFR 1926.451).

Bracing

Frames and panels will be connected by cross, horizontal, or diagonal braces, alone or in combination, which secure vertical members together laterally.

Pinning

Frames and panels will be joined together vertically by coupling or stacking pins or equivalent means.

Components

Scaffold components manufactured by different manufacturers will not be intermixed and scaffold components made of dissimilar metals will not be used together.

Loading

Scaffolds will not be overloaded beyond their maximum capacity.

Safe Access

Employees will be able to safely access any level of a scaffold. Climbing of cross-braces as a means of access is forbidden.

Ladders. Portable, hook-on, and attachable ladders will be positioned so as not to tip the scaffold. Hook-on and attachable ladders will be specifically designed for use with the type of scaffold on which they are used. Specific access requirements are described below. Hook-on and attachable ladder rungs will be positioned so that their bottom rung is not more than 24 inches above the scaffold supporting level and have rest platforms provided at a maximum of 35-foot vertical intervals. Stairway-type ladders will be positioned so that their bottom step is not more than 24 inches above the scaffold supporting level and steps and rungs of ladders and stairway-type ladders will be kept free of ice, snow, mud, and debris. Built-in scaffold access frames will be specifically designed and constructed for use as ladder rungs and have rest platforms provided at a maximum of 35-foot vertical intervals.

Stair towers. Stair towers will have a stair rail consisting of a toprail and a midrail on each side of the stairway; ends of stair rails and handrails constructed so that they do not constitute a projection hazard; and guardrails meeting OSHA requirements on the open sides and ends of each landing.



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Ramps and walkways. Ramps and walkways 6 feet or more above lower levels will have guardrails that comply with 1926 Subpart M-Fall Protection. No ramp or walkway will incline more than 1:3 (1 vertical to 3 horizontal, or 20 degrees above the horizontal). If a ramp or walkway has a slope of more than 1:8, it will have cleats securely fastened to the planks not more than 14 inches apart, to provide footing.

Access during erection and dismantling will be maintained. Pannier Corporation will assure safe access for employees erecting or dismantling supported scaffolds.

The competent person (**Maintenance Manager**) is responsible for determining the safety and feasibility of installing and using safe means of access, based on site conditions and the type of scaffold involved.

Vertical Restraint

When a supported scaffold reaches a height that is more than four times its minimum base dimension (4:1), it will be restrained by guys, ties, or braces to prevent it from tipping. Guys, ties, and braces will be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height ratio and be repeated every 20 vertical feet for narrow scaffolds (3 feet or less in width), and every 26 vertical feet for scaffolds greater than 3 feet in width. Similar restraints will be installed every 30 feet horizontally.

Moving Scaffolds

Scaffolds may not be moved horizontally while employees are on them, unless they have been designed for that purpose by a registered professional engineer, or in the case of mobile scaffolds, where the provisions of the OSHA regulations (1926.452(w)) are followed.

Weather Conditions

Employees are not permitted to work on or from a scaffold during storms or high wind, unless the **Maintenance Manager** or other competent person has determined that it is safe, and those employees are protected by personal fall arrest systems, or wind screens (when windscreens are used the scaffold will be secured against the anticipated wind forces).

Fall Protection

Fall protection is required for employees erecting or dismantling supported scaffolds where it is feasible and where installing and using it does not create a greater hazard. Pannier Corporation has designated the **Quality Manager** as the competent person who will be responsible for determining the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds.

The most common scaffold hazard is worker falls. Fall protection consists of either personal fall-arrest systems or guardrail systems, and will be provided on any scaffold 10 feet or more above a lower level. Specific requirements for fall protection for employees and contractors of Pannier Corporation are described below.

Personal Fall Arrest System (PFAS)

In addition to meeting the OSHA Fall Protection requirements, personal fall-arrest systems used on scaffolds will be attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.

Lifelines. When vertical lifelines are used, they will be fastened to a fixed safe point of anchorage, independent of the scaffold, and be protected from sharp edges and abrasion. Safe points of anchorage include structural members of buildings, but not standpipes,



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vents, or electrical conduits, which may give way under the force of a fall. When horizontal lifelines are used, they are to be secured to two or more structural members of the scaffold.

Guardrails

Guardrail systems will be installed along all open sides and ends of platforms and will be in place before the scaffold is released for use by employees other than erection/dismantling crews.

Each toprail or equivalent member of a guardrail system will be able to withstand a force of at least 200 pounds applied in any downward or horizontal direction, at any point along its top edge. The top edge height of toprails on supported scaffolds will be between 36 inches and 45 inches.

Midrails will be installed at a height approximately midway between the top edge of the guardrail system and the platform surface; and when screens and mesh are used, they will extend from the top edge of the guardrail system to the scaffold platform, and along the entire opening between the supports.

In lieu of guardrails, crossbracing may serve as a toprail or midrail, providing the crossing point is:

- Between 20 and 30 inches above the work platform for a midrail; or
- Between 38 and 48 inches above the work platform for a toprail.

Falling Objects

When scaffolds are erected or in use, Pannier Corporation will assure that any persons below are protected from falling hand tools, debris, and other small objects, by:

- Toeboards, screens, or guardrail systems (see 29 CFR 1926 subpart L, Appendix A);
- Debris nets or canopy structures that contain or deflect falling objects; and,
- Placement of potential falling objects away from the edge of the surface from which they may fall.

Scaffold Platforms

A platform is a walkway or the work area of the scaffold and will be inspected. Each platform will be fully planked or decked and no gaps greater than 1 inch are permitted between adjacent planks or deck units.

Platforms used solely as walkways, or during erection or dismantling, require only the planking that Pannier Corporation establishes is necessary to provide safe working conditions.

Wooden planking will not be painted. Platforms may be coated periodically with clear wood preservatives, fire retardants, and slip-resistant finishes.

Scaffold platforms and walkways will be at least 18 inches wide unless approved by the **Maintenance Manager**

Nothing that could cause a slip, trip, or fall (i.e. tools, scrap material, chemicals, snow, ice, etc.) is allowed to accumulate on the platform.



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For most activities, there will be no more than a 14-inch gap between the scaffold platform and the structure being worked on.

To prevent slippage, platforms will be cleated or otherwise secured at each end, or else overlap end frames at least 6 inches, and not more than 12 inches.

On scaffolds where platforms are overlapped to create a long platform, the overlap may only occur over supports, and may not be less than 12 inches, unless the platforms are restrained (i.e., nailed together) to prevent movement.

On scaffolds where platforms are abutted to create a long platform, each abutted end will rest on a separate support surface.

When brackets are used to support cantilevered platforms, they will be used only to support personnel, unless the scaffold has been designed for other loads by a qualified engineer.

Electrical Hazards

Scaffolds, or any conductive materials associated with them (e.g. building materials, paint roller extensions, scaffold components) will be located 10 feet or more from overhead power lines. Scaffolds may be closer to overhead power lines than specified above if such proximity is necessary for the type of work being done, and if the power company or electrical system operator has been notified and has either de-energized the lines, relocated the lines, or installed protective coverings to prevent accidental contact with the lines.

All portable electric equipment used on scaffolds will be protected by either ground fault circuit interrupters (GFCIs) or an assured equipment grounding conductor program.

Inspections

Scaffolds and scaffold components will be inspected for visible defects before each shift by the competent person (**Maintenance Manager**), and after each occurrence that could affect a scaffold's integrity (i.e., being struck by a crane). Any part of a scaffold that has been damaged or weakened so that it no longer meets OSHA strength requirements must be tagged out by a competent person, and removed from service until repairs, or replacement can be made.

Training

Employees who work on, erect, dismantle, repair, or inspect scaffolds will be trained to recognize hazards associated with scaffolds and to control such hazards.

Erecting, Dismantling, Repairing, and Inspecting Scaffolds

Employees who are involved in activities such as erecting, dismantling, repairing, and inspecting scaffolds will be trained by **the Maintenance Manager** or another competent person to recognize any hazards associated with those activities. Training will include:

- The nature of scaffold hazards
- Correct procedures for erecting, repairing, inspecting, and disassembling the type of scaffold in question
- The design criteria, maximum intended load capacity, and intended use of the scaffold
- Any other pertinent requirements



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Work While on Scaffolds

Employees who perform work while on a scaffold will be trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control those hazards. Training will include:

- The nature of any electrical hazards, fall hazards, and falling object hazards in the work area as well as the correct procedures for dealing with those hazards
- The proper use of the scaffold and the proper handling of materials on the scaffold
- The maximum intended load and the load-carrying capacity of the scaffold
- Any other pertinent requirements

Retraining

The Quality Manager will retrain each employee when there is reason to believe that the employee lacks the skill or understanding to safely erect, use, or dismantle a scaffold. Such retraining is required in at least the following situations:

- Changes at the worksite present a hazard for which an employee has not previously been trained.
- Changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard for which an employee has not previously been trained.
- Inadequacies in an employee's work indicate that the employee does not have the necessary proficiency.

Recordkeeping

The Quality Manager will maintain a record of employees who have received training and the date the training was given.

Incident Investigations

All incidents that result in injury to workers, as well as near misses, regardless of their nature, will be reported and investigated. Investigations will be conducted by the Quality Manager as soon after an incident as possible to identify the cause and recommend means of prevention to eliminate the risk of reoccurrence.

In the event of such an incident, the Scaffold Safety Plan will be reevaluated by the Quality Manager/Health and safety team to determine if additional practices, procedures, or training are necessary to prevent similar future incidents.

Enforcement

All staff members are subject to discipline. Documentation of any violations will be kept in the staff member's personnel file.

Contractors

All outside contractors working in or on the premises of Pannier Corporation will be required to follow the guidelines set forth in this scaffold safety program. Contractors in the pre-job meeting will be informed of these requirements as well as the on-site construction rules that apply.