




Safe Work Practice (SWP)

Name of Task: Staging and Scaffolding	
Department/Unit: Carpentry, Electrical, Plumbing, Steamfitting/Pipefitting	
Personal Protective Equipment or other required equipment or other safety considerations: Eye protection, CSA safety boots, Hardhat	
Hazards: <ul style="list-style-type: none"> • Access • Collapse • Failure of guardrails, planks and platforms • Electrical • Falls • Falling objects/items • Instability 	
Required Training	Successful completion of safety unit and test. Training in-house by individuals, experienced and knowledgeable with the tool. Part of annual equipment list review. Instructor supervision required For more details please refer to WorkSafeNB https://ohsguide.worksafenb.ca/topic/scaffolding.html#leg_ref_7
Steps to be taken to complete task safely:	
	Planning
1	Choosing the type of scaffold appropriate for the job.
2	Determining the maximum load of the scaffold. link
3	Assuring a good foundation. link
4	Avoiding electrical hazards. link
5	Inspect all components for defects link <ul style="list-style-type: none"> • Checks - Lengthwise crack or separation occurring across annual rings. No such splits or cracks are permitted within three inches from the edge of the plank, and planks with splits wider than 10 mm (3/8") must be removed from use. • Shakes - Lengthwise separations along the grain, the greater part of which occurs between the annual rings. • Wane - The bark or lack of wood on the face of a plank. • Knots: Must be sound, tight, and well-spaced. The maximum allowable size for the wide face of a 2" x 10" plank is 50 mm or 1 7/8". For 2" x 12" planks the maximum is 60 mm or 2 3/8". On the edges there should be no knots larger than 10 mm or 3/8" in the middle third of the plank. Planks with spike knots should be rejected. [Source: Legislative Interpretation: Scaffold planks]
6	If using a manufactured scaffold, ensuring it is erected, used, maintained, and dismantled in accordance with the manufacturer's specifications. link

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7	If over 3 m in height link , or a mobile rolling scaffold link , installing guardrail systems along all open sides and ends of platforms.
8	Providing safe access to scaffold platforms. link
9	If using a metal scaffold, access must be provided from ground level. If less than 6 m in height, providing a continuous access ladder or stairway. If 6 m or more in height, providing a continuous access stairway. link
10	Making sure no one climbs cross-bracing as a means of access.
11	Ensure staging can support at least four times the load that may be used on it. link
12	Check staging is erected plumb and level. link
13	Check staging is secured to prevent lateral movement. link
14	Has lockable wheels if it is a mobile rolling scaffold. link
15	Ensure that when a guardrail is removed that adequate precautions are taken to ensure employee safety and that the area is not left unguarded until the guardrail is reinstalled.
16	Ensure spacing of vertical supports and bearers are at intervals not exceeding 3 m for light work and 2.1 m for heavy work (bricklaying, masonry, etc.)
17	Ensure that a wood plank in a scaffold is at least 50 mm thick by 250 mm wide, has a span not longer than 3 m, extends at least 150 mm, is laid flat with an overlap of 300 mm and is secured.
18	Provide safe means of access to all working levels of scaffold.
19	Ensure that employees who work below a scaffold are protected from falling objects by overhead protection or by other means such as tying off tools.
20	Prohibit the use of ladders to gain greater heights on scaffolds.
21	Ensure that materials, snow, ice, etc. that could cause trips and falls are removed.
Usage	
1	Be trained to inspect, erect and dismantle scaffolding, identify the associated hazards and understand the procedures to control or minimize those hazards.
2	Keep only materials for current use on the scaffold. link
3	Not move the scaffold with employees or unsecured items on the scaffold. link
4	Only remove the diagonal supporting brace at the working level to access that level, and only then if other precautions are taken to ensure the scaffold's strength. Ensure the brace is replaced when the work is completed. link
5	Tie off tools or equipment and handle materials safely to protect the safety of employees below.
6	Only use the scaffolding when it is safe (guardrails installed, properly secured, cross-braces installed, safe access and egress, sitting on safe footings, etc.).
7	Use scaffolds only when at a safe distance from electrical wires.
8	Not work on a scaffold when there are high winds.
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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