

<b>Scaffold User</b>	S.O.P. 6C		Page 1 of 3
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STANDARD OPERATING PROCEDURE			

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### **I. SCOPE AND PURPOSE**

- a. To define a Standard Operating Procedure for the training and use of scaffold by employees of the Company.
- b. It is the policy of the Company to provide a safe and healthful place of employment. In areas where scaffolding is to be erected and accessed for any purpose, the following procedure shall be utilized.

### **II. RELATED PROCEDURES AND RESOURCES**

- a. S.O.P. 3O, Fall Hazard Management
- b. S.O.P. 3J, Signs, Tags, Barricades, and Labels
- c. S.O.P. 6A, Scaffold, Erection, Use, Modification and Dismantling
- d. 29 CFR 1926.451-454, Scaffolds
- e. 29 CFR 1926.1060, Stairways and Ladders
- f. Scaffold User Field Training Module

### **III. PERSONNEL RESPONSIBILITY**

- a. Director of H.R./Safety
  - i. Will assure new employees receive and comprehend training on all aspects of the use of scaffolds at time of hire and at least annually thereafter.
  - ii. Will document employees training and assure documentation is filed appropriately.
  - iii. Will be responsible for development and administration of the Scaffold User training program.
  - iv. Will be responsible for the training and designation of “Competent Persons.”
  - v. Will be responsible for the training and the qualification of “Field

Training Personnel.”

- vi. Ensure a thorough investigation for all incidents related to the activation of a fall protection device, such as a lanyard.
- b. Supervisor
  - i. Will be responsible for verifying employee’s training on the use of scaffolds.
  - ii. Will be responsible to have personnel “re-trained” upon recognition of employee inadequacies or if conditions change.
  - iii. Will document employee’s field training and forward documentation to the H.R./Safety department for tracking and retention.
  - iv. Will assure new employees are properly orientated on the hazards associated with the use of scaffold related to his/her jobsite.
  - v. Will verify that employees have available and utilize proper personal fall arrest protection equipment, as required.
  - vi. Will ensure scaffolds are inspected by a “Competent Person” prior to each work shift and tagged accordingly.
  - vii. Ensure all “failed” fall protection systems are tagged “Do Not Use” and turned into the H.R./Safety department for destruction.
  - viii. Ensure all “activated” fall arrest systems are taken out of service, tagged “Do Not Use” and turned in to the H.R./Safety department for destruction.
- c. Employee
  - i. Follow all aspects of this Standard Operating Procedure.
  - ii. Know what PPE is required and when to use it while working on scaffolds.
  - iii. Read and follow any directions or requirements outlined on the scaffold tag, located at all access ladders.
  - iv. Inspect and assure “personal fall arrest systems” (full-body harness with double shock absorbing lanyards) are in good working order.
    - 1. Utilize form 3O.1a, Personal Fall Arrest System Inspection Checklist.
    - 2. If fall protection system is found to be insufficient, turn in to the site supervisor for replacement.
  - v. If personal Fall Arrest System is “activated” turn into the site supervisor for destruction.

#### **IV. TRAINING**

- a. All employees shall receive Scaffold User training upon initial hire and at least annually thereafter.
- b. Training will be conducted by a “Qualified” instructor.
  - i. A local safety council (CSCCB, Texas Mid-Coast, HASC),
  - ii. Industrial training center, or
  - iii. Designated BIST personnel utilizing the “Scaffold User” Field Training Module.

- c. Training will include at least the following:
  - i. Overview of 29 CFR 1926.454.
  - ii. Hazards associated with the use of scaffold.
    - 1. Falls
    - 2. Electrical
    - 3. Falling objects
  - iii. Fall protection
    - 1. Personal Fall Arrest Systems
    - 2. Guard Rail Systems
    - 3. Safety and life lines
    - 4. Leading edge work with a monitor
  - iv. Usage
  - v. Load Capacity
  - vi. Tagging systems
    - 1. BIST initially and
    - 2. Site specific systems, as required.
  - vii. Types of scaffold and their components used in the industry
  - viii. Responsibilities and duties
    - 1. As conditions change
    - 2. Modified scaffold
    - 3. Re-training
    - 4. Disciplinary measures for non-compliance of this S.O.P.