



Calhoun Operations

## Scaffold Policy

**Effective: 6-1-88**  
**Reviewed: 12-13-11**  
**Revised: 12-13-11**

### I. **PURPOSE**

The purpose of this policy is to ensure the safe use, erection, and dismantling of scaffolding, while complying with all local, state and federal rules and guidelines.

### II. **SCOPE**

This policy will serve as the guidance document concerning the safe use, erection and dismantling of scaffolding for Calhoun personnel and their affiliated contractors.

### III. **DEFINITIONS**

Competent person – one who has the training and experience to recognize unsafe scaffolding, the erection of such, and the dismantling of said scaffolding. The competent person has the responsibility and authority to halt any activities in and around the use of, erection of, or dismantling of scaffolding. They also have the authority to ensure measures are taken to correct any deficiency concerning scaffolding. **The competent person can be an authorized employee, supervisor, contractor, engineer or contractor liaison.**

NOTE:

### IV. **POLICY & PROCEDURES**

- A. All scaffolding shall be constructed and conform to OSHA 29 CFR 1926.451 and 1910.28.
- B. All scaffolding shall be erected, moved, dismantled or altered by trained personnel under the supervision and direction of a competent person. The training that personnel receive shall meet the standards for OSHA 29 CFR 1926.454.
- C. A competent person shall inspect scaffolds in use daily before each work shift for damage, modifications, or any visible defects, etc. A written record of such shall be kept readily available. (Preferably on a scaffolding tag designed for such.)
- D. Scaffolds shall also be re-inspected after any occurrence which could affect the scaffold's structural integrity. A competent person shall perform this inspection. A written record of the inspection shall be kept and be made readily available.
- E. Scaffolding Tagging System.

NOTE: Scaffold tags shall be affixed to each scaffold in a visible location that is easily accessible.



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1. **Green Tag:** Indicates the scaffold has been erected to meet federal/state OSHA standards and is safe for all-craft work.
2. **Yellow Tag:** Indicates the scaffold does **NOT MEET** federal/state OSHA specifications. All employees working from this scaffold must wear and use an approved safety harness. **See Fall Protection Policy for further details.**
3. **Red Tag:** Indicates the scaffold is being erected, taken down or has been found defective.

### **DO NOT work on Red Tagged Scaffolds!**

- F. It is the responsibility of every user to review the tags and scaffolds. Users of the scaffold will use the scaffold only when the competent person deems the scaffold is safe. If the employees feel the scaffold is not safe, it is their responsibility to contact their supervisor and not work off the scaffold until a determination is made as to the safety of the scaffold.
- G. Scaffolds shall not be moved while in use, occupied, or hoisting material.
- H. Tag lines shall be used to guide materials being hoisted onto scaffolds.
- I. Scaffolds shall not be overloaded. The total load shall not exceed  $\frac{1}{4}$  of their capacity. Only use OSHA approved scaffolding boards. (See OSHA 1910.28 - #/square foot)
- J. All scaffolding must be constructed to applicable standards.
- K. Do not use scaffolding boards for any purposes other than scaffolding. Scaffolding shall be properly stored when not in use. Parts, materials, nuts, bolts, etc. must not be left on scaffolding. Scaffolding shall be kept clear of inappropriate materials. Good housekeeping shall be followed in the use of scaffolds. An access ladder, or the equivalent, shall be provided for all scaffolds. Climbing the sides of scaffolding is not permitted.

## V. **RESPONSIBILITIES**

- A. **Supervisor:** It is the responsibility of the supervisor to inspect their area of responsibility and ensure a competent person is assigned to oversee the erection, use and dismantling of scaffolding.
- B. **Competent Person:** Is responsible for the safe erection, use, and dismantling of scaffolding, including regularly inspecting scaffolding they are assigned, and taking corrective measures when necessary. All inspections and corrective measures taken will be documented by the competent person.



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