



GoM Region Scaffolds Safe Work Practice (SWP)

1 Purpose/Scope

This Safe Work Practice (SWP) describes requirements that apply to scaffold erection, dismantling, use, and storage. Scaffolds shall be erected and dismantled by contractors utilizing Competent Persons as prescribed in 29 CFR 1926, Subpart L.

This procedure contributes to compliance with OMS Essential 3.2 (3.2.1) and 4.5 (4.5.1), BP Group Defined Practice for Control of Work GDP 4.5-0001 standard, to ensure hazards associated with BP activities are identified and the risks are assessed and managed.

2 Key Responsibilities

Competent Person	Responsible for selecting the personnel (who shall be experienced) who will erect, move, alter, or dismantle scaffolds. Responsible for providing and verifying training of personnel selected to perform the work (erect, move, alter, or dismantle scaffolds).
Qualified Person	Responsible for the safe design of scaffolds and for resolving problems associated with scaffolds as required by 29 CFR 1926, Subpart L.
OIM/Designated Representatives	Responsible for ensuring hazards associated with BP activities are identified and the risks are assessed and managed. Assures compliance by conducting periodic audits, such as; Site Structured Leadership Assessments, Safety Observation Conversations, Work Control Certificate Audits, the Easy Card Program and HITRA.

3 General Requirements

- The design of any scaffold erected or used shall meet the requirements specified in 29 CFR 1926, Subpart L, Appendix A.
 - Scaffold equipment shall be assembled, used, and maintained in accordance with manufacturer's requirements.
 - Manufacturers scaffold material shall not be modified. Modified or damaged material shall not be used and must be discarded.
 - Only the following types of scaffolds shall be used:
 - Welded tubular end frame scaffolds.
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- Tube and coupler scaffolds.
- At no time will scaffolding material be stored or erected in such a way that it blocks a walkway, an egress, emergency equipment, or process equipment without prior approval of the OIM.
- The use of ladders as scaffold components or supports for scaffolds is prohibited.
- The use of Ladder Jack scaffolds is prohibited.
- The use of single-point adjustable suspension scaffolds, (i.e., boatswain's chairs) is prohibited unless their use is safer than all other methods. This safety determination shall be documented via a risk assessment. The use of homemade boatswain's chairs is prohibited. Any boatswain's chair shall meet all requirements of the OSHA regulations.
- No scaffold shall be loaded beyond its rated load capacity.
- The use of suspended scaffolds supported only by counterweights is prohibited.
- Suspended scaffolds shall be risk assessed prior to use.

3.1 Tube and Coupler Scaffold Requirements:

- The design of any scaffold erected or used shall meet the requirements specified in 29 CFR 1926, Subpart L, Appendix A.
- Erected scaffolds shall be welded tubular end frame scaffolds.
- Each scaffold shall be tagged with rated load, installer, and installation date. Additionally, the tag shall be used to record daily inspections.
- During scaffold dismantling, lower scaffold components to the ground in a manner that does not damage the component or endanger personnel.

3.2 Catenary Scaffolds

- Catenary scaffolds may not have:
 - More than one platform between consecutive vertical pickups.
 - More than two platforms altogether.
- Platforms supported by wire rope must have hook-shaped stops on each of the platform to prevent them from slipping off the wire ropes. These hooks must be positioned so that they prevent the platform from falling if one of the horizontal wire ropes breaks.
- Wire ropes must not be over-tightened to the point that a scaffold load will overstress them.
- Wire ropes must be continuous and without splices between anchors.
- Each employee on a catenary scaffold must be protected by a personal fall-arrest system.

4 Overview

4.1 Competent Person

Contractors performing scaffold work shall have their own designated Competent Persons as required by 29 CFR 1926, Subpart L.

Competent Persons shall receive specific training on the type of scaffolding to be used before performing the duties of a competent person.

Scaffolds shall be erected, moved, altered, or dismantled only under the direction of a Competent Person. Competent Persons shall be physically present at the scaffold during such work. A Competent Person shall be available on site at any time scaffolding is in use in the event conditions change or the scaffolding is moved or modified.

Competent Persons can have other duties, such as working on the scaffold or other supervisory duties and verification of fall arrest anchor points.

4.2 Qualified Person

The Qualified Person is responsible for the safe design of scaffolds and for resolving problems associated with scaffolds as required by 29 CFR 1926, Subpart L.

For scaffolding purposes, a Qualified Person shall also have the skills and knowledge to utilize Appendix A of the OSHA regulations to design scaffolds or verify that the design of a Scaffold is safe.

5 Procedures

5.1 Fall Protection

Adhere to the guidelines below concerning fall protection:

- Personnel on scaffolds six feet or more above a lower level shall be protected from falling to that lower level. Fall protection shall be standard guardrails or personal fall arresting system(s).

NOTE: When tying off to the scaffold, the proper anchor points shall be determined by the scaffold Competent Person.

- While working outside of guardrails, 100% fall protection is required
- Whenever a personal fall arrest system is used, the anchor points for the system shall meet the requirements prescribed in the Working at Heights SWP.
- Only full body harnesses shall be used for personal fall arrest systems. Body belts shall not be used.
- Fall protection is required for all scaffold access ladders over six feet (e.g., self-retracting lifeline).

NOTE: For details on fall protection, refer to the Working at Heights SWP.

5.2 Erecting, Altering, Moving, or Dismantling Scaffolding

Scaffolds shall be erected, moved, altered, or dismantled only under the direction of a competent person. The competent person shall be physically present at the scaffold during such work. The following minimum requirements shall be met:

- Any facility structural members to be used in scaffolding shall be inspected and approved by a competent person.
- Appropriate signs and barricades shall be used when erecting, moving, altering, and dismantling scaffold. The barricaded area shall be large enough to encompass the entire work area and provide an adequate safety buffer to other employees.
- During scaffold dismantling, lower scaffold components to the ground in a manner that does not damage the component or endanger personnel.
- Scaffold components shall not be attached to the facilities handrails.
- The footing or anchorage for scaffolds 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.
- Scaffold plank must extend over their end supports not less than 6 inches or more than 18 inches.
- The poles, legs, or uprights of scaffolds must be plumb and securely and rigidly braced to prevent swaying and displacement.

5.3 Inspection

Scaffolds shall be inspected by a qualified or competent person at the beginning of each shift, after any modification of the scaffold, or after any damage to the scaffold. [The qualified or competent person shall check the entire scaffold assembly before use by thoroughly inspecting the completed assembly to see that it complies with the following:](#)

- All safety codes
- All fasteners are in place and tightened
- Scaffold is level and plumb.
- Work platforms are fully decked.
- Guardrails are in place.
- Safe access is provided.
- Wood planks are graded for scaffold use
- Wood planks are sound and in good condition (free from saw cuts, cracks, notches, splits, delamination, and holes.)

The inspection shall be documented on a tag attached to the scaffold. The tag shall remain in place for as long as the Scaffold is in place. Tag data shall include the date of validity, rated load, installer, and installation date.

If the scaffold inspection indicates damage or an unsafe condition, the scaffold shall not be used until it is made safe. This hazard determination shall be made by a competent person. A competent person shall be responsible for directing the repairs.

5.4 Working from Erected Scaffolding

When working from scaffolding employees shall comply will all applicable safety policies and procedures. The following minimum requirements shall be met:

- A competent person shall assess the hazard presented by the wind, rain, lightning, etc. If the determination is made that weather conditions present a hazard, the competent person shall provide protection for affected personnel. That protection can include wind screens, personal fall arrest systems, or other appropriate means. If the weather conditions are deemed to be too dangerous to work safely on the scaffold, the competent person shall stop all work and remove personnel from the scaffold. The competent person shall utilize 29 CFR 1926, Subpart L, Appendix A, of the OSHA regulations to assist with the decision.
- Personnel working on the scaffold have a responsibility to stop work if weather or other conditions make it unsafe to continue.
- The competent person shall determine that wind loading does not exceed the manufacturer's recommendations.
- No Scaffold shall be loaded beyond its rated load capacity.
- Employees shall comply with all restrictions and precautions identified on the CoW documents.
- Employees shall not climb on scaffold framing, bracing, or guardrails for accessing scaffold platforms or elevated work areas. Approved access ladder or equivalent safe access shall be provided.
- Employees shall not stand or sit on guardrails.
- Scaffold framing, bracing, or guardrails shall not be used to secure rigging equipment for hoisting.
- Ladders and other devices shall not be used to increase working heights on scaffold platforms.
- Loose materials, debris, and/or tools shall not be accumulated to cause a hazard.

5.5 Training for Personnel Working on Scaffolds

Each employee who performs work while on a scaffold shall be trained to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.

Training shall be performed by a Competent Person knowledgeable in the subject matter of scaffolds and scaffold safety.

Training of personnel shall be conducted in a manner that confirms understanding of the information by the workers.

At a minimum, training shall include the following:

- Nature of electrical hazards.
- Fall hazards.
- Falling object hazards.
- Correct procedures for dealing with electrical hazards.
- Proper scaffold use.
- Proper materials handling on the scaffold.
- Maximum intended load and load carrying capacities.

5.6 Training for Those Erecting/Dismantling Scaffolding

Each employee who is involved in erecting, disassembling, moving, repairing, maintaining, or inspecting a scaffold shall be trained by a Competent Person to recognize the hazards associated with the work. This training shall be conducted in a manner that confirms full understanding by personnel.

At a minimum, training shall include:

- Correct procedures for erecting, maintaining, and disassembling the falling object protection systems.
- Correct procedures of erecting, disassembling, moving, operating, repairing, inspecting, maintaining and storing the particular type of scaffold being used.
- Regulations and standards.
- The nature of scaffold hazards.
- Design criteria.
- Maximum intended load-carrying capacity.
- Intended use of the scaffold.
- Scaffold foundations.

NOTE: This training is different and more comprehensive than the training required for personnel working on scaffolds.

5.7 Scaffolding Component Storage

Scaffolding components shall be stored in accordance with the manufacturer's instructions and as a minimum shall meet the requirements as follows:

5.7.1 General

As a minimum scaffold components shall be stored as follows:

- At no time will scaffolding material be stored or erected in such a way that it blocks a walkway, an egress, emergency equipment, or process equipment without prior approval of the OIM.
 - Manufacturers scaffold material shall not be modified. Modified or damaged material shall not be used and must be discarded.
 - In a manner that will not cause added stress and fatigue to the components.
 - In a manner that does not create a hazard to personnel placing or removing the components from storage.
 - Material shall be separated by size and type and not mixed with other material.
 - All scaffolding material that is used in building a scaffold will be completely disassembled and stored by individual component.
 - Material with extensions or arms, shall not be hung by these extensions but will be secured properly or stored flat in a basket or box.
 - Scaffolding material shall be stored in a neat and orderly manner to minimize potential material access hazards.
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5.7.2 Container \ Rack Design and Construction

As a minimum scaffold components storage container \ rack shall be designed and constructed as follows:

- In a container or storage rack specifically designed and built to allow for sufficient horizontal and vertical supports to maintain control over material and prevent any accidental displacement and collapse of the material.
- Racks shall be built for specific pole length's and only used for that length of pole or plank.
- Racks shall have at a minimum of 3 verticals, one on each corner and one in the middle, to keep the poles or planks from sliding off. Distance between verticals shall not be more than half the length of the component being stored. (i.e. a rack for storage of 10 foot planks shall not have more than 5 feet of spacing between the verticals.)
- Racks shall have proper feet installed on the verticals.
- No rack will be built higher than 4.0 ft. tall and material shall not be stacked higher than that which the rack is built to hold.
- Racks shall not be double-stacked.
- Racks shall not be overloaded.
- Clamps shall be stored in basket or closed sided container.

5.7.3 Container \ Rack Location

Scaffold components storage container \ rack locations shall be properly risk assessed to ensure placement does not create any additional hazards. At a minimum, they shall be located as follows:

- Scaffold components shall not be stored within 6 feet of a handrail that is an outer barrier for personnel protection without prior approval of the OIM. Stacking near handrail for storage will require and engineered hard barricade between handrail and scaffold storage rack.
- Scaffolding material should be stored on a solid deck when possible. In the event scaffolding material has to be stored over open grating, the grating shall be covered with secured material so nothing can drop through the grating.
- When scaffolding material is stored on grating, the feet shall be placed over support beams or a material shall be used to spread the load (ex: 2x10 oak planks), preferably from support beam to support beam.
- Scaffolding material shall not be stored on or within 3 feet of electrical cables, process tubing or piping.
- Wood material shall not be stored in areas of high heat whereby it could become an ignition source.

6 Definitions

Term	Definition
Boatswain's Chair	A single point adjustable suspension scaffold consisting of a seat or sling designed to support one employee in a sitting position.
Catenary Scaffold	A catenary scaffold consists of a platform supported by two horizontal and parallel cables attached to structure sufficient to carry the weight of the catenary scaffold and personnel working on the catenary scaffold.
Competent Scaffold Person	A person who is trained to identify hazards associated with scaffolds and their use, has the authority to take action to correct deficiencies, and is trained in erecting the types of scaffold used.
Guardrail System	Vertical barrier, consisting of but not limited to, top-rails, mid-rails, and posts, erected to prevent employees from falling off a scaffold platform or

Term	Definition
	walkway to a lower level.
Personal Fall Arrest System	A system used to arrest a fall. It consists of an anchor point, connectors, and safety harness. It shall also include a lanyard, deceleration device, lifeline, or combinations of these.
Qualified Person for Scaffolding Purposes	One who by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated their ability to solve or resolve problems related to scaffolding, the work, or the project.
Rated Load	The manufacturer's specified maximum load to be lifted by a hoist or to be applied to a scaffold or scaffold component.
Scaffold	Any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees, materials, or both.

6 Key Documents/Tools/References

[Occupational Safety and Health Administration, U.S. Department of Labor, 29 CFR, Part 1926, Part 1926.450, 1926.451, 1926.452, 1926.453, 1926.454, Subpart C - Safety and Health Regulations for Construction, General Safety and Health Provisions](#)

Revision Log

Revision Date	Authority	Custodian	Revision Details
10/01/12	GoM Engineering Services Manager	GoM Turnaround and Construction Manager	Added OIM/Designated Representatives Key Responsibilities
8/30/12	GoM Engineering Services Manager	GoM Turnaround and Construction Manager	Added Sections 5.7 Scaffold Component Storage, 5.7.1 General, 5.7.2 Container/Rack Design and Construction, and 5.7.3 Container/Rack Location
06/15/12	GoM H&S Director	GoM Safety Programs Lead	Reformatted document to meet new GoM document control template standardization guidelines. Added definition for Green Tags
02/05/2012	GoM H&S Director	GoM Safety Programs Lead	Scaffold inspection section F.2 – added requirement for scaffold tag to contain current date of inspection before personnel can work on scaffolding. Added definition and requirements for catenary scaffolding

06/01/2008	GoM HSSE Director	GoM HSSE Programs Manager	Site-built wood scaffolds removed from list of scaffolding types that facilities can utilize. Use of ladder jack scaffolds is prohibited While working outside of guardrails, 100% fall protection is required Fall protection is required for all scaffold access ladders over six feet
01/31/06	S. Garner/ S. Tink/ C. Jackson/ R. DeLeonardis	Kathy Kanocz	Changed CD # from 10,073 to UPS-US-SW-GOM-HSE-DOC-00131-2. Changed 3 Authorities and 1 Custodian Name(s). No Content Revisions.