

	Scaffolding NAPG-SAF-SPI-0029	Revision	
	Public document	#	Date
		01	2021-03-01
		Annual	
 NORTH ATLANTIC PROJECTS GROUP Plan for ZEROHARM			

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Issue Codes: RC = Released for Construction, RD = Released for Design, RF = Released for Fabrication, RI = Released for Information, RP = Released for Purchase, RQ = Released for Quotation, RR = Released for Review and Comments.

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1.0 PURPOSE

The purpose of this procedure is to establish the minimum requirements and expectations to outline measures and actions to be taken for scaffolding work activities on a NAPG Project. The Scaffolding work activities identified in this procedure are aligned with the NAPG working at heights requirements. These two activities are identified as a critical risk for NAPG projects.

This document is intended to meet the requirements of “**CAR-01 working at height**” reference section 2.1.

2.0 SCOPE

The scope of the document is to establish clear guidelines to working with scaffolding components on all NAPG projects.

2.1 RAC #1 summary of requirements:

1.6.3.a Consist of metal framing structural members: **Exception: Framing structures for work in electrical substations must consist of non-conductive materials;**

1.6.3.b Be tubular, glove type, wedge or platform, **with protection in the clamp safety fasteners;**

1.6.3.d Trapdoors in scaffolding **are only allowed in atypical situations** where external access is impossible and should be considered in the project **with physical barrier** to avoid falling people

1.6.4 access ladder to be incorporated into structure.

1.6.4 for suspended scaffold **independent life line** is required.

1.7.5.a – The Rescue Response Plan shall contain existing work at heights scenarios and workers shall be qualified and prepared, with have appropriate equipment for rescuing at heights;

1.7.5.b. Rescue conditions involving inert suspension shall be simulated and actions taken to reduce the suspension trauma scenario.

3.0 SCAFFOLDING

3.1 Selection of a Scaffold

The safe and efficient use of scaffolding depends first on choosing the right system for the job. If the scaffold's basic characteristics are unsuited to the task, or if all the necessary components are not available, personnel are forced to make do and improvise.

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Proper selection of scaffolding and related components requires basic knowledge about site conditions and the work to be done. Considerations include the following:

- a) Weight of workers, tools, materials, and equipment to be carried by the scaffold
- b) Site conditions (e.g., Interior, exterior, backfill, concrete floors, type and condition of walls, access for the equipment, variations in elevation, anchorage points)
- c) Height or heights to which the scaffold may be erected
- d) Type of work that will be done from the scaffold (e.g., Masonry work, sandblasting, painting, metal siding, mechanical installation, suspended ceiling installation)
- e) Duration of work
- f) Requirements for pedestrian traffic through and under the scaffold
- g) Anticipated weather conditions
- h) Ladders or other access to the platform
- i) Obstructions
- j) Special erection or dismantling problems including providing practical fall protection for the erector
- k) The use of mechanical equipment to aid in erecting the scaffold.

3.2 Design

Frame scaffolds over **15 m (50 ft)** in height, and tube-and-clamp and systems scaffolds over **10 m (33 ft)**, **must be** designed by a professional engineer. Stamped engineering drawings are to be submitted to the Vale contact.

Adjustments shall be made for settlement.

All materials whether natural, manufacturer and or engineered shall be free from defects and if found to be damaged or defective replaced immediately.

A visible plate indicating **maximum allowable workload** shall be adhered to the scaffold.

3.3 Requirements for Scaffolds

Planning and the communication of this plan is paramount to managing the risk associated with scaffolding assembly and use. Sketches through to stamped engineered drawings are mechanisms to design a plan as well as to communicate a plan that addresses specific hazards and the management of risk associated with the installation/dismantling and the intended use.

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Based on associated risk and design complexity the Contractor may be required to provide a sketch of the final arrangement as produced by the scaffold erection supervisor or a stamped drawing as provided by a professional engineer.

Scaffolds shall be erected, maintained, and dismantled by qualified, authorized, trained and experienced scaffolding crews in accordance with manufacturer's specifications. Training shall be defined as a documented and recognized scaffold course. Contractors must ensure workers and supervisors are competent in scaffold erection, maintenance and dismantling.

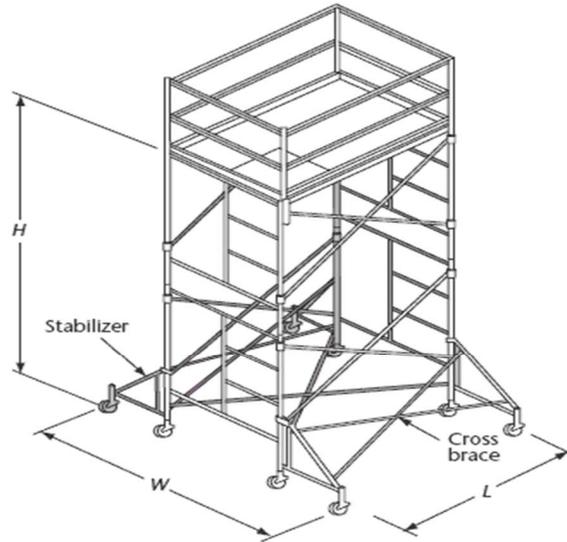
At no time shall an erected scaffold be modified/components removed by anyone other than the approved contractor scaffolding crew. **There is zero tolerance for unauthorized actions.**

Scaffolds shall be erected using undamaged materials and components obtained from the manufacturer. The height of a free-standing or rolling scaffold shall not exceed three times the smallest lateral base dimension of the scaffold (this is referred to as the 3-to-1 stability ratio).

The minimum base dimension shall be no less than 2.13m (7 feet) Outrigger stabilizers may be used to increase the base dimension and allow a greater maximum height (see *Figure 1*). Where stabilizers have unequal extension, the lateral base dimension is twice the distance from the centerline of the scaffold to the center of the least extended stabilizer (see *Figure 2*).

Figure 1

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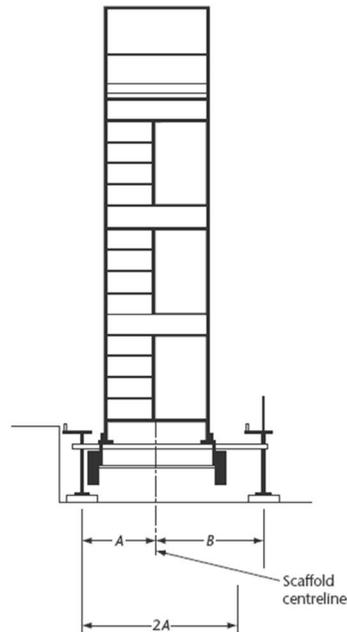


Notes:

- (1) *H* is scaffold height. For example shown, $H = 3.25$ m (10 ft 8 in).
- (2) Smallest lateral base dimension is W or L , whichever is less, provided that all outrigger stabilizers are extended equally. For unequal extension of outrigger stabilizers, see [Figure 13](#). For example shown, outrigger stabilizer extension is equal, $L = 2.13$ m (7 ft) and $W = 3.05$ m (10 ft); therefore the smallest lateral base dimension is L or 2.13 m (7 ft).
- (3) Stability ratio is height divided by smallest lateral base dimension. For example shown, stability ratio is $3.25 \text{ m} \div 2.13 \text{ m} = 1.53$. 1.53 is less than 3; therefore, the scaffold meets the stability requirement.

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Figure 2



Note: When outrigger stabilizers are extended unequally, as shown, the lateral base dimension is twice the distance from centreline of the scaffold to the centre of the outrigger stabilizer with the shortest extension. The lateral base dimension in this example is 2 times A.

Scaffolds shall be diagonally braced in two directions and secured to at least one rigid structure at 3.1 meters (10.5 feet) vertical intervals (3 to 1 rule) and 6.4 meter (21 feet) horizontal intervals, using a minimum #9 steel gauge wire. Preference for securing scaffolding is to use tube and clamps.

All scaffolds supported by existing structure shall have supporting horizontal ties capable of all designed loads for both tension and compression with a safety factor applicable to purpose. These supports must meet all regulatory engineering and design requirements. The scaffold must be secured as close to nodes as possible.

All wood products are to be graded and identified appropriately (stamped minimum No. 1 or Select Structural (SEL STR) spruce/pine/fir). Engineered wood components are to be accompanied by data sheets.

Scaffolding members will be plumb vertically and level horizontally and set on mudsills not less than 51 mm x 251 mm (2" x 10") constructed on a wooden base of equal size running continuously under at least two consecutive supports. Sills shall project at least 0.30m (1ft) beyond the bearing point of a standard. In circumstances where this is not possible a minimum

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nominal 51 mm x 251 mm x 610 mm (2" x 10" x 24") plank shall be used for that leg/ standard. Planks that have been used as sills **shall not be reused** as scaffold deck components.

Scaffolding that is to be erected using equipment for support must have prior approval from NAPG Project's Area Construction Manager and the Project HSER manager.

Areas where scaffolds are erected will be roped / tagged off and signs posted indicating overhead work when there is a potential hazard of falling objects, debris, etc. as per the dropped object prevention and barricading requirements.

Scaffolding must be erected / dismantled so that the open side of the platform is toward the wall, face or area to be worked upon. At no time shall an open side of scaffolding create a fall exposure to the worker.

All platforms are to be fully decked. Platforms and handrail (including toe boards) must be complete prior to advancing vertically when erecting scaffold. All bracing and component latching to be completed prior to advancing to the next level. Scaffolds are to be dismantled top down when removing, do not leave open hole conditions.

Scaffolds **used for structural purposes require** a stamped drawing and are designed by a professional engineer. These scaffolds shall be placed in locations identified and inspected by a professional engineer and verified through locates, and geo technical data where applicable.

3.3.1 Swing stage/boatswain chair

A commercially manufactured suspended scaffold commonly known as swing stage/ boatswain chair, (as of Jan 1, 2017 to be known as multi point suspended work platform) must meet CSA standard Z271 – 10 Safety code for suspended platforms, shall be designed by a professional engineer, and meet all requirements of the applicable construction regulations. It shall be erected, altered used, maintained and dismantled in accordance with the manufacturer's and or professional engineer's specifications. All erectors and end users of "swing stages" are to have completed a documented and recognized training course before first use and as often as necessary but at least every three years. All installation and use of multi point suspended work platforms must be supervised by a competent person.

Multi point suspended work platform must be inspected prior to use and tested at minimum annually to the requirements set out in the construction regulations.

A suspended scaffold that has not been commercially manufactured for the specific purpose must be designed and certified by a Professional Engineer.

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3.3.2 Rolling Scaffolds:

- a) Only to be used on firm level surface;
- b) Pneumatic type or wagon style are not to be used when on rubber or on tire. Scaffold to be raised on approved out riggers or screw jacks prior to use;
- c) No worker shall remain on rolling scaffold when it is being moved;
- d) When the scaffold is placed in position the wheels must be locked; and
- e) All material and/or equipment that cannot be secured must be removed before the scaffold is moved.

As per NAPG working at height requirements, a rescue plan is required for the erection/dismantling of scaffolding when working at heights greater than 6 feet.

3.4 Preventing electrical contact

Due to the manual handling and the conductive materials used as part of the planning and installation of a scaffold, supervision must ensure protection from electrical contacts. Minimum safe work distancing must always be maintained. Use of a spotter may also be necessary. Electrical equipment or overhead line outages may also be required when limits of approach cannot be safely maintained.

3.5 Mandatory Use of Accessory Components.

Crews erecting a scaffold must have all the necessary and required components available to them. Crews shall install these parts as the scaffold erection progresses.

Items such as baseplates, screw jacks, fasteners (pig tails), bracing and other components are critical to safe scaffold use. They **shall not** be substituted or replaced without appropriate authorization (manufacture or professional engineer of record).

3.6 Decking

Decking shall be completed from the base upwards where possible and practical. All Scaffolds shall be fully decked during general scaffold use as well as during erection and dismantling. Regulations require that all scaffold platforms must be at least 460 mm (18 inches) wide and all platforms above 2.4 m (8 ft) must be fully decked.

No green tagged scaffolding shall leave openings in decking platforms Platform deck members shall:

- a) Not span more than seven feet unless specifically engineered;
- b) Have cleats on plank ends or be mechanically locked to the frame;

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- c) Cleated planks to be securely/positively fastened to frames to prevent dislodge on moveable scaffolds;
- d) Wooden planks overhang the scaffold framing by no less than six inches, no more than 12 inches, at each end; and
- e) Be engineered planks or platforms butted and secured together to form a work surface free of gaps and tripping hazards.

3.7 Working Platforms

Minimum platform capacity for masonry construction of a uniformly distributed load shall be no less than 7.2 kN/m² or 150 pounds per square foot (sq.ft). The minimum platform capacity allowed will be no less than 2.4kN/m² or 50lbs per sq.ft load for all other medium duty platforms. All working platforms shall be a minimum nominal width of 482 mm (19 inches) for medium -duty scaffolds, and shall be equipped with hand rails, mid rails and toe boards. Materials must be free of cracks, knots, or other defects that affect material strength. Planks must be secured to the scaffold structure.

Working platforms shall be equipped with:

- a) A tube or wooden handrail on all open sides at waist height of 1 meter (38" to 42") above the platform surface with posts maximum spacing of 10' apart, no more than 8' apart if made of wood;
- b) A tube mid rail on all open sides at half height between the handrail and platform surface;
- c) A toe board of 6" (152mm) height, with lower edge flush on the platform. Note: Where the engineered design platform does not provide for 6" toe boards NAPG may approve a substitute a minimum of 5". Toe boards are mandatory for all working platforms that are 6' or more off the ground. It is also required for all scaffolds for areas where there is a high probability of tools or materials coming off the platform and striking workers near the platform;
- d) Outriggers are required based on height and base width as determined by a competent person.

Contractors are to present engineered design proposal to NAPG Engineering at heights **greater than 10 meters** for review prior to erection as per construction regulations.

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Working platform continued:

Scaffold frame shall:

- a) Have a horizontal brace not higher than 4' above base level and maximum 8' spacing between the horizontal bracing. A diagonal brace in the horizontal plane is required for rolling scaffolds;
- b) Be assembled with all couplings and clamps to form solid connections between all members;
- c) Have vertical clamps installed right side up to prevent scaffold frame falling during dismantling operation; and
- d) All clips and fasteners shall be as per manufacturers specifications/engineered and shall not be replaced by substitutes such as but not inclusive to nails, rods and or wire.

3.8 Access Ladders

All users of scaffold shall maintain three points of contact when accessing / egressing any scaffold. No materials are to be carried while using a ladder.

Access ladders to the working platforms shall extend a minimum of .91m (36 inches) above the platform surface and be tied or clamped securely to the scaffold frame.

Rest platforms are to be installed at intervals of not more than 9 meters (30 ft). Ladders shall be offset at each rest platform

Vertical access ladders shall have a cage built to provide temporary rest structure beginning at 2.2 meters (7 feet) where the ladder height exceeds over 3 meters above grade the cage shall extend .90 m (36 inches) above the top landing with opening to permit access.

Temporary extension ladders used to access working platforms are not to exceed 6 meters (20 Feet) in length/height and must be solidly anchored to prevent sway.

Access ladders shall not be constructed from tube and clamps, or scaffold poles but utilize pre-designed scaffold ladders unless space limitations (e.g., confined space) prevent the use of scaffold ladders and tube/clamp or scaffold pole design must be utilized, the following additional steps are required:

- a) Work area must be kept dry;
- b) Authorization from NAPG HSER Manager to use tubes/clamps or scaffold standards as an access ladder;
- c) Supplemental fall protection shall always be used.

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Scaffold ladders must be erected in such a way as to eliminate foot and handhold interferences from handrails, piping, etc. when climbing.

3.9 Stairs

Any stairs that are built as access to platforms must be designed and constructed as per the CSA Standard, building code and applicable regulations and requirements.

3.10 Inspection

Upon completion of the erection process, a thorough documented inspection of all scaffolds shall occur before work proceeds. The initial inspection shall be done by the contractor erecting qualified supervisor prior to use and afterwards by those using the scaffold. This inspection must ensure all scaffolds are constructed to manufacturers specifications and where so specified to the engineering drawing for that installation.

All scaffolds shall be inspected before use by an experienced and qualified contractor scaffold inspector for compliance.

A colour coded tag system shall be used to determine scaffold status:

- a) All scaffold identification tags will be of a solid RED (or Red and white), YELLOW, or GREEN colour markings with BLACK/WHITE lettering;
- b) All scaffolds shall have tags that will be hung at all formal access locations;
- c) Green tags will be hung on scaffolds that have been inspected, are complete, and are safe for use;
- d) The tag as a minimum will have **SAFE SCAFFOLD** (in bold lettering), name of erecting supervisor, **DATE ERECTED/ TAGGED INSPECTED BY/DATE**;
- e) YELLOW caution tags will be used in place of green tags whenever the scaffold must be modified to meet work requirements and could present a hazard. The tag as a minimum requirement will have **CAUTION** (in bold letters), **THE REASON FOR THE CAUTION**, name of the erecting supervisor, **INSPECTED BY / DATE**. This is **mandatory for all scaffolds** without complete handrail and/or toe boards;
- f) RED danger tags or white and red scaffold tag holder will be used whenever the scaffold is unsafe to use and is left unattended. The tag as a minimum requirement will have **DANGER DO NOT USE** (in bold letters) name of erecting supervisor, and the **DATE**;
- g) Only a qualified scaffold erector may access to repair, erect, or remove;
- h) Absolutely no work may take place from a red tagged scaffold;
- i) Any work from a yellow tag scaffold must adhere to all precautions and limitations stated on the tag;

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- j) Tags should be made of a weatherproof material or adequately protected from the environment in a plastic envelope when required;
- k) Scaffold planks shall be tested/inspected before installation in any scaffold;
- l) Daily inspection of the scaffolding by users is critical to ensure that the scaffold continues to be safe for use;
 - i. Documented weekly inspections shall be completed by competent scaffold erector, to be documented on all access tags;
 - ii. Following any extreme weather event (wind) scaffolds shall be re-inspected by competent scaffolding erector prior to use;
 - iii. Any damage to scaffolding must be reported immediately to the immediate supervisor, scaffold supervisor, and NAPG Construction Area Lead. The scaffolding shall be re-inspected by competent scaffolding erector prior to use; and
 - iv. CAUTION: Any structural type scaffolds must be designed and approved by a qualified Professional Engineer (e.g. the building of temporary support scaffold structures while permanent facilities are being installed).

4.0 WORK FROM A SCAFFOLD

Both feet are to be planted firmly and securely on the platform or decking materials only.

Do not climb or step onto any portion of the scaffold frame not intended for climbing.

Do not step on to any materials that would raise your height above the installed handrail.

Upper body and head are not to extend beyond the handrails while performing tasks (hands and arms only).

Do not lean outside the guardrails at anytime.

Hoist materials and tools to the work platform/ level mechanically or manually by Gin wheel or similar arrangement.

Do not overload work platforms or decking, know the weight capacity and the weight of the load.

Do not climb scaffold ladders while carrying materials and tools in the hand.

Always be mindful of coworkers working above and below, as well as others working on the scaffold

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As the worker ascends/descends the scaffolding access ladders, the trap door/gate must be closed before continuing travel.

5.0 FALL PROTECTION (SCAFFOLDING)

100% tie off on the NAPG Project is required at a minimum height of 1.8 m (6 feet) for any open hole or leading-edge condition.

A fall protection system with 100% tie off is required by anyone using an incomplete scaffold and/or erecting/dismantling scaffold. The minimum “scaffold complete” requirements are a deck with a fully completed handrail to include a top rail, mid rail, toe boards components, and appropriate access ladder with all scaffold components secured and the scaffold inspected and tagged. **Any state less than this is considered incomplete.**

Primary tie-off points for fall protection on a ring scaffold system are the rings/rosette on the vertical standards. These standards must extend continuously to the base plate. No more than one person can be attached to a single standard per 2 m (6foot 6inch) lift. No cantilevered components (standards or ledgers) are to be used as anchor points. To be considered an anchor the ring on the standard must be supported by a minimum of 2 completed ledgers. These ledgers must be made with a positive connection. Tie off must not be made to rings above the third ring supported by the above-mentioned ledgers. Tie off to rings/rosettes is to be made to the larger trapezoidal holes only.

A secondary anchor for consideration is a double ledger (trussed ledger) if the manufacture/engineer allows it and it meets the IHSA/CSA requirements. Double ledgers used for anchor points must be supported by two or more ledgers. Intersecting at a standard and creating an angle of no less than 90 degrees (+/- 15 degrees) between them No more than one person can be anchored to a double ledger at any time.

Tie off to single ledger is not permitted. A single ledger will not withstand the minimum force allowed (at a safety factor of two) recommended by IHSA CSA for all fall arrest anchor point (3600lbs).

At no time shall a diagonal brace or an aluminum tube be used for an anchor point.

All free fall distances are to be limited to 1.5m (5ft) or less and therefore all anchor points are to be placed/used accordingly to account for this factor.

Suitable fall protection, PPE, equipment, and set up is necessary to ensure falls are arrested and the worker does not strike the ground or structures below the fall zone.

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6.0 HOUSE KEEPING, CLEANING AND DISASSEMBLY

As with all work environment housekeeping is critical to utilizing scaffold work platforms safely. Due to the limited space of a scaffold, housekeeping must always be maintained. Immediately contain small materials and waste in a box or pail. Continually remove (hoist or lower) waste materials to ground level and do not allow decking to become congested with materials. All materials must be stored safely and secured from upset. Cords, hoses and cables shall be routed as to prevent tripping hazards and entanglement. They shall be secured to prevent dropping to levels below.

Never store materials in the ends of scaffold tubes and ledgers. This practice is very dangerous and could have severe consequences for scaffold erectors. Anyone caught placing objects in tubes shall immediately face disciplinary actions.

Scaffolds in dusty environments should be vacuumed (preferred) or swept with dust control materials used, weekly from the top down.

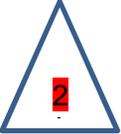
Scaffold disassembly shall include an evaluation of the risk identifying the necessary controls to prevent dust in eye scenarios. **The default protection is the use of full-face respirators for crews disassembling scaffold builds.** This requirement can be lessened with the inclusion of additional controls such as formal vacuuming or washing.

7.0 ATTACHMENTS

None.

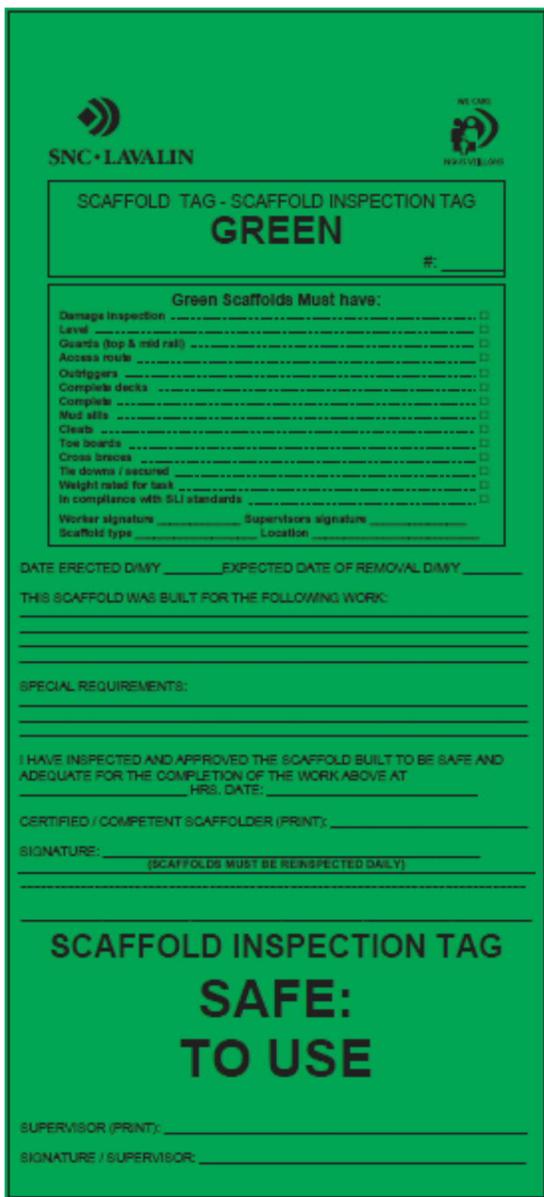
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8.0 REFERENCES

5007763-000-0000-68AG-0036	AER scaffolding
PNR-00069	Critical Risk Activities (RAC's)
CSA Z797-09	Code of practice for access scaffolding
CSA S269.76	Access scaffolding for construction purposes
NAPG-SAF-SPI-0007	Personal Protective Equipment
NAPG-SAF-SPI-0009	Working at Height Job Hazard Analysis Worksheet
NAPG-SAF-SPI-0012	Dropped Objects Program
NAPG-SAF-SPI-0017	Surface Barricading
	Workplace Safety and Health Act Manitoba Regulation 217/2006
	Newfoundland and Labrador Regulation 5/12
	IHSA Guideline Section 2.1 Scaffolds
	SLI Scaffolding Inspection Tags

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9.0 APPENDIX



SNC-LAVALIN  

SCAFFOLD TAG - SCAFFOLD INSPECTION TAG
GREEN # _____

Green Scaffolds Must have:

- Damage inspection _____
- Level _____
- Guards (top & mid rails) _____
- Access route _____
- Outriggers _____
- Complete decks _____
- Complete _____
- Mud sills _____
- Cleats _____
- Toe boards _____
- Cross bracing _____
- Tie downs / secured _____
- Weight rated for load _____
- In compliance with SJI standards _____

Worker signature _____ Supervisor's signature _____
Scaffold type _____ Location _____

DATE ERECTED DIMY _____ EXPECTED DATE OF REMOVAL DIMY _____

THIS SCAFFOLD WAS BUILT FOR THE FOLLOWING WORK:

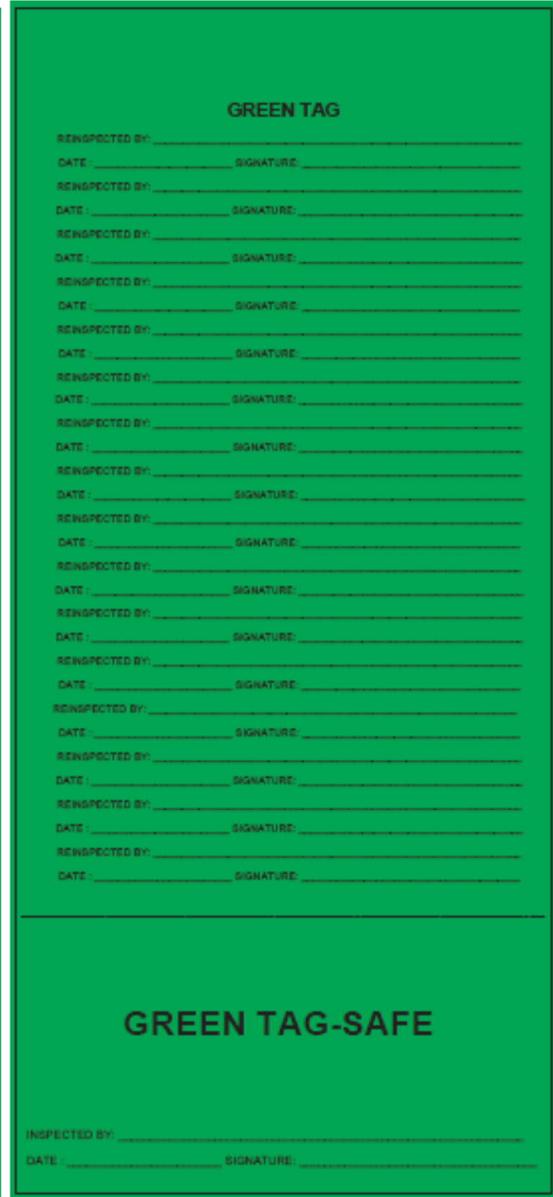
SPECIAL REQUIREMENTS:

I HAVE INSPECTED AND APPROVED THE SCAFFOLD BUILT TO BE SAFE AND ADEQUATE FOR THE COMPLETION OF THE WORK ABOVE AT _____ HRS. DATE: _____

CERTIFIED / COMPETENT SCAFFOLDER (PRINT): _____
SIGNATURE: _____ (SCAFFOLDS MUST BE REINSPECTED DAILY)

SCAFFOLD INSPECTION TAG
SAFE:
TO USE

SUPERVISOR (PRINT): _____
SIGNATURE / SUPERVISOR: _____



GREEN TAG

REINSPECTED BY: _____
DATE: _____ SIGNATURE: _____

GREEN TAG-SAFE

INSPECTED BY: _____
DATE: _____ SIGNATURE: _____

Figure 1 and 2 – Example of “Safe to Use Green Tag”

