





<b>SAFE SCAFFOLD GUIDELINES</b>	<b>Procedure Number</b> SAF-1.33
	<b>Issue Date</b> JULY 18, 1996
<b>SAFETY</b>	<b>Revision Date</b> October 31, 2022
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<b>ISSUED BY:</b>   _____ Safety Manager Coosa Pines Operations	<b>APPROVED BY:</b>   _____ General Manager Coosa Pines Operations
<u>10-31-22</u> DATE	<u>10-31-22</u> DATE

INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: **Safety Manager**

**DISTRIBUTION**  
ALL MANAGERS  
ALL TEAM LEADERS



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## SAFE SCAFFOLD GUIDELINES

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## Introduction

The purpose of this guideline is to ensure uniform safe practices when erecting, dismantling, and using scaffolds. The objective of this guideline is to prevent injuries that may result from improper use of or improperly constructed scaffolds. This guideline applies to all scaffolds erected for use at the Coosa Pines Mill in Coosa Pines, Alabama.

When erecting and dismantling scaffolds, a competent person must determine the feasibility of providing a safe means of access and fall protection for these operations.

## Training

All employees and contractors at the mill that construct, use, or inspect scaffolds must be trained to do so.

## Requirements

1. All scaffold components must be inspected by a competent person for defects or unsafe conditions before being used to construct a scaffold. Any broken, bent, altered, excessively rusted, or otherwise structurally damaged frames or accessories shall be tagged out of service and not used.
2. A Scaffold Tag must be attached to the scaffold by the builders upon completion of the scaffold. This Tag must, at a minimum, contain the following; the date, the name of the contractor group who built the scaffold, a contact number for the builder, a method to show that the scaffold has been inspected daily before use, the printed name of the inspector, and the printed name of the Coosa Pines Contact Person.
3. Inspections of scaffolds must be performed daily and a competent person must update the Tag to verify that the scaffold is in safe condition. No work may be performed from a Scaffold unless the Tag has been updated for that day's work.
4. 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 wooden pallets, boxes, barrels, loose bricks, or concrete blocks shall not be used to support scaffolds or planks.
5. Scaffolds and their components shall be capable of supporting without failure at least four times the maximum intended load.

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6. Tubular welded frame scaffolds will be properly braced by cross bracing or diagonal braces, or both, and the cross braces will be of such length as will automatically square and align vertical members. All brace connections will be made secure.
7. Scaffolds will be fully decked with wood or metal. All wooden planking used for this purpose will be Scaffold Grade and have a marking indicating such. Wooden planking must be free of defects (cracks, splintering, etc.) that may cause a hazard. Decking on tubular welded scaffolds will be cleated or secured, and will extend past the end supports not less than six (6) inches. Decking on carpenter scaffolds will extend not less than twelve (12) inches past the end supports. Decking will extend not more than eighteen (18) inches past the end supports on any scaffold.
8. To prevent movement, tubular welded frame scaffolds will be secured to the building or structure at intervals not to exceed thirty (30) feet horizontally and twenty-six (26) feet vertically. All scaffolds shall be secured to the building or structure with brackets spaced no more than 10 feet apart.
9. Scaffolds more than ten (10) feet in height will have both handrails and toe boards installed.
10. When using mobile scaffolds, casters must be locked, and handrails, toe boards, and diagonal bracing must be in place and are not to be moved while occupied.
11. An access ladder or equivalent safe access shall be provided and must have a gate installed. No climbing over rails.
12. Fall protection is required for all employees working on scaffolds over four (4) feet in height. This may be either safety harnesses and lanyards or handrails. For harness and lanyard (SRL only) to be exempt, all top handrails must be installed between 38 and 45 inches in height, all mid rails must be installed between the top rail and the platform surface and must be between 20 and 30 inches in height. All toe boards must be installed, stairs with handrails or ladder installed/secured to scaffold with functional safety gate in place at all times during the task.
13. **Scaffolds will be surrounded by yellow caution tape approximately eight (8) to ten (10) feet from the base of the scaffold.**
14. Scaffolds shall not be altered or moved horizontally while they are in use or occupied.





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15. All scaffolds must be disassembled and removed by the contractor responsible for the scaffold upon completion of the job or when no longer needed.
16. Materials being hoisted onto a scaffold shall have a tag line.
17. Scaffolds will be maintained in a safe condition at all times in accordance with the manufacturer's recommendations and erected/positioned where there is safe access to climb the ladder without obstructions (pumps, motors, etc.).
18. When a harness is required, it must be a full body harness worn as required by the manufacturer, and a self-retracting lifeline (SRL) only.
19. Never allow debris/material to collect on scaffold.
20. Never drop material from scaffolds unless a spotter is present to communicate to possible pedestrians in the area.
21. Do not stand or climb on ties, guardrails, or extensions.
22. Do not overreach outside the guardrails.
23. Stay off scaffolds during loading and unloading.
24. Do not hang tarps without proper evaluation from a competent person or the company that erected the scaffolds.
25. Open-ended or open-sided scaffolds are not allowed. All scaffolds must have guardrails.
26. All scaffold poles, legs or uprights must be plumb and securely/rigidly braced to prevent swaying or unintended movement.



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**ATTACHMENT B**

**RECORD OF REVISIONS**

Section	Revision Number	Effective Date	Description Of Changes
Training	1	09-08-09	Training availability
Requirements	2	04-23-12	#1 addition of "by a qualified person". #2 added. #15 changed "user" to "owner". Deletion of Att. A (Permit).
Policy	3	03-18-13	Change to Resolute
Policy	4	02-23-17	Update Management signatures; policy number change to new format; updated "qualified" person to "competent" person; addition of items 16 thru 26 under Requirements section.
Policy	5	10/31/22	General review and update of management signatures.