The School District of Philadelphia

Scaffold Program

Table of Contents

I. Policy

This program provides the minimum safety requirements for protecting The School District of Philadelphia employees from potential injuries associated from poorly designed and erected scaffolding and to ensure that the scaffold policy is successfully and consistently implemented.

This procedure is designed to provide direction and instruction pertaining to the construction, erection, and dismantling of scaffolds. This procedure applies to all SDP locations where scaffolds may be erected and used.

II. Responsibilities

A. Managers and first line supervision should evaluate their work areas to determine if work is performed on properly constructed scaffolds. If such hazards are identified they should be eliminated or controlled to ensure that all employees are provided a scaffold free of hazards.
B. First line supervision should ensure their personnel are familiar with these procedures, adhere to its guidelines, develop desktop procedures when necessary, and are provided necessary personal protective equipment.
C. Employees are required to be in compliance with this program at all times when using scaffolds.
D. Appendix A, presents a scaffold inspection checklist that should be used by a competent person to ensure compliance with this program.

III. Program Requirements

The following requirements are applicable to all scaffolds:

A. Guardrails and Toe boards:

- Guardrails and toe boards shall be installed on all open sides and ends of scaffolds.
- Guardrails shall be installed in accordance with industry standards for weight and height or supplied by the scaffold manufacturer.
- Toe boards a minimum of 4 inches high shall be installed if work activity is taking place in the immediate area below the scaffold.
- Scaffolds and work platforms 4 feet to 10 feet high with a working surface of less than 45 inches shall have standard guardrails installed on all open sides and ends of the scaffold or platform.
- When the work platform of the scaffold will prevent the installation of guardrails, other fall protection equipment shall be used.

B. Working Surfaces:

- Working surfaces shall be constructed of scaffold plank, aluminum deck boards or 3/4" construction grade plywood.
- Scaffold planking shall be scaffold grade or equivalent as recognized by approved grading rules for the species of wood used under the American Lumber Standards.
- Working surfaces shall be secured by nails, double wrap of #9 wire or cleats.
- Lumber sizes, when used in this program, refer to nominal size/thickness except where otherwise stated.
- Scaffold planks shall extend a minimum of 6 inches and a maximum of 12 inches over the end supports.
- If required, an access/egress ladder shall be provided.
- Scaffold planks shall not span more than 8 feet between supports/vertical legs.
    - Scaffold planks and plywood shall
- be free of splits and burns.
- The height of rolling scaffolds, measured from the ground to the top rail, shall be no more than four times the minimum base dimension (length times the width).
- All Wheels shall be locked while personnel are working from the scaffold.
- Personnel shall not be permitted on a mobile scaffold while the scaffold is being moved.

C. Scaffold Footing and Anchorage:

- The footing or anchorage points shall be capable of carrying the maximum intended load without settling or displacement verified by the supervisor/competent person
- The uprights/vertical legs shall be plumb and securely braced to prevent swaying and displacement.
- Panels shall be locked together vertically by pins, bolts or other equivalent means.
- Scaffolds shall be properly braced by cross braces and/or diagonal braces for securing vertical members together laterally. The cross braces shall be of a length that will automatically square and align vertical members so the erected scaffold is always plumb, square, and rigid.
- Stationary scaffolds must be secured horizontally, every 26 feet of height and 30 feet horizontally UNLESS suited with outriggers to prevent tipping.
- All wheels/casters shall be the same size, equipped with a positive locking device, and in good working condition.

The requirements for the specific types of scaffolds below shall be reviewed by the supervisor or competent person to meet the minimum industry standards:

1. *Tubular Welded Frame:*
2. *Tube and Coupler (Tube-Lock):*
3. *One and Two Point Suspension Scaffolds:*
4. *Knee Brace/Cantilever:*
5. *Baker/Perry Scaffolds:*

Ladder Jack Scaffolds

- Shall only be used with ladders with a minimum Type 1A rating.
- All ladder-jack scaffolds shall be limited to light duty and shall not exceed a height of 20 feet above the floor or ground.
- Ladders used in conjunction with ladder jacks shall be so placed, fastened, held, or equipped with devices so as to prevent slipping.
- The span between supports for wood shall not exceed 8 feet. Platform width shall be not less than 18 inches and planks shall be not less than 2 inches nominal in thickness
- Not more than two persons shall occupy any given 8 feet of any ladder-jack scaffold at any one time

D. Ladders:

- Ladders shall extend 36 inches above the landing.
- Extension and job-built ladders shall be secured to prevent movement or falling.
- Manufactured ladders shall be Class I or Class IA with properly working feet.
- All ladders shall be set on a firm base to prevent shifting and tipping.
- Ladders with broken or missing rungs or steps, broken or split side rails, or faulty or defective construction, shall not be used.
- Step ladders shall not be used as a leaning ladder.
- Personnel shall have both hands free of tools, materials, or equipment, while climbing and descending ladders.

IV. Training

A. The Health and Safety Consultant will be responsible for implementing the employee training and information program. The format for the program may include classroom instruction, safety toolbox meetings, and other forms of group or singular instructions. Instructions are normally communicated verbally or in writing through the employee's supervisor.

B. The project manager is responsible for assuring supervisors are qualified or competent in the following areas:

- Fall hazards and falling object hazards.
- Electrical hazards (protection from electrical hazards for erecting, maintaining, and dismantling).
- Fall protection and protection systems.
- Proper and safe handling of materials.
- Maximum intended loads and load-carrying capacities.
- Basic or site requirements.
- Safe Work Practices.

V. Appendix

Appendix A: Scaffold Inspection Checklist

THE SCHOOL DISTRICT OF PHILADELPHIA

Department:_____

Appendix A

SCAFFOLD INSPECTION CHECKLIST

Date:_____

Scaffold Location:_____Time:_____:_____AM/PM

Inspected by:_____

NOTE: Scaffold shall not be used unless these items are found satisfactory after an inspection by a competent person.

		Yes	No	Comments
1.	Are base plates/screw jacks secured to sill plates to prevent settling?	____	____	_____
2.	Is scaffold level and verticals are plumb and are cross braces in place?	____	____	_____
3.	Is there safe, proper access and egress to all work Platforms i.e. secured ladder?	____	____	_____
4.	Are all platforms fully planked and secured from movement?	____	____	_____
5.	Are wheels / castors in good shape and locking device in working order?	____	____	_____
6.	Are toe-boards in place and secured?	____	____	_____
7.	Are all guardrails and mid-rails in place?	____	____	_____
8.	Are locking pins in place at every connection?	____	____	_____
9.	Is scaffold anchored to wall or fitted with outriggers to prevent tipping?	____	____	_____
10.	Is scaffold within 12 feet of energized or unprotected electrical lines?	____	____	_____
11.	Has the scaffold been tagged to confirm inspection and has not been altered?	____	____	_____