


SCAFFOLDING POLICY		
NYRSTAR CLARKSVILLE INC		
Department	Safety & Health	
		Document number TP – 563-00014

R-Indicates Revisions

1. Purpose

The purpose of this policy is to establish a site wide standard for the erection and use of scaffolds with regard to safe design requirements and specifications for scaffolds used to reach elevated working spaces.

2. Scope

This procedure applies to all employees working at Nyrstar Clarksville.

3. Policy

Scaffolds shall only be erected, moved, dismantled or altered under the supervision of a Qualified Person. Design requirements and specifications for all scaffolding will be in accordance with relevant OSHA Regulations as found at 29 CFR 1910.28 and 1926.451, along with Nyrstar TS213 Working at Heights.

4. Definitions

- Brace -** A tie that holds one scaffold member in a fixed position with respect to another member. Brace also means a rigid type of connection holding a scaffold to a building or other structure.
- Competent Person -** A person that has specific training in, and is knowledgeable about the structural integrity of scaffolds and the degree of maintenance needed to maintain them. The competent person must be able to evaluate the effects of adverse events that can damage scaffolds. A competent person will be able to identify and correct hazards associated with scaffold work.
- Coupler -** A device for locking together the component tubes of a tube and coupler scaffold.
- Guardrail System -** A rail system erected along the open sides and ends of platforms. The rail system consists of a top and mid rail that is designed to withstand 200 pounds of force applied laterally.
- Manually Propelled Mobile Scaffold -** A scaffold that can be manually moved on casters / wheels.
- Mid Rail -** A rail placed halfway between the platform and top rail of a guardrail system.

Platform -	The horizontal working surface(s) of a scaffold.
Qualified Person -	A person who by recognized degree, certificate or professional standing, or who by extensive knowledge, training and experience has the ability to solve problems relating to the scaffolding or related work.
Erectors and Dismantlers	Those employees who under the direction of a competent person involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds.
Scaffold Access -	A separate, attachable, or built in means of access to and from a scaffold work unit.
Toe Board -	A barrier along the sides and ends of a platform to guard against the falling of materials, tools or other loose objects.

5. Training Requirements

NCI shall ensure that all personnel involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolding on site are trained by a competent person. These individuals will be trained to recognize hazards associated with the work in question. Their training shall include the following topics:

- a. The nature of any electrical hazards, fall hazards and falling object hazards in the work area;
- b. The proper use of the scaffold.
- c. The proper handling of materials on the scaffold.
- d. The maximum intended load and the load-carrying capacities of the scaffolds used.

All Contractors designated as Competent Persons must complete a recognized training course of instruction and present their certificate of training to the NCI Training Department, who will maintain a list of those Competent Persons and provide them refresher training every three years.

Retraining may be required in the following situations:

- a. Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.
- b. Where inadequacies in an authorized employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

6. General Requirements

- The footings 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.

- No scaffold shall be erected, moved, dismantled, or altered except under the supervision of a competent person.
- Guardrails and toe boards shall be installed on all open sides and ends of platforms more than 4 ft. above the ground or floor. Guardrails must be 2 X 4 inches, or equivalent, not less than 36 inches or more than 42 inches high with a midrail, and a toe board if required.
- Scaffolds and their components must be capable of supporting without failure at least 60 pounds per square foot. (Heavy Duty rating)
- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, couplers, etc., damaged or weakened from any cause must be repaired or replaced immediately, and the scaffold shall not be used until repairs have been completed and the scaffold is inspected for use.
- All wood planking for platforms must be Scaffold Grade or better. All planking shall be placed so that spaces between the components are less than one inch wide. All planking on platforms must be overlapped on the bearing surface a minimum of six (6) inches, and be secured from movement. All platforms shall be fully decked when possible.
- If work platforms cannot be fully decked, personal fall protection systems for each person working on the platform must be implemented.
- An access ladder or equivalent must be provided to access each work platform. Ladders in excess of twenty (20) feet shall be provided with a retractable lifeline for employee use during access to and from the work platform.
- The poles, legs or uprights of scaffolds must be plumb and secured and rigidly braced to prevent swaying and displacement. Scaffolding will be protected from vehicle traffic.
- Slippery conditions on scaffolds shall be eliminated immediately after they occur.
- Scaffolds shall not be moved while occupied by employees.
- Ladders and other devices shall not be used to increase working height on a scaffold.
- Loose materials, debris and or tools shall not accumulate to cause a hazard.
- Scaffold components shall not be mixed or forced to fit which may reduce design strength.
- Personnel erecting and / or dismantling scaffold components must utilize 100% Fall Protection.
- Scaffold components such as braces or outriggers shall not constitute a trip / fall hazard for personnel working around it, unless adequate warning systems are put in place.
- Scaffolds and their components shall be inspected by a competent person when the scaffold is completed. Scaffolds shall be inspected before each work shift, after changing

weather conditions, and after an adverse event directly involving the scaffold or its components.

- These inspections shall be documented on a scaffolding inspection check-sheet (TF-563-00038) and submitted to the safety department to be filed. An inspection tag will be attached at each access point of the scaffold. Scaffolds that do not pass such an inspection shall not be used, and shall be marked accordingly. Scaffold tags will be maintained in warehouse stock. Green tags for good scaffolds; Red tags for scaffolds with problems. Yellow Scaffold Tags shall be used to identify specific compliance for use.

7. Specialty Scaffolding (Must Comply With Above Requirements)

Requirements for Scaffolding Inside the Electrolytic Cell Work Zone

- To prevent electrical paths to Earth Ground, each scaffold leg / support shall be supported in the following manner:
Each support on the floor shall have a $\frac{3}{4}$ " piece of plywood, covered by a four foot square piece of pond liner. On top of the liner, an eight (8) inch thick PVC block with a two (2) inch hole for the scaffold support to set in will be placed. Once secured, the plastic pond liner will be brought together around the support leg and the plastic shall be secured to prevent water / or electrolyte penetrating into the support.
- The tops / sides of the scaffold poles or supports shall be electrically insulated from making accidental contact with any fixed structures in the cell zone such as return launders, bus bars as found. In addition to the daily inspections by a competent person, each scaffold shall be megged for its resistance to earth ground. The minimum resistance shall be 0.5 meg-ohms
- All requirements of working within the electrolytic cell work zone shall be complied with at all times.

8. Audit and Review

'R' This document will be reviewed every 12 months by the SHEQ Manager.

9. Accountabilities

'R' The SHEQ Manager is accountable for this Policy.