

PURPOSE: To provide a procedure that meets and/or exceeds the requirements of the Occupational Health & Safety Act in ensuring the consistent positive protection of all County employees when using scaffolds.

Only a competent person shall supervise the erection, alteration and dismantling of a scaffold. A competent person for the purposes of this policy will refer to a person that has received and documented that he/she has completed the training program for scaffold use through the Manager of Corporate Facilities or his/her designate.

Scaffold structures greater than eighteen (18) feet in height will not be constructed or used by County of Elgin employees.

All scaffolding used at County of Elgin Facilities will comply with the following requirements from the Occupational Health and Safety Act:

- **Every scaffold shall be capable of supporting,**
 - (a) 2 times the maximum load to which it is likely to be subjected without exceeding the allowable unit stresses for the particular materials used; and
 - (b) Four times the maximum load to which it is likely to be subjected, without overturning
 - (c) No scaffold shall be loaded in excess of the maximum load it could reasonably be expected to support and not in excess of the maximum load set out in clauses (a) and (b)

- **Every scaffold shall,**
 - (a) Be constructed of suitable structural material
 - (b) Have horizontal members that are adequately secured to prevent lateral movement and that do not have splices between the points of support
 - (c) Have footings, sills or supports that are sound, rigid and capable of supporting at least 2 times the maximum load to which the scaffold is likely to be subjected without settlement or deformation that may affect the stability of the scaffold
 - (d) Where it consists of a structural system of tubular metal frames, have connecting devices between components that provide positive engagement in compression and tension
 - (e) Have all fittings, gear, base plates and wheels installed according to the manufacturer's instructions
 - (f) Have safety catches on all hooks
 - (g) Be adequately secured at vertical intervals not exceeding 3 times the least lateral dimension of the scaffold, measured at the base, to prevent lateral movement

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- (h) Where lumber is used in its construction, be constructed only of Construction Grade Spruce or Number 1 Grade Spruce and
 - (i) Have all uprights braced diagonally in the horizontal and vertical planes to prevent lateral movement
- **A scaffold mounted on castors or wheels** shall,
 - (a) Have a height which does not exceed 3 times the least lateral dimension of the scaffold,
 - i. Measured at the base, or
 - ii. Measured between the outriggers
 - (b) Be equipped with a suitable braking device on each castor or wheel; and
 - (c) Have the brakes applied when,
 - i. Any worker is on the scaffold or the working platform of the scaffold, or
 - ii. The scaffold is unattended
 - **The working platform of a scaffold** shall,
 - (a) Be designed, constructed and maintained to support all loads to which it may be subjected without exceeding the allowable unit stresses for the materials used, and in any event shall support not less than 2.4 kilo-newtons per square metre;
 - (b) Be at least 46 centimetres in width;
 - (c) Be provided, at each open side and at the ends of the platform with guardrails that comply with section 37 (of the OHS Reg 67/93)
 - (d) If the platform consists of sawn lumber planks, have planks of Number 1 Grade spruce that,
 - i. Bear a legible grade identification stamp or bear a permanent grade identification mark
 - ii. Are at least 48 millimetres in thickness by 250 millimetres in width with a span not exceeding 2.1 metres
 - iii. Overhang their supports by not less than 150 millimetres and are not more than 300 millimetres and
 - iv. Are cleated or otherwise secured against slipping, and
 - v. If the platform required consists of planks manufactured of laminated wood, metal or a combination of materials, consist of planks tested in accordance with good engineering practice to demonstrate structural equivalence to the sawn lumber planks specified in clause (d)

** For additional information and/or visual diagrams please refer to the instruction manual available through the Administration office at each of the County's Homes for Seniors or the Engineering department.