BP Scaffolding Guidelines V3

General

- These guidelines are intended for General Contractors and Vendors use in ensuring that scaffolding systems are designed and installed in accordance with the manufacturer's specifications and the OSHA standards for scaffolds in 29 CFR 1926 Subpart L. Any calculations and drawings prepared in accordance with the system shall include requirements for installation and checking by a competent person. Designs shall ensure that the system is fit for purpose and of suitable loading capacity for the intended use.

Activity Review

- Prior to the selection of a scaffolding system the hierarchy of falls should be assessed as part of the safety analysis to determine the safest method of completing the work. This should include use of mechanical means where practical, schedule of work and incorporate the conditions around the work area. If the work may be completed later in the schedule by mechanical means versus use of a scaffold the BP Project Manager should be alerted for review of the task.

Pre-work checks

- The contractor performing the work will require current approval in the contractor vetting system and shall not sub-contract the work to be performed to another contractor. The contractor shall prepare a detailed Job Safety Analysis prior to the work specifying the type of system to be used, the plan to erect, maintain and dismantle the system and the qualifications of their competent person in charge of the system.
- The location where the scaffold will be located should be level, clear of obstruction and be of a sound base (compacted stone, concrete) prior to installation and during operation.
- A contractor renting scaffolding equipment to be installed by the rental company, will be required to submit the rental company information to BP for approval in the contractor vetting system prior to installation.

Scaffold system criteria

- The scaffolding structure should be designed to consider the working heights required, the stability of the system, duration of the work, weather to be encountered and ability to visibly check the structural components and decking. The materials and resource used to complete the work is to be calculated and input into the design of the system to identify the maximum load rating permissible. The working load limit is to be reviewed with the crew to ensure they clearly understood the requirement and process prior to accessing the scaffold. The scaffolding working load limit should also be displayed at all access ladders to increase worker awareness.

- Consideration should be given to using metal scaffold planks instead of wood for additional strength and to prevent against weakening of the platform due to adverse weather conditions and heavy usage.
- The above topics will be discussed at the safety hold point review prior to installation.

Installation

- The Contractor is responsible for the safe erection, inspection and use of all scaffolds, temporary works and working platforms (including mobile and tower scaffolds) to ensure the activity for which it is used is performed in a safe manner. The system is to be designed installed and checked by a competent person as defined by OSHA and/or applicable state regulations and only utilized for the activity intended.
- Prior to installation a safety hold point is to be held with the relevant contractor and their designated competent person with the BP PM to review the scaffold to be utilized, safety method and plan and worker certification.
- The competent person responsible for erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold must be suitably trained by a relevant organization to ensure the system is safe for use and tagged as such. The training documentation shall be provided to the BP appointed Project Manager prior to commencement of work.
- The crew designated to complete the work are to be supervised by a competent person at all times. The competent person may be classified as a working foreman with responsibility for the safety of the structure and use of the scaffold. Any workers accessing the scaffold shall undergo an orientation to include safe access, use, loading and tagging requirements.
- Scaffolding shall be designed and built using internal ladders or stairs to access work platforms higher than 10 ft.
- Where stairs cannot be used, inclined ladders at a maximum 75-degree (4:1) angle shall be used.
- Self-closing swing gates that open inward, or equivalent barrier, shall be used at all entry points for a scaffold ladder
- Internal scaffold ladder access protection around the opening, such as a protected ladder trap with self-closing mechanism, guard rail, or equivalent barrier shall be used.
- When installed externally, scaffold ladders shall be installed between 90 and 135 degrees to the platform deck being accessed.
- When the length of any section of a scaffold ladder exceeds 20 feet, a rest platform shall be required.

Working platform loading

- Working platforms are to be installed to meet the requirements of OSHA 1926 Subpart L App A and ANSI A10.8-1988 Scaffolding Safety Requirements. This specifies the maximum loading capability of lumber which is graded and stamped for use and include the permissible span and dimensions.

- The contractor is to calculate the material loading required along with the maximum number of workers on the platform, at any one time and ensure the loading has suitable redundancy for the working weight and stress load.
- The loading requirements and maximum limits are to be posted on the scaffold at access points and included in the daily JCF process to ensure all workers and supervisors are aware of the requirement.

Inspections

- All scaffold systems shall only be erected, modified, moved and dismantled under the supervision of a qualified person. The relevant certification of the competent person shall be provided to the BP Project Manager prior to initial installation.
- Once the scaffolding has been fully installed with working platforms, the competent person will complete a full inspection of the system to verify it safe for use. Once checked, a green tag will be placed on the structure to identify it as compliant. Only the designated competent person may tag a scaffold or certify that it is safe to use after it has been placed out of operation.
- If the system is under construction, a red tag should be placed on the structure until it is fully completed and verified safe for use. Tags should be located at access points and be clearly visible to workers.
- Scaffolding structures must be inspected daily when in use and after any occurrence which could affect a scaffold's structural integrity (i.e. alteration, repair, adverse weather) by a qualified individual with the results documented and available on site. The inspection must encompass a visible inspection of all working platform planks for signs of damage, wear or defects. Upon identification of a defect, the system is to be red tagged and rendered out of use until remedied and re-inspected. These inspections must be documented.
- As part of the daily inspection, the surface on which the scaffold is mounted should be checked for level and sound footing. Any members out of plumb will result in the structure being red tagged until remedied.

Scaffold dismantling

- A plan to safely dismantle the scaffold is to be prepared by the relevant contractor and reviewed with the BP Project Manager prior to the work commencing.
- The system must be inspected by the competent person to check its integrity and free of damage before accessing it to commence removal.
- Ensure as part of Simops plan and JCF that no other workers are in the vicinity when dismantle occurs and an exclusion zone is enforced.
- There must be no work occurring on any part of a scaffold while another section is being removed or modified.
- Scaffold components must not be permitted to accumulate on working platform areas. Each component must be lowered as it is dismantled. Scaffold components (clamps, uprights, cross beams, planks etc.) are not permitted to be thrown.
- Any components that are damaged or defective must be removed from site immediately