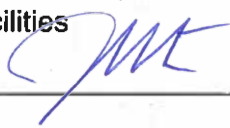

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Policy No.: I-C-02	Approval Date: December 2024 Next Revision: December 2027
	Approved By: John Metras, AVP Facilities 	Prepared By: Jen Sheel, Director, Municipal Services 
	Signature	Signature
Policy Title: <p style="text-align: center;">Scaffolding</p>		
Background & Purposes: The purpose of this policy is to outline the scope of work performed by the Facilities department in erecting, inspecting and using scaffolding.		

1.0 Policy:

The purpose of this policy is to establish clear guidelines and procedures for the safe and effective use of scaffolding erected by the Facilities department for Vancouver Point Grey campus requestors. This policy aims to protect the health and safety of all employees, ensuring compliance with relevant regulations and standards.

2.0 References:

- University of British Columbia’s Health and Safety Policy - SC1
- British Columbia’s Occupational Health and Safety Regulation
- British Columbia’s Occupational Health and Safety (OHS) Regulation Part 13: Ladders, Scaffolds and Temporary Work Platforms
- Canadian Standards Association (CSA) Z797:23 Code of Practice for Access Scaffold
- Facilities Scaffolding Safe Work Procedure

3.0 Legal Requirements:

Occupational Health and Safety (OHS) Regulation requires employers to provide the necessary equipment, supplies, training, and supervision to employees in order to carry out health and safety responsibilities.

4.0 Definitions:

Scaffolding: A temporary platform used to elevate and support a work crew and materials during construction or maintenance.

Competent person: A person who has been trained to erect or use scaffolding and has the ability to identify hazards and authority to take corrective actions.

Erector: A competent person who plans, builds, and situates scaffolding for the safe and secure needs of requestors.

Supervisor: A person who instructs, directs, and controls workers as they carry out their work tasks (WorkSafeBC definition) and has been trained as a competent person.

Requestor: A person who requires the use of scaffolding.

Work order: A maintenance management system used to document and communicate a funded service request from one work shop to another requesting scaffolding. Details include, but are not limited to, the description of the work, the location, priority, resources needed, and any relevant deadlines

5.0 Guidelines:

5.1 **Planning and Design**

- Scaffolding must be designed and planned in accordance with relevant regulations and standards (OHS, CSA).
- All equipment must be readily available and inspected prior to setup by Erector.
- All scaffolding setups must be reviewed and tagged by the Erector supervisor and approved by the Erector supervisor, Requestor supervisor, and/or competent person prior to use.

5.2 **Inspection and Maintenance**

- A competent person must be aware of how to interpret the visual tagging (CSA approved) and perform a pre-use inspection before use. There must only be one tag on the scaffold which may be RED, GREEN or YELLOW.
 - RED TAG – means do not use scaffolding
 - GREEN TAG – means scaffolding has no hazards
 - YELLOW TAG – means additional information, such as a hazard, is being conveyed to the competent person
- Any damaged or unsafe scaffolding must be immediately reported to the Erector, RED TAGGED, and taken out of service until repaired or replaced.
- Any competent user must inspect the scaffold and sign the scaffold tag prior to every usage (each time a competent person is going to climb the scaffold) GREEN or YELLOW tag.

5.3 Training Requirements

- All Erectors must have a valid 3-day Frame and System scaffold certification.
- All Competent Persons must have valid Scaffold & Access Industry Association (SAIA) approved training – Hazard Awareness for Supported Scaffold Training
- Refresher training must be provided every 36 months, or whenever there are significant changes in equipment or procedures.

5.4 Usage Guidelines

- Must be compliant with OHS Regulation Section 13 and Facilities' Safe Work Procedure.

5.5 Health and Safety Emergencies

- Competent persons must be aware of how to interpret the visual tagging (CSA approved) and perform pre-inspection
- Competent persons must be aware of emergency procedures in the event of a scaffolding failure or accident.
- Emergency contact information must be readily available at all work sites.

5.6 Reporting

- Any incidents or near misses involving scaffolding must be reported to a supervisor immediately.

6 .0 Procedure:

6.1 Request for scaffolding

- A Requestor submits a request to the Facilities Service Centre.

6.2 Detailed procedure must follow the Facilities Scaffolding Safe Work Procedure

- Pre-set-up Inspection
- Erecting Procedure
- Dismantling Procedure
- User Procedure

6.3 Work order completion

- The work order is completed once the scaffolding has been dismantled and the equipment has been inspected, and returned to storage.

7.0 Equipment and Materials

7.1 Fleet

- Necessary vehicles are assigned to the Erector crew for moving equipment and materials.

7.2 Equipment

- All scaffolding equipment is managed by the Erector crew. This includes ordering, inspecting, and storage of all scaffolding parts, scaffolding safety tags, etc.
- Replenishment of parts and consumables (i.e. caution tape) will be provided by Facilities Stores through a requisition process.
- Any damages to the scaffold will be at the cost of the Requestor.

8.0 Documentation and Communications

8.1 Documentation

- All documentation must be contained within the work order. This includes, but is not limited to: requests, notes, sketches, photos, or other.

8.2 Communications

- Anyone who require the use of scaffolding or who erect scaffolding must read and record their understanding of this policy on an annual basis through their safety crew talks.