



Scaffolding Safe Work Procedure

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1. Purpose

The purpose of this safe work procedure (SWP) is to provide detailed, step-by-step instructions for the safe use, erection, inspection, maintenance, and dismantling of scaffolding at the Vancouver Point Grey campus. This ensures compliance with relevant regulations and promotes the health and safety of all employees.

2. Scope

This procedure applies to all individuals involved in scaffolding operations, including the Requestor, Erector, Competent Person, and Supervisor. It covers the following end-to-end processes:

- Request for scaffolding – work order initiation and work detail requirements
- Pre-set-up inspection
- User guidelines and emergency procedures
- Dismantling scaffolding
- Roles and responsibilities

3. References

- UBC Facilities’ Scaffolding Policy – I-C-02
- British Columbia’s Occupational Health and Safety Regulation
- [University of British Columbia’s Health and Safety Policy - SC1](#)
- [OHS Regulation Part 13: Ladders, Scaffolds and Temporary Work Platforms](#)
- CSA Z797:23 Code of Practice for Access Scaffold
- UBC Facilities Personal Protective Equipment Program I-B-11

4. Legal Requirement

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.

5. 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. Used to convey information between the requestor and erector through the lifecycle of the job.

6.Procedure

6.1 Request for Scaffolding

Step 1: Request Submission

- The Requestor submits a work order through the maintenance management system (i.e. Planon) or contact the Facilities Service Centre.
- The work order must contain information such as: work description (scope of work), location, timeline and priority, resources needed and payment information (cost centre or program)

6.2 Scaffold Erecting Procedure

Step 1: Review Work Order and Compile Checklist

- Erector supervisor reviews the work order request to ensure there are clear details on the work task that require the erection and use of scaffolding. Erector Supervisor to communicate with Requestor if additional information is required Requestor is required to update work order with additional information as required.
 - **If Erector supervisor confirms they are able and available to perform the work:**
 - Erector supervisor to set up a site meeting with the Requestor supervisor and/or Requestor to review site conditions and job requirements. A scaffolding plan will be developed to meet the job requirements, as discussed.
 - Erector Supervisor to update work order (notes) with job requirements/details as discussed and agreed upon at the site meeting. Details of the scaffolding plan (including drawings/sketches) are required to be included in the work order (notes).
 - Erector supervisor schedules erector crew and reviews the work order details and scaffolding plan. The team compiles a checklist of all required scaffolding parts, PPE, traffic control, or other materials and equipment required to complete the task that is based on the job requirements.
 - Go to Step 2.
 - **If the Erector supervisor is unable to perform the work:**
 - The requestor must follow the contracting out process.
 - The request must follow section 6.3 User Guidelines



Step 2: Confirmation of Available Parts

- Erector crew members to confirm that all required scaffolding parts are available:
 - **If scaffolding parts are unavailable:**
 - **Do not proceed** with erecting the scaffold.
 - Provide the scaffolding parts checklist to the Erector Supervisor.
 - The Erector Supervisor will enter a requisition to the Facilities Stores for the purchase of the missing parts.
 - Wait for all required parts to arrive before proceeding with scaffold erection.
 - **If scaffolding parts are available:**
 - Erector crew members obtain the required scaffolding parts from the designated storage location (USB Shed 7 and/or other storage locations).
 - All scaffolding equipment must be inspected by the Erector before setup
 - Proceed to Step 3.

Step 3: Erect the Scaffold

- Erector crew members to proceed with scaffold erection; must meet all regulations (CSA, OHS) and must meet the specific requirements of the task communicated by their supervisor from the work order.
- Erector Supervisor to perform daily inspections during active scaffolding builds.

Step 4: Scaffold Setup Review/Inspection

- Upon completion of scaffold erection, the Erector Supervisor will schedule a site visit with the Requestor Supervisor and/or the Requestor to inspect the scaffold and ensure it meets the required standards, regulations, and job specifications.

Step 5: Tagging

- The Erector Supervisor will tag the scaffolding. The scaffolding must be tagged with a visual tag system (RED, GREEN, or YELLOW).
 - RED TAG: Do not use scaffolding.
 - GREEN TAG: Scaffold is safe to use.

YELLOW TAG: Scaffold is safe to use and contains a potential hazard (i.e., toe boards are missing from the bottom of the scaffold)

Step 6: Communication

- The erector crew member or supervisor must update the status of the work order, with relevant photos and information, as a means of communication with the requestor

Step 7: Modifications or Changes

- If modifications or changes are required to the built scaffold, the Requestor must: update the existing work order with the details of the requested changes.
- Repeat the Pre-Procedure Set-Up and Scaffold Erecting Procedure before proceeding with the changes



6.3 User Guidelines

Step 1: User/Requestor Requirements

- All requestors must read and adhere to the Facilities Scaffolding Policy I-C-02 and this SWP.
- Any person using the scaffolding must be trained as a competent person.

Step 2: Pre-use Inspection

- Each competent person must inspect the scaffold and sign the scaffold tag before use. Any observations must be identified on the tag.
- Each competent person must adhere to OHS Regulation Part 13, ensuring that they work safely on the scaffolding.
- Each competent person must remain vigilant for hazards. Each competent person must be able to identify hazards (e.g., overhead, pinch points, slip, trip and fall) and understand emergency procedures in case of scaffolding failure or accident.

Check for:

- Stability, loose components, and potential hazards (e.g., slippery surfaces).
- Base of scaffold has bearing plates or sills that rest on a solid surface to support weight of scaffold.
- Safe access provided to get on and off the scaffold (e.g. ladder, stair)
- Guardrails installed, where applicable (e.g. open sides where the open space is greater than 30 cm (12 in) between platform and adjacent structure)
- Toe boards installed, where applicable if there is a risk of materials falling down injuring individuals or damaging property

Step 3: Reporting Incidents

- **Report Unsafe Conditions:** Immediately stop work if unsafe conditions are identified. Report to supervisor. Requestor Supervisor will work with the Erector Supervisor to determine issues and a resolution. Once a plan is in place, follow the steps under [6.2 Scaffold Erecting Procedure](#)
- **Incident Reporting:** Any scaffolding-related incidents or near misses must be immediately reported to a supervisor and follow proper procedures for first-aid and care. All reports must be reported in CAIRS, which serves as documentation for the incident.
- Each competent person must carry a mobile device and have a form to communicate with their emergency contact.

Emergencies: In the event an injury occurs while performing job task, contact UBC Occupational First Aid immediately at 604.822.4444, or 9-1-1, and notify your supervisor. Ensure the incident is reported to your Manager and CAIRS.

6.4 Scaffold Dismantling Procedure

Step 1: Requestor updates the Work Order



- The Requester updates the work order to confirm that the job is completed and the scaffold is no longer required.

Step 2: Review Work Order and Dismantling Request

- The Erector Supervisor reviews work order updates and confirms the scaffolding disassembly request, including the necessary details for dismantling.

Step 3: Assign Dismantling Task

- The Erector Supervisor assigns the work order to the Erector crew members and provides instructions on required PPE and dismantling information.

Step 4: Dismantle Scaffold

- Erector crew members will:
 - Dismantle the scaffolding in reverse order of assembly.
 - Lower components carefully to prevent damage or injury.
 - Inspect and store dismantled scaffolding parts in the designated storage location (e.g., USB Shed 7).
 - Report any damaged equipment to the Erector Supervisor.

Step 5: Site inspection

- Erector Supervisor confirms scaffolding has been fully dismantled and site is clear of scaffolding debris and hazards.

Step 6: Update Work Order

- The Erector crew member updates the work order, including notes and photos, to confirm the completion of the scaffold dismantling process.
- Ensure all photos and relevant documentation are uploaded to the work order for record-keeping.

7. Roles & Responsibilities

Employer

- Ensure personal protective equipment, supplies, and resources required for erecting, inspecting and utilizing scaffolding are made available.
- Ensure policies and procedures are up-to-date (follow regulations), clearly communicated and accessible, and followed.
- Ensure education and training is provided to ensure employees understand the hazards, risks and controls that apply to their health and safety.



Supervisor

- Provide personal protective equipment, supplies, and resources required for erecting, inspecting and utilizing scaffolding.
- Ensure employees are educated, trained and follow the Scaffolding policy and SWP.

Competent Person

- Review, understand and follow the instructions outlined in Scaffolding Safe Work Procedure.
- Utilize proper personal protective equipment (i.e., safety footwear, puncture resistant gloves, fall restraint and harness, high visibility vest, etc.)
- Utilize appropriate materials/equipment for erecting, inspecting and utilizing scaffolding.
- Immediately report to the supervisor any health and safety concerns.

Training Requirements

- **Certification for Erectors:** Erectors must hold valid 3-day Frame and System scaffold certification.
- **Competent Person Certification:** All Competent Persons must complete SAIA-approved training (Hazard Awareness for Supported Scaffold).
- **Refresher Training:** Training must be renewed every 36 months or if there are significant procedural changes.



8. Roles and Responsibilities (In-House Scaffolding)

The **RACI** method (**Responsible, Accountable, Consulted, Informed**) can be used to illustrate key differences between the roles and responsibilities of process stakeholders.

- R = Responsible Owner of the task
- A = Accountable To whom 'R' is accountable to; has final decision making or signing authority
- C = Consulted Has expertise and capability to assist and/or review a task
- I = Informed To be informed; notified of results, but need not be consulted

Process Section (if applicable)	Erector Crew	Erector Supervisor	Requestor	Requestor Supervisor	Stores
Submits request for scaffold through work order	I	C	R	A	n/a
Confirms the scope of work.	I	R	C	C	n/a
Creates a site and parts plan	I	R	I	C	n/a
Confirms equipment and parts.	R	A	I	I	C
Safely erects the scaffolding	R	A	C	C	n/a
Inspects and tags the scaffolding	C	R	C	C	n/a
Conducts pre-use inspection. Completes the checklist and signs the tag	I	I	R	A	n/a
Updates the work order when the work is complete and the scaffold is no longer required.	I	I	R	A	n/a
Dismantles the scaffold and ensures the site is clear.	R	A	I	I	n/a
Update and closes the scaffold request work order	R	A	I	I	n/a

9.Process flow to request scaffolding

