

NAVY PUBLIC WORKS CENTER
DETACHMENT PHILADELPHIA

STANDARD OPERATING PROCEDURE

Erection, Inspection and Dismantling of Scaffolding

PROCEDURE NUMBER 500.05

DISCLAIMER: These Standard Operating Procedures (SOP) are for the exclusive use of NAVY PUBLIC WORKS CENTER (PWC) NORFOLK DETACHMENT PHILADELPHIA. They are promulgated as guidance for other NAVFAC COMMANDS. If intended to be used by other Activities, they must be tailored to each Activities particular requirement and must be reviewed/approved by the activities Safety Professionals prior to use.

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Standard Operating Procedure
500.05
Erection, Inspection and Dismantling of Scaffolding

PURPOSE:

This Standard Operating Procedure will establish policies for all Code 500 Operations which involve the Erection, Inspection, And Dismantling of Scaffolding and Scaffolding Planks

GENERAL REQUIREMENTS:

1. Before assembling scaffolding , supervisors shall determine, by direct observation, whether any part of an energized electrical power circuit, exposed or concealed, is so located that the performance of the work may bring the scaffolding, any person, tools or machines in contact with electrical circuits. When such circuits are identified, the supervisor shall post and maintain warning signs. The signs shall inform employees of the location of the circuit, the hazards involved, and protective measures to be taken.
2. No scaffold shall be erected, moved, dismantled, or altered except under the supervision of competent persons.
3. Inspect all equipment before using. Never use any equipment that is damaged or defective in any way.
4. Make certain that the proper types of scaffold, staging or other work platforms are provided and properly used for each job. Staging must be erected in compliance with manufacturer's recommendations.
5. Make certain that employees wear required fall protection.

SCAFFOLD ERECTION:

1. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement
2. Plumb and brace all scaffolds as the erection proceeds. Do not force frames or braces to fit. Level the scaffold until proper fit can be easily achieved. Each frame or panel shall be braced by horizontal bracing, diagonal bracing, or any combination thereof, to secure vertical members together laterally. All brace connections shall be made secure in accordance with manufacturer's recommendations.
3. A means of access and egress to all platforms, at all levels, shall be provided.

4. DO NOT use ladders or makeshift devices on top of scaffolds to increase height.

5. Provide guardrails and mid-rails at each working platform level where open sides and ends exist, and toe-boards where required and needed to prevent dropping tools or materials to lower levels

6. When free standing tower scaffolds exceeds four times their minimum base dimension vertically, they must be restrained from tipping.

7. Supervisors shall ensure scaffolds are inspected on a daily basis from the initial setup to the dismantling has been complete

ROLLING SCAFFOLDS:

1. When free-standing rolling scaffold towers are used, the height shall not exceed four times the minimum base dimension.

2. All casters shall be provided with a positive locking device to hold the scaffold in position.

3. Scaffolds shall be properly braced by cross bracing and horizontal bracing . Platforms shall be tightly planked for the full width of the scaffold except for necessary entrance opening. Platforms shall be secured in place.

4. A ladder or stairway shall be provided for proper access and exit and shall be built or affixed into scaffold and so located that when in use it will not have a tendency to tip the scaffold.

5. The force necessary to move the rolling scaffold shall be applied near or as close to the base as practicable and provision shall be made to stabilize the tower during movement from one location to another. Scaffolds shall only be moved on level floors, free of obstructions and openings.

6. Scaffolds in use by any persons shall rest upon a suitable footing and shall stand plumb. The casters or wheels shall be locked to prevent any movement.

NOTE: Supervisors will not allow employees to ride on rolling scaffolds.

DISMANTLING OF SCAFFOLDS:

1. Check to ensure scaffolding has not been structurally altered in a way which would make it unsafe and, if it has, reconstruct where necessary before beginning the dismantling procedures. This includes all scaffold ties.

2. Visually inspect planks prior to dismantling to be sure they are safe and that material has not been left on the planks.

3. Consideration must be given to the effects that removal of a component will have on the scaffolding prior to that components removal.
4. **DO NOT** accumulate excess components or equipment on the level being dismantled. Lower dismantled components in an orderly manner. **DO NOT** throw components from the scaffold.
5. Dismantled equipment should be stockpiled in an orderly manner.

GENERAL GUIDELINES:

- NO Scaffold shall be erected, moved, dismantled or altered unless under the direct guidance of a A qualified person.
- Inspect all equipment before using. Never use any equipment which has an obvious defect.
- Defective equipment must be repaired before using. Never use components for purposes in which they were not intended.
- All planking shall overlap at least 12 inches and extend six [6] inches beyond the center support, cleated or restrained at both ends, to prevent sliding off the support.
- **DO NOT** overload scaffolds and planks.
- **DO NOT** jump onto planks or platforms.
- Climb in access area only and **USE BOTH HANDS.**
- Personnel shall not work on scaffolds or work platforms during storms or high winds.
- Tools, materials, and debris shall not be allowed to accumulate in quantities to cause a hazard.
- Materials being hoisted onto scaffolds must have a tag line.
- Any scaffold damaged or weakened from any cause shall be immediately secured and shall not be used until repairs have been made.
- **DO NOT** lean over railings to perform work
- Personnel shall not stand, climb or work on any plank or platform of less than **18** inches in width.

