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|  | **HSE OPERATIONAL CONTROL PROCEDURE** | **DOC No.:** |
| **OCP No.** |
| **Date :** |

**SCAFFOLDS (ERECTION / DISMANTLING)**

**ACTIVITY:**

Project : Location :

Sub-Contractor: Nature of work:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Controls** | | | | | | **Performed**  **by** | | **Checked**  **by** | |
| 1 | Construction engineer/ Civil engineer to specify the type and design of scaffold to be erected | | | | | |  |  |  |  |
| 2 | Scaffold to be erected in compact soil and leveled ground | | | | | |  |  |  |  |
| 3 | Ensure that steel tubes used as scaffold members are of good quality | | | | | |  |  |  |  |
| 4 | Ensure Wooden scaffolds do not exceed 18 M of height | | | | | |  |  |  |  |
| 5 | Ensure Tower scaffold do not exceed height of 4 times the least of base dimension | | | | | |  |  |  |  |
| 5 | Scaffold to be erected/altered/added/ dismantled under direct supervision of competent persons | | | | | |  |  |  |  |
| 6 | Workman possessing adequate coordination shall be ensured | experience | to | be | engaged. | Proper |  |  |  |  |
| 7 | Place the foot of any standard or upright to on an adequate base plate (base plate to be placed on top of timber sole plate to prevent slipping/  sinking/ displacing | | | | | |  |  |  |  |
| 8 | Ensure stability by bracing securely to the near by structure (stable/ of sound metal) | | | | | |  |  |  |  |
| 9 | Adequate tie-in with permanent structure to be provided | | | | | |  |  |  |  |
| 10 | Check members/ structures used for scaffold and identify defective/ damaged material and arrange for removal/ replacement | | | | | |  |  |  |  |
| 11 | Support and anchor Cantilever or jib scaffold on the opposite side of the support | | | | | |  |  |  |  |
| 12 | Working platform to be closely boarded (min. 32 mm thick) or planked or plated of not less than 500 mm wide. The gap between the planks should  not exceed 50 mm | | | | | |  |  |  |  |
| 13 | Guard-rails shall be at least 1000 mm high, but not exceeding1200 mm toe boards shall be min.100mm | | | | | |  |  |  |  |
| 14 | To ensure Scaffolds are not overloaded or subjected to shock loads | | | | | |  |  |  |  |
| 15 | Unprotected live / wires in the vicinity to be disconnected or isolated prior to erection scaffold | | | | | |  |  |  |  |
| 16 | During erection / dismantling scaffolds measures to be taken to ensure safety of public/ traffic (display of warning signs, person to keep watch etc) Persons to be protected from falling materials / tools from scaffold / platform | | | | | |  |  |  |  |
| 17 | Ensure that workers use / anchor safety belts | | | | | |  |  |  |  |
| 18 | Ensure that workers do not remain on board scaffold while shifting / moving any Mobile/ movable scaffolds | | | | | |  |  |  |  |
| 19 | Carry out maintenance/ inspection of scaffold | | | | | |  |  |  |  |

Prepared By : Approved By :

SE / SS : Project Manager :

Date : Date :