


## Instructions– Guidelines for accessing scaffolding

	<p><b>WORKING AT HEIGHT</b></p>	<p>Guidelines for accessing scaffolding</p>
<p><b>Only qualified employees may work on scaffolding (Royal Decree of August 31, 2005).</b></p> <p><b><u>Purpose</u></b></p> <ul style="list-style-type: none"> <li>• 20% of fatal accidents within the GDF SUEZ Group are caused by falling from height.</li> <li>• Many work situations pose a risk of falling (e.g. scaffolding, roofs, ladders, excavation sites).</li> <li>• We must be aware of situations where there is a danger of falling and identify new risks whenever circumstances change.</li> </ul> <p><b><u>Scaffolding design</u></b></p> <ul style="list-style-type: none"> <li>• In accordance with European standard EN 12811-1 (one platform carrying 100% of the admissible load and one platform carrying 50% of the load). This load is stipulated on the access label.</li> <li>• Screening off with windcatching components is not allowed unless the access label specifies otherwise.</li> <li>• Hoisting on scaffolding elements is only allowed with written authorisation from the person who assembled the scaffolding.</li> <li>• The maximum useful overload when deploying is 1.5 kN/m<sup>2</sup> unless specified otherwise.</li> </ul> <p><b><u>Entering the scaffolding</u></b></p> <ul style="list-style-type: none"> <li>• Employees may only enter the scaffolding if it bears an approved inspection certificate.</li> <li>• The user must perform a visual check of the entire scaffolding structure.</li> <li>• The scaffolding may only be accessed using the entrance points provided, which must be kept clear at all times.</li> <li>• Employees must not hold anything in their hands when climbing a ladder and must keep a tight hold of the rungs.</li> <li>• Cage ladders must always be climbed inside the cage.</li> <li>• Any hatches in the scaffolding must always be closed off.</li> </ul>		

### **Weather-related hazards**

- Scaffolding must not be used when weather conditions jeopardise users' health and safety.
- In extreme weather conditions, the client is responsible for ensuring that any cover nets or tarpaulins are rolled up and/or removed.

### **The user should inspect the scaffolding:**

- After extreme weather conditions.
- If there are any changes in the surrounding environment (e.g. excavation work, traffic).
- If there is a major increase in load (e.g. steel shot, demolition debris).
- The user is responsible for maintenance and any periodic inspections.

### **Changing the construction of the scaffolding**

- Users are strictly prohibited from making any structural changes to the scaffolding.
- Any changes to the scaffolding should preferably be made by the company that assembled the scaffolding.
- Banisters, guard boards and flooring must not be removed or moved.

### **Preventing falling objects**

- After the work is complete, the scaffolding floors must be cleared of all loose materials (equipment and other material).
- Ensure that there is no risk posed to employees in the surrounding area (e.g. falling objects or loads).
- If there is a risk of sparks, protect the lower levels.
- Any welding blankets, plastic film, etc. must be laid under the scaffolding floor (risk of slipping, prevents invisible openings).

### **Dismantling scaffolding**

- The various scaffolding components must be cleaned by the client/user prior to disassembly. They must be completely free from dust, steel shot, grease, oil, paint, plaster, chemicals, and especially asbestos fibres and dust.

### **Using scaffolding**

- Scaffolding must only be used by trained individuals who have the knowledge and skills necessary to carry out their work using the scaffolding.
- If a scaffolding construction is no longer deemed compliant, the inspection certificate must be removed (or turned around), the scaffolding coordinator must be notified, work on the scaffolding must be stopped, and access to the scaffolding must be physically blocked.
- The scaffolding procedure sets out the process for changes to scaffolding (e.g. orders, inspections, checks, dismantling).

**Special scaffolding structures must always be inspected by an EDTC officer**

**The access guidelines for normal scaffolding structures always apply to special scaffolding structures**

**Mobile scaffolding:**

- Check that :
  - all of the scaffolding's posts or wheels are on the ground;
  - the maximum height/width ratio of 3:1 is adhered to.
- The wheels are locked by brakes.
- This type of scaffolding may only be accessed from the inside.
- No one may be on the scaffolding when it is being moved.

**Fixed drop scaffolding**

- Chains, cables, ropes, and similar may not be used to hang this scaffolding unless these components are part of the scaffolding structure and have been approved by an EDTC officer. In all other cases, only pipe connectors may be used.

**Mobile drop scaffolding**

- The drop scaffolding must be secured at appropriate suspension points.
- Mobile drop scaffolding must not be attached to tank or equipment railings.
- Users must wear a safety harness that is attached to a sufficiently stable element of the drop scaffolding or suspension point using equipment that prevents the harness from unhooking unexpectedly.

**All employees using scaffolding must be familiar with these instructions and comply with them.**

Date	Amendment	Reason	Initials
10/07/2007	New safety instruction card		gdv-acn
07/05/2009	Complete revision		Team Care
21/08/2012	Complete revision		gdv-acn
13/03/2013	Special scaffolding structures	Feedback AO Cattenom	Team Care