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|  | **Guidelines for entering scaffolding** |
| **Only trained employees are allowed to work on scaffolding.****Scaffolding design*** The scaffolding's design must comply with European standard EN 12811-1 (one work floor loaded at 100% of the authorised load, and another loaded at 50%). The load must be indicated on the access label.
* Scaffolding must not be screened off with wind-catching components unless otherwise indicated on the access label.
* Hoisting on scaffolding components is only allowed with written permission from the scaffolding erector.
* The maximum useful load on extensions is 1.5 kN/m², unless specifically indicated otherwise.

**Entering scaffolding*** Employees may only enter scaffolding if it bears an approved inspection certificate.
* Users must perform a visual check of the whole scaffolding assembly.
* Scaffolding may only be entered using the access points provided, which must be kept clear at all times.
* Employees must not hold anything in their hands while climbing a ladder and must always hold onto the ladder's rungs.
* Enclosed ladders must always be climbed on the inside.
* Any hatches in the scaffolding must always be closed off.

**Weather-related risks*** Scaffolding may only be used when the weather conditions do not jeopardise users' health and safety.
* In the event of extreme weather, the client is responsible for ensuring that any cover nets or tarpaulins are rolled up and/or removed.

**Users should inspect the scaffolding:*** Following extreme weather;
* If there are any changes in the scaffolding's surroundings (e.g. excavation work, traffic).
* If there is a substantial increase in the load (e.g. blasting grit, demolition debris).
* Users are responsible for maintenance and any periodic inspections.
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| **Changes to the scaffolding's structure*** Scaffolding users are strictly forbidden to make any structural changes to the scaffolding.
* Any changes to the scaffolding should preferably be made by the company that assembled it.
* Banisters, guard boards and flooring must not be removed or moved.

**Preventing objects from falling*** After work is complete, the client/user must clear the scaffolding floors of all loose items (such as equipment and materials).
* Ensure that there is no risk to employees in the surrounding area (e.g. falling objects or loads).
* If there is a risk of sparking, take measures to protect lower levels.
* Affix any welding blankets, plastic sheeting, or similar to the underside of the scaffolding floor (to prevent slipping and avoid 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, blasting grit, grease, oil, paint, plaster, chemicals, and especially asbestos fibres and dust.

**Using scaffolding*** Scaffolding may only be used by trained individuals who have the knowledge and skills necessary to carry out their work using the scaffolding.
* If a scaffolding structure 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.
* Details of how work with scaffolding is organised (e.g. requests, inspections, checks, dismantling) are set down in the scaffolding procedure.

**All scaffolding users must be familiar with this instruction and comply with it.** |

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| Date | Adjustment | Reason | Initials |
| Jul. 10, 2008 | Creation of SIC |  | HSE team |
| May 7, 2009 | Full revision | Revision | HSE team |
| Aug. 21, 2012 | Full revision | Revision | HSE team |
| Jan. 31, 2015 | Full revision | Revision | HSE team |
| Jan. 31, 2016 | Full revision | Revision | HSE team |
| Dec. 19, 2016 | Adjusting Footer | Error message + lay out | KH |