

MINIMUM REQUIREMENT



WP/SEA MINIMUM REQUIREMENTS Mobile Scaffold Usage



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Scaffolding that has been damaged or altered shall not be used until repairs have been made and re-inspected and properly tagged
- Scaffolding will not be loaded in excess of the working load for which they are designed or intended for.
- Tools, materials and debris will not be allowed to accumulate in quantities on scaffolding.
- Before moving scaffolding secure all equipment and materials on scaffold platforms.
- Before moving portable scaffolding, verify that the wheels and casters have working locking devices and that no overhead obstructions are in the scaffolds path.
- While moving portable scaffolding on wheels do not pinch or roll over electrical power cords.
- Never try and pull portable scaffolding from the top, always push the portable scaffolding from the base.
- Work only from the platform area, never extend work beyond guard railing
- Mobile work platforms and mobile scaffolding will be capable of carrying the design load under varying circumstances depending upon the conditions of use.
- Do not access a scaffold unless it is tagged (Yellow means that the scaffold can be accessed but fall protection has to be worn at all times, and Red means that the scaffold cannot be accessed, because the scaffold is not complete or it is not built for personnel to access it
- Be aware and stay alert to slippery surfaces
- Keep leads and electrical cords out of scaffolding pinch points (If the insulation on these items get damaged electric shock is possible to anyone on the scaffolds)
- Install barricades on lower levels under the work to make sure that no one enters into these areas while work is in process
- Make sure to have the rescue system in close proximity to the work being done.
- Remain 100% tied off at all times when working off of scaffolds.
- Life jackets must be worn along with a harness when working over water
- Used rod stubs are not to be dropped on scaffold planks they need to be saved in a bucket or can.
- There will be no rigging to scaffold materials.
- Use a Rope bucket to pass small tools to and from the work deck. **DO NOT THROW ITEMS** to and from work deck at any time.
- Never take it upon yourself to move any scaffold members on your own have a certified scaffold builder move or rearrange scaffolds if needed
- Use the new GIS Beam, Channel, and Pipe load chart to figure out what structural members to tie your fall protection on to
- Keep a good hold on items when working off of scaffolds so that dropping is minimized.
- Install yoyo at top of scaffold to ensure 100% tie off when climbing up and down ladder.

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ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA

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1)	Verify All conditions identified in the “Memory Joggers” section are met (or are not applicable); if ANY are not met, STOP and add the necessary step to the WP/SEA to ensure the safest method possible.
2)	Gather up and carry all needed tools to the job site. A) Make sure not to overload your hands when going down stairways. B) Inspect all rigging before carrying to location. C) Be aware and stay alert your footing at all times when carrying items.
3)	Stretch out Hoses, Leads, and Electrical Cords that will be needed on the scaffolds. A) Keep all hoses and leads out of walkways and hang them up in the air with rope if possible. B) Inspect all hoses and leads for cracks and leaks or any damage to insulation. C) Take any damaged hoses and leads out of service.
4)	Climb up or out on scaffolds and pass equipment onto the scaffolds. A) 100% tied off at all times when on scaffolds. B) If over water a life jacket and fall protection needs to be worn. C) Use a Rope bucket to pull up tools and small parts (Never throw items to personnel on scaffolds) D) Make sure not to pinch any leads or electrical cords because damage to the insulation can cause electric shock to personnel on the scaffolds, and leaks may develop on hoses.
5)	Do the Hot Bolting, Rigging, Welding, Etc. job that the scaffolds where built for. Follow all Procedures for whatever activity you are doing.
6)	Rig Down, Pick up, and Roll back when complete. A) Follow all proper work Procedures that are in steps 2 to 5 (A, B, C, and D)
7)	Clean up the work site. A) Make sure to pickup all loose metal, paper, absorbent pads, etc. and place in the proper containers (Metal in junk iron basket, Paper in trash basket or can, Absorbent Pads in DOT drums or DOT dumpsters) B) Don’t overload yourself. C) Keep one hand free when going up stairs. D) Get help if needed. E) Good team work and good housekeeping needs to be practiced at all times.

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