Procedure for Scaffolding and Portable Ladders

AZSPU-HSSE-DOC-00062-2

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1 PURPOSE / SCOPE

1.1 PURPOSE

The main objective of this procedure is to provide a safe working environment achieved by the erection of well designed, well erected work platforms as required at all work locations.

A large number of accidents are caused by falls of persons and materials and therefore a safe working place comes high on the list of priorities in accident prevention. It is also an established fact that higher productivity is achieved by persons who feel safe and are therefore able to devote their whole attention to the job in hand.

Scaffolding, staging, access stairs, ladders and personnel hoists are to be erected, inspected and recorded by suitably qualified and competent scaffolders only. At no time should anyone who is not a competent scaffolder erect, dismantle any staging / scaffolding unless he is working with and under the instruction of a competent scaffolder.

1.2 SCOPE

The contents of this procedure are applicable to all AzSPU owned and managed sites / installations in Azerbaijan and Georgia. Contractors working on AzSPU owned or managed sites / installations are also responsible for alignment with this procedure.

This document does not replace the procedures prepared and adopted by specialist contractors. Neither does it supersede any national regulatory requirements.

This procedure contributes to compliance with the “HSE expectations” contained in “getting HSE right”, the ‘Golden Rules of Safety’ and the Control of Work (CoW) standard that the Hazards associated with BP activities are identified and that the risks are assessed and managed.

All guidelines contained shall be regarded as the minimum requirements for BP owned or managed sites / installations in Azerbaijan and Georgia.

The scope covers defined activities of BP and Contractors at all BP AzSPU sites and installations.

2 DEFINITIONS

Refer to document AzSPU-HSSE-DOC-00021-2 HSE Definitions for definitions common to this Procedure. Definitions specific to the Procedure are included below.

SM	Site Manager
SC	Site Controller
OIM	Offshore Installation Manager
AA	Area Authority
PA	Performing Authority
ALARP	As Low as Reasonably Practicable
COW	Control of Work
L2RA	Level 2 Risk Assessment
PTW	Permit to Work
SSOW	Safe System of Work

TRA	Task Risk Assessment
TBT	Toolbox Talk
gHSEr	Getting HSE Right
AzSPU	Azerbaijan Strategic Performance Unit
PSA	Production Sharing Agreement
BS	British Standards
SimOps	Simultaneous Operations

3 GENERAL REQUIREMENTS

3.1 BP AZSPU REQUIREMENTS

It is a company requirement that all tasks are subjected to an assessment of risk to demonstrate that risks have been reduced to as low a level as reasonably practicable (ALARP). This can be achieved by complying with the BP's existing standards. Where compliance with BP standards cannot reasonably be achieved, a formal level 2 Risk Assessment will be undertaken to identify any additional controls and demonstrate that risks remain as low as reasonably practicable. Whether by compliance with BP Standards or through level 2 Risk Assessment, the BP Golden Rules of Safety must be complied with. Golden Rules are non-negotiable.

3.2 LEGISLATION & STANDARDS

This procedure complies with applicable national law. Applicable national law is national law as amended by project specific agreements, e.g. the ACG Production Sharing Agreement (PSA), and relevant International Conventions, if any, in force in Azerbaijan or Georgia, as applicable.

In the absence of national legislation, or where national legislation is inconsistent with the requirements of project specific agreements, BP Group Standards or applicable requirements from UK or US legislation will be complied with.

Where requirements conflict, legal advice has been obtained and a defendable compliance position adopted.

The standards and practices contained in this procedure are consistent with those internationally recognized within the petroleum industry

3.3 STOPPING UNSAFE WORK

To stop the continuation of potentially unsafe work at the earliest possible stage, the Control of Work (CoW) Policy and this procedure for Scaffolding make it very clear that all personnel are obliged and have the authority to **"STOP"** the work that they consider to be unsafe.

3.4 DEVIATIONS

This procedure is written in sufficient detail that it should be able to be applied consistently at all sites / installations. There may still be the requirement for some local rules covering site / installation specific logistical/administrative arrangements and local variations in responsibilities to reflect differences in organisational arrangements. These local rules should not deviate from the core processes within this document. Any form of deviation from this

procedure, including but not limited to local rules, shall be requested and authorised in accordance with SSOW, Deviations from Regulations and Procedures (Doc. No: AZSPU-HSSE-DOC-00011-2).

3.5 LANGUAGE FACILITATION

Due to the various languages spoken at sites / installations, there is a necessity to assist all with “an ease of understanding”.

4 KEY RESPONSIBILITIES

4.1 SITE MANAGER (SM) / SITE CONTROLLER (SC) / OFFSHORE INSTALLATION (OIM) MANAGER

The Site Manager / Site Controller / Offshore Installation Manager shall be responsible and accountable for the application of this procedure in his area of responsibility. He shall ensure:

- That this procedure is strictly adhered to all occasions when it is identified that scaffolding operations are to take place.
- That formal records of all SimOps risk assessments are maintained in accordance with this procedure

4.2 AREA AUTHORITY (AA)

The Area Authority shall be responsible for ensuring that the requirements of this procedure are adhered to for all scaffold operations within his area of responsibility. He shall be responsible for ensuring:

- That the scaffold operation has been risk assessed and planned
- That all persons involved in scaffold operations are instructed on the requirements of risk assessment, permit to work conditions, and any risks or hazards associated with the work activity
- That regular inspection is performed on all scaffolding activities to confirm that conditions are suitable and sufficient and, that all personnel are in compliance with this procedure, and that good housekeeping practices are being implemented to limit or eliminate the potential for dropped objects.
- That the Performing Authority performs Risk Assessments, and conducts Toolbox Talks associated with scaffold operations.
- That personnel involved is adequately trained to perform task

4.3 PERFORMING AUTHORITY (PA)

The Performing Authority shall ensure;

- The compliance of all personnel under their supervision with this procedure when involved in scaffolding activities
- That a risk assessment has been performed and a toolbox talk conducted
- That all personnel are informed of, and understand, the risks associated with the task

they are performing, and any associated works that may affect their work activity

- That the activity is executed in accordance with this procedure
- That scaffolding works are halted if an unsafe situation occurs.
- That good housekeeping practices are implemented at all work areas
- That work activities have been reviewed and pertinent information exchanged with all other affected parties.

4.4 EMPLOYEES

All employees shall be responsible for;

- Compliance with this procedure when involved in scaffold activities
- Implementing good housekeeping practices
- Informing their immediate Supervisor should any unsafe situation occurs
- Awareness of other personnel and ongoing works in their area
- Check scafftag is in date prior to using any erected scaffold or ladder

4.5 COMPETENCY

All scaffolding works are to be carried out by professional staff having certification issued by internationally recognized organization and matching UK, or equivalent EN Standard.

5 SCAFFOLDING & LADDERS REQUIREMENTS

5.1 SCAFFOLDING DESIGN REQUIREMENTS

Scaffolding is a temporary structure on which persons work and which provides support for the materials used in construction, maintenance, repair or demolition work. It can also be used to obtain access to certain areas or equipment.

Where work cannot safely be carried out from ground level or from part of a building or other permanent structure, there must be provided either scaffolding or, where appropriate, ladders.

Note: The erection, dismantling and alteration of scaffolding must be carried out by competent workmen under competent supervision

5.1.1 Materials

5.1.1.1 All Materials

Before use, a competent person must inspect all scaffolding and material used in construction in order to ensure:

- It is in good condition and is serviceable

Note: Damaged or deteriorated equipment **shall not** be used

- It is in compliance with BS EN 12811-1:2003 and other relevant British Standard documentation.

5.1.1.2 Wooden Boards

Wooden boards should be inspected to see that they are:

- Graded for scaffold use

> **Note:** Wooden boards used for scaffolding must be specifically graded for scaffold use by a nationally recognised grading agency.

- Is sound and in good condition
- Straight grained, free from saw cuts, splits, holes and any sign of deterioration.
- In the case of 38mm thick boards, they are banded at either end or nail plates fitted

5.1.2 Construction

5.1.2.1 National Requirements

The scaffold assembly must be designed to comply with local or United Kingdom requirements, whichever is the higher.

5.1.2.2 Load Calculations

Frame spacing and mud sill size can only be determined after the total loads to be imposed on the scaffold and the strength of the supporting soil or structure are calculated and considered. A qualified person prior to the scaffold structure being built must do this analysis.

> **Note:** Manufacturers load carrying information shall be used for design calculations

5.1.2.3 Construction, Dismantling and Alteration

Competent workmen under competent supervision must carry out the erection, dismantling and alteration of scaffolding.

Plumb and level scaffold until connections can be made with ease. Do not force members to fit. Be sure scaffold stays level and plumb as erection progresses.

During dismantling of scaffolding, tubes and fittings shall not be dropped to the ground but always carefully lowered. Tubes shall be stacked flat and fittings collected into bags or containers.

5.1.2.4 Support and Bracing

Scaffolding must be securely supported or suspended, and where necessary braced to ensure stability. Unless constructed as freestanding independent scaffolding, it must be rigidly connected with the building or structure (not to pipe work).

Ties, guys, bracing and/or outriggers may be needed to assure a safe stable scaffold assembly. Determine the need for stability bracing.

If in doubt – ask.

The requirement for stability bracing is dependent upon:

- The height of the scaffold in relation to the minimum base width

Note: Freestanding Scaffolds with a height in excess of 4 times internally or 3.5 times externally, the minimum base width dimension must always be secured to a rigid structure or seek alternative means of support.

Internally = no wind loading

Externally = relatively sheltered locations / minor wind loading

- Wind loads
- The use of brackets or cantilevered platforms
- Imposed scaffold loads.

Ties:

- The bottom tie must be placed no higher than four (4) times the minimum base width and every four (4) meters vertically thereafter. Ties should be placed as close to the top of the scaffold as possible and, in no case, more than three (3) times the minimum base width of the scaffold from the top.
- Vertical ties should be placed at the ends of scaffold runs and at no more than 4 meters horizontal intervals in between.
- Ties should be installed as the erection progresses and not removed until the scaffold is dismantled to that height.
- Ties should be constructed to 6.25kn (sliplоad), unsheeted & 12.5kn sheeted

Guys:

- Each leg of a freestanding tower must be guyed at the intervals outlined above or otherwise restrained to prevent tipping or overturning.

Note: Circular scaffolds erected completely around or within a structure may be restrained from tipping by the use of "stand off" bracing members.

5.1.2.5 Planks change to boards

- Work platforms must be fully boarded either with scaffold graded solid sawn or laminated boards, in good sound condition, or with fabricated platforms in good condition.
- Each board must overlap the support by a minimum of 1.5 x thickness or be cleated / securely tied for example, 3 metre board on 2.8 meter spans must be cleated/securely tied.
- Boards must not extend beyond the support by more than 4.5 x thickness. Such overhangs should be separated from the work platform by guard-railing so that they cannot be walked on.
- Spans of full thickness, 50mm by 250mm scaffold grade boards, should never exceed 2.6m. Loads on boards should be evenly distributed and not exceed the allowable loads for the type of board being used.

- Spans of normal thickness (38mm) boards should never exceed 1.5m.
- Boards and/or platforms should always be secured to scaffolding to prevent uplift or displacement due to high winds or other job conditions.

5.1.2.6 Guardrails and Toe Boards

- The height of the top guardrails shall be between 910mm & 1150mm and distance between the posts of guardrails should not exceed 2.7 metres.
- Guardrails must be used on all open sides and ends of scaffold platforms. Both top and mid-rails are required.

5.1.2.7 Transoms

A transom is a length of scaffold tubular used as a cross-member to support boards on working lifts & provide lateral structural support on non-working lifts. Particular care and attention shall be paid to the use of transoms. In particular:

- Transoms should overhang the support points by at least 150mm
- Transoms hangers shall be used with bolts fastened to support transoms on frames
- Transom spans greater than 2.7m (very light duty), 2.4m (light duty) or 2.1m (general purpose) require knee bracing and lateral support
- Transoms used as side or end brackets need special bracing.

Note: Transoms **must not** be used for the storage of materials.

5.1.2.8 Scaffold Access

Access must be provided to all work platforms. If it is not available from the structure, access ladders, frames with built-in ladders, or stairways must be provided. When frames with built-in ladders are used, cleated boards or fabricated boards must be used at platform levels to minimize or eliminate platform overhang. Access ladders must extend at least 1 metre above platforms.

5.1.2.9 Bridging Scaffold

Bridging between towers should not be done with boards or stages unless the overturning moments have been compensated for & suitable guardrails, ties etc are fitted.

5.1.2.10 Mud Sills and Screw Jacks

Mud sills must be of adequate size to distribute the loads on the scaffolding to the soil or supporting structure. Sills should be level and in full contact with the supporting surface.

Base plates or screw jacks with base plates must be in firm contact with both the sills and the legs of the scaffolding. Compensate for uneven ground with screw jacks with base plates. DO NOT USE unstable objects such as blocks, loose bricks, etc.

5.1.2.11 Dismantling Scaffold

Dismantling system scaffolding is more or less just the reverse of erection. Dismantling guardrails is to be started at the top. Each piece shall be removed and lowered as one unsecures it. Unsecured pieces must not be left in place, even for a moment.

5.1.3 Rolling Scaffolds

The tower height must not exceed 3.5 times internally or 3 times externally the minimum base dimension. Outrigger frames or outrigger units on both sides of the tower may be used to increase base width dimension when necessary.

All casters must be secured to frame legs or screw jacks with a nut and bolt or other secure means. Total weight of tower + men, materials & tools etc should not exceed the capacity of the casters.

Screw jacks must not be extended more than 300mm above caster base. Tower must be kept level and plumb at all times.

Horizontal/diagonal (plan) bracing must be used at the bottom and top of tower and at least every alternate lift. Fabricated boards with hooks may replace the top diagonal brace.

- All frames must be fully cross-braced
- Only prefabricated boards or cleated / tied boards should be used
- Casters must be locked at all times the scaffold is not being moved

5.2 INSPECTIONS AND SCAFFTAGS

5.2.1 Inspection

Inspection of the scaffolding is to be done before each use. In particular, check:

- The Scafftag – Pay particular attention to the load rating
- That the scaffold is assembled correctly:
  - that it is level and plumb
  - base plates are in firm contact with sills
  - bracing is in place and connected
  - platforms are fully boarded with guardrails in place
  - safe access is provided
  - that the scaffold is properly tied and/or guyed

5.2.2 Site Inspection (Pre-Construction)

The job site should be inspected to determine ground conditions or strength of supporting structure, and for proximity of electric power lines, overhead obstructions, wind conditions, the need for overhead protection or weather protection coverings. Special care is needed when scaffolding is to be erected on fill or other soft ground or on frozen ground. These conditions must be evaluated and suitably provided for. Any underground services and recorded subsidence are to be identified.

5.2.3 Site Inspection (Post-Construction)

A competent person shall inspect scaffolding:

- Before it is first used and then at least once every week
- Following any alteration
- Re-inspect scaffolding where applicable each time before (using relevant onshore/offshore sites Adverse Weather Guidance) and straight after it has been exposed to adverse weather conditions likely to affect its strength or stability.

Details of inspections must be recorded & must be auditable.

5.2.4 Scafftags

"Scafftags" shall be used on all scaffold structures, if complete or partially complete/dismantled to indicate whether or not the scaffolding is safe to use.

Scafftags must be positioned prominently at access points to scaffold structures.

When scaffolding is incomplete (whether partly erected or dismantled) or considered to be unsafe for any reason, the green scafftag must be pulled to display the red (Do Not Use) tag.

In addition, access to the scaffold shall be barriered off as soon as practicable.

5.3 SCAFFOLDING USE

5.3.1 Access

Use only the safe means of access provided. Do not climb bracing or frames not specifically designed for climbing. If access is not provided, insist that it be provided.

5.3.2 Working Safely

5.3.2.1 Personnel Movement on Scaffold

While working on scaffold, personnel shall take care to climb safely. The following work practices shall apply:

- When on ladders:
  - face the rungs as you climb up or down.
  - use both hands on the ladder and maintain 'three point' contact (keep one hand firmly on frame or ladder at all times)
  - do not try to carry materials while you climb
  - ensure footing and balance before releasing hand grips
  - do not work on / from the access ladder
- Do not overload platforms with materials
- **Never** add sheeting to a scaffold structure without consulting a qualified person.
- Do not extend working heights by using boards guardrails or by use of boxes or

ladders on scaffold platforms

- Do not remove any component of a completed scaffold assembly. Alterations shall only be carried out by suitably qualified / authorised personnel under the supervision of a qualified person.

Note: Any removed or damaged component should be immediately replaced.

5.3.2.2 Dropped Objects

Only the required tools and materials for the job should be on scaffolding, any loose cuttings or materials generated by the work should be removed immediately to prevent any trips or slips. When the work scope is completed, the scaffold area should be cleared of all tools and debris created from the work as the normal housekeeping exercise at job completion.

Loose articles and materials must be kept to an absolute minimum on scaffolding platforms. All necessary precautions must be taken to prevent objects from falling from scaffolds, e.g. by use of toe boards, barriers, etc.

5.3.2.3 Cantilevered Platforms

Materials should never be placed on cantilevered platforms unless the assembly has been designed to support material loads. (These types of platforms cause overturning and uplift forces, which must be compensated for. All frames should be fastened together to prevent uplift an overturning moment compensated for with counterweights or adequate ties).

5.3.2.4 Hoisting and Lifting

Scaffolds should not be used as material hoist towers or for mounting derricks unless the assembly is designed for that purpose.

5.3.3 Rolling Scaffolding

- Do not ride manually propelled rolling scaffold. No personnel should be on the tower while it is being moved.
- Lock all casters before getting on the tower.
- Work only within the platform area: do not try to extend overhead work area by reaching out over guard railing.
- Do not bridge between two rolling towers with boards or stages.
- Secure all materials before moving scaffolds.
- Be sure floor surface is clear of obstructions or holes before moving scaffold.
- Be sure there are no overhead obstructions or electric power lines in the path of rolling scaffold.
- Rolling towers must only be used on level surfaces.
- Move rolling towers by pushing at the base level only. Do not pull from the top.

5.3.4 “Quick Erect” Aluminium Scaffolding

The use of “quick erect” aluminium scaffold systems can be used subject to local controls

such as restricting use to non-hazardous areas and appropriate storage.

Site specific procedure needs to be in place approved by Site Manager.

Due to a risk of an incentive spark should there be the presence of residual aluminium on oxidised steel surface the use of equipment constructed using aluminium alloys should be minimised and the limited use of such equipment is to be permitted providing the following conditions:

- The use of aluminium based access systems should be subject to a specific risk assessment
- Personnel using aluminium equipment should be aware of the hazards associated with aluminium equipment and should also:
    - Avoid any unnecessary contact between aluminium alloys and rusty steel (rubbing, dragging, hammering, bumping, dropping)
    - Portable equipment represents the higher risk, because of the increased risk of dropping or banging such objects. The hazard of aluminium on rusty steel is far higher than the hazard of rusty steel on aluminium
    - Consider the movement of any portable equipment constructed with light alloys to be a risk
    - Where possible and practicable, protect exposed areas of aluminium on portable equipment (edges or corners) in some appropriate manner
- In non-hazardous zones where the chance of flammable atmosphere is small, the introduction of light alloys could be called a negligible risk, except in situations where heavy impact could be likely, or release of flammable material is more likely.

5.4 LADDERS

Ladders may be used as a short-term alternative to scaffolding or as means of access to scaffolding, providing the points listed in this section are considered.

Note: Ladders are potentially dangerous. The most common type of accident occurs through a ladder slipping.

5.4.1 Transporting and Moving Ladders

Unless space restrictions dictate otherwise, always carry ladders parallel to the ground.

Do not move, shift, or extend a ladder while the ladder is occupied.

Note: **Do not** walk under a ladder

Tie ladders down securely when transporting.

5.4.2 Maintenance

Ladders shall be inspected and maintained by a competent person. The record of inspections shall be registered and not be longer than six months.

Keep ladders free of oil, grease, and other hazards.

Do not use any ladder with structural defects; properly tag the ladder with a "Do Not Use" notice, withdraw the ladder from service and quarantine it.

5.4.3 Preparation

Inspect ladder prior to EVERY use.

Before using a ladder, ensure that it is the correct item of equipment for the job in hand and that it is in good condition

Warning: Aluminium ladders **must not** be used in hazardous areas due to the danger of sparks when the ladder impacts steel).

Use ladders only for the purpose for which they were designed (refer to manufacturer's labelling and recommendations).

5.4.4 Safe Use of ladders

- Always place a ladder on a firm base, set the angle to 68° (1:4), or 75%.
- Make sure the ladder projects well above the level at which the user stands.
- Ensure sufficient overlap between stages of extension ladders.
- Secure the ladder in place wherever reasonably practicable.
- A standby person should remain at the base of the ladder whenever the ladder is in use.
- Barricade traffic areas in vicinity of ladder use, and lock, barricade, or guard doorways in which a ladder is placed.
- Keep area around the top and bottom of ladder clear.
- Use only non-conductive side rails around live electrical equipment.
- Do not use top or top step for standing/stepping.
- Do not stand on cross bracing.
- Always face the ladder when ascending or descending.
- Always maintain 3 points of contact with the ladder (2 feet/1 hand or 2 hands/1 foot should be in contact with ladder at all times).
- Carry tools in zipped or closed pouches around waist; use a rope to raise or lower large items such as tool boxes or materials.
- Do not overextend sideways. Use the belt buckle rule: keep your belt buckle positioned between the side rails at all times, which will maintain your centre of gravity.
- Never allow more than one person on the ladder at a time.
- Do not erect ladders on sloping surface, leaning to one side or at too steep an angle.

Do not erect ladders for use as a board or bridge.

6 DOCUMENTS REFERENCES

This procedure shall, where appropriate, be used in conjunction with this suite of AzSPU Procedures referenced below.

Document Number	Title of Procedure
AZSPU-HSSE-DOC-00011-2	Procedure for Deviations
AZSPU-HSSE-DOC-00060-2	Procedure for Permit To Work
AZSPU-HSSE-DOC-00063-2	Procedure for Task Risk Assessment
AZSPU-HSSE-DOC-00065-2	Procedure for Working at Height
AZSPU-HSSE-DOC-00059-2	Procedure for Man Riding Baskets
AzSPU-HSSE-DOC-00021-2	HSSE Definitions
AZSPU-HSSE-DOC-00061-2	Procedure for Personal Protective Equipment
AZSPU-HSSE-DOC- 00002-2	Procedure for BP Control of Work Standards

APPENDIX A: SCAFFOLD INSPECTION BASIC CHECKLIST

PLEASE USE THE LINK TO ACCESS THE CHECKLIST:

http://docs.bpweb.bp.com/dkAzSPU:/content/hse/spu/documents/AZSPU-HSSE-DOC-00062-A1

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details

05 October 2004	CHSSE Manager	Central Safety TL	Initial Issue
23 May 2008	Alan McNulty CH&S Manager	Abbas Islamov (Central Safety TL)	**General:** Throughout the procedure the document numbering for referred procedures has been changed from UNIF to AzSPU. **Section 1. Introduction:** 1.1 Purpose; Wording changes; 1.2 Scope; Wording changes. The following inclusions to Section 1 are: 1.3 Legislation & Standards; 1.4 Company Requirements; 1.5 Stopping Unsafe Work; 1.6 Deviations; 1.7 Document Review; 1.8 SSOW Specific Cross References; 1.9 Language Facilitation **Section 3. Roles & Responsibilities:** Changes made to the responsibilities of SM, SC, OIM, Area Authority, Performing Authority, Employees. **Paragraph 7.4** defines use of aluminium scaffolding **Two Appendices have been added to the Procedure:** Appendix A – Scaffold Inspection Basic Checklist Appendix B – Feedback & Improvement suggestions
05 December 2008	Yuliy Zaytsev Safety & Compliance Systems Manager	Adalat Mamedov Central Safety TL	Authority position/name and custodian name have changed to reflect org changes in HSE&TD.
14 August 2009	Yuliy Zaytsev Safety & Compliance Systems Manager	Niyaz Mamedov HSE Systems / CoW Adviser	Additional bullet is added to the Paragraph 4.4 The procedure's numbering is structurally changed in accordance with Standardized Document Control Procedure Template requirements.
15 March 2010	Yuliy Zaytsev Offshore HSE Manager	Kamran Aliyev HSE Systems / CoW Adviser	Sub-paragraph 5.2.3 bullet statement three has been updated