

SAFETY AND HYGIENE REGULATIONS



Servei de Prevenció de Riscos Laborals
UNIVERSITAT POLITÈCNICA DE CATALUNYA

SAFETY REGULATIONS FOR SCAFFOLDING USE

CODE

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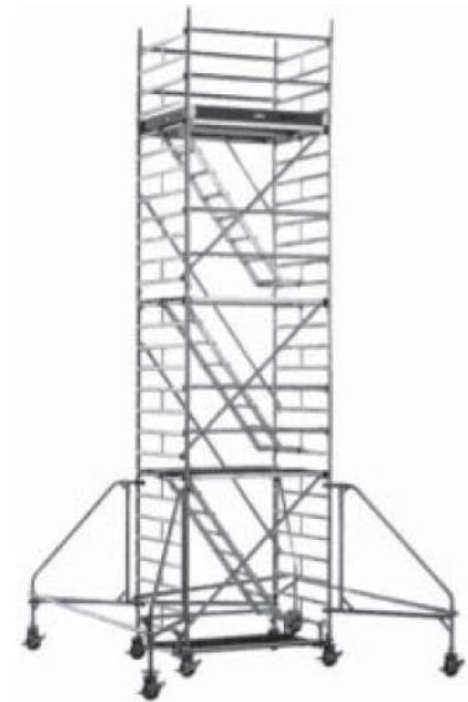
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DESCRIPTION OF SCAFFOLDING

Scaffolding is a temporary, movable structure made from prefabricated elements joined together. It supports a work platform that facilitates work such as finishing, repair, maintenance and assembly in places that are difficult to access. If the scaffolding is on wheels, it can be moved in the work zone.

The main elements of scaffolding are:

- **A work platform with a trapdoor:** a platform that forms a work surface.
- **An intermediate platform with a trapdoor:** a platform situated on a lower level, below the highest platform.
- **Frames and cross braces:** form the structure of the scaffolding.
- **Ladders:** enable users to change level.
- **Guardrails and midrails:** prevent falls to a lower level.
- **Toe boards:** stop objects from falling.
- **Wheels:** used to move the scaffolding and equipped with components to block rotation and other movement.
- **Stabilisers:** make the structure stable










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GENERAL RECOMMENDATIONS

MAIN RISKS	MOST COMMON CAUSES OF RISKS TO BE ELIMINATED OR REDUCED	
Falls to a different level	<ul style="list-style-type: none"> ▪ Lack of guard rails and incorrect assembly/disassembly of the structure or the platforms. ▪ Access to high levels from the outside of the structure. ▪ Working with much of the body leaning outside the work platform to access areas that are out of reach. ▪ Leaving the platform's trapdoors open during work. 	
Falls on the same level	<ul style="list-style-type: none"> ▪ Platforms are not tidy or clean enough. ▪ Spills of liquids on the platforms. 	
Structure collapses or overturns	<ul style="list-style-type: none"> ▪ Overloading of the work platform. ▪ Distortion or breaking of an element of the structure due to bad condition or insufficient strength. ▪ Insufficient assembly of the structure (lack of diagonal braces, cross braces, etc.). ▪ Scaffolding is not supported properly by the ground or is on a surface that is not strong enough or that could be weakened. ▪ Assembly without stabilisers for certain heights. ▪ Outdoor use under inappropriate weather conditions (wind, rain, etc.). 	
Falling materials	<ul style="list-style-type: none"> ▪ Lack of toe boards. ▪ Incorrect handling of components of the structure during assembly or disassembly. ▪ Falling of work equipment used outside the vertical area of the platform or of fragments of the material on which work is being done. 	
Knocks or cuts with objects	<ul style="list-style-type: none"> ▪ Contact with the ceilings or surrounding elements that are large or sharp. 	
Electrical shocks	<ul style="list-style-type: none"> ▪ Lack of a prior study on the conditions around the work zone. ▪ Lack of corrective measures (cutting off the electricity supply, placing protective barriers, etc.). ▪ Failure to respect safe distances. 	
Overexertion	<ul style="list-style-type: none"> ▪ Handling loads during assembly or disassembly in awkward positions or carrying too much weight. 	 Do not use Incomplete scaffolding

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PERSONAL PROTECTION EQUIPMENT (PPE) TO USE

The following personal protection equipment should be used when required by the nature of the risk:

- Protective gloves for assembly, disassembly, storage, etc.
- Safety footwear.
- Safety helmet.
- Safety harness (to use when protection against falls is not ensured or for occasional work in areas whose perimeter is not protected).



The use of other personal protection equipment (safety goggles, ear defenders, respiratory protection equipment, etc.) will depend on the type of task to be undertaken.

MAINTENANCE, ORDER AND CLEANING

- The surface of the work platform must be kept free of obstacles, waste, etc.
- It must be checked that the guard rails and structural elements are in good condition and are not rusted or distorted.
- It must be checked that the wheel-locking devices are working properly.
- If any structural fault is observed, the supplier must be informed so that they can repair or replace the scaffolding or part.
- When the scaffolding is not in suitable condition to be used, this must be indicated with a standard warning sign.
- The structure should be kept in a specific place.
- The area surrounding the scaffolding should be kept tidy, without spills of liquids, fats, etc.

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BEFORE USING THE SCAFFOLDING

- ✓ Check the installations that are situated at the chosen site (electricity cables, gas pipes, etc.) and the state of the ground, and determine the distance from the structure.
- ✓ Check that all of the people involved know the operating methods for assembling, disassembling and moving the scaffolding, measures to prevent the identified risks, and measures to protect other people.
- ✓ The following inspection points should be checked before the work is started:
 1. Alignment and vertical position of the uprights.
 2. Horizontal position of the rails and cross beams.
 3. The fit of horizontal and vertical wedging elements.
 4. The assembly of frames and their bolts.
 5. The correct arrangement and fit of the work platform to the scaffolding structure.
 6. The correct arrangement of the guard rail, the midrail and the toe board.
 7. The secure fixing of clamps, joints and anchors.
 8. The blocking/braking mechanisms on the scaffolding's wheels.
- ✓ The tools that are required for the work must all be on the platform before work starts.
- ✓ The movement of other people around the structure should be restricted.
- ✓ Users of the scaffolding should be asked whether they suffer from vertigo.

DURING USE OF THE SCAFFOLDING

- ✓ In no circumstances exceed the maximum capacity of the scaffolding. Do not overload the structure with materials that were not planned for, or accumulate rubble or more people than necessary.
- ✓ Prohibit smoking or drinking while carrying out any operation on the scaffolding.
- ✓ Keep the body within the vertical limits of the work platform.
- ✓ Access platforms from inside the scaffolding via the ladders that are incorporated and close the trapdoors.
- ✓ Do not place portable ladders or trestle scaffolding on top of the structure.
- ✓ Do not jump on the work platforms or set up bridges between the scaffolding and any fixed element of the works or the building
- ✓ Check that the surface is firm, solid, level and free from obstacles before moving the scaffolding, and that **there are no people, material or tools on the scaffolding.**

**ONLY STAFF AUTHORISED TO ASSEMBLE,
DISASSEMBLE AND SUPERVISE THE SCAFFOLDING.**
(For more information, see [NSH 220 Use of Scaffolding](#))

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SEQUENCE FOR ASSEMBLING THE SCAFFOLDING

This section could be used to describe the main operations indicated in the scaffold manufacturer's information booklet, which is available in the Unit.