

SCAFFOLDING

1 Purpose

The purpose of these instructions is to clarify the regulations that apply to scaffolding at INOVYN Sverige AB. The instructions do not relieve the scaffolders of their responsibility for the scaffolding's safety function.

2 Ordering

Orders are made by work order.

3 Construction

Before scaffolding is erected, a risk analysis must be carried out and documented. A new risk analysis does not need to be carried out in the event of modifications and changes that do not involve changes to the scaffolding's basic design.

Use of safety harnesses is compulsory on scaffolding.

Before new scaffolding is erected in the processing facility, a supervisor or person designated by him/her must be informed. A common inspection must be carried out onsite in order to prevent the scaffolding being erected in an inappropriate way from an operational perspective, such as obstructing escape routes or access to valves.

3.1 Warning signs

When erection of scaffolding is started, a red sign must be put up indicating that the scaffolding must not be climbed on.

3.2 Rules

The following rules apply in addition to the applicable regulations of the National Board of Occupational Safety and Health (AFS1990:12, AFS 1994:14, AFS 1995:7, AFS 200:3, AFS 2004:4 and AFS 2011:8, 2013:04).

- **Toe boards must be installed**
- End planks in the scaffolding must always be locked at the outer end to prevent being blown off.
- Planks placed on for example pipe bridges instead of "actual scaffolding" must always be secured to prevent being blown off.

- Scaffolding erected for high pressure flushing must have metal planks to reduce the risk of slipping.
- Loose scaffolding material that is not part in of any erected scaffolding must always be secured against being blown off.
- There must be ladders for the scaffolding if it is one metre or higher.
- Ladder cages must be supplied if the ladders are higher than three metres.
- Cordon off the area around the scaffolding during erection and striking. It is also important that scaffolders do not throw the clamps down to the levels below.
- Electrical cable blocks require hot work permits and fire guards when used within the flammable area when the equipment is not EX classified.
- Fall protection with the option of double attachment points must be used to ensure that you are always secured at one point when moving outside the "safe zone".



4 Ready for use

4.1 Approved scaffolding

When the scaffolding is ready and approved by the scaffolder, the sign must be supplemented with a green disc, with a number, to which the check date and signature is applied. The scaffolding is then ready for use.

4.2 Prior to each use

When the scaffolding has been erected and approved by the scaffolding contractor, the supervisors signs an approval plate, which fitted to all the scaffolding's entry points. The scaffolding contractor's supervisor notifies the client that the scaffolding is ready for access. The client checks that the scaffolding meets the required function.

- checks that the scaffolding is vertical and flat.
- checks that it is erected with all the necessary safety devices in place
- checks that couplings and spring locks are positioned correctly.

5 Striking

Leave the green sign in place until striking starts.

When scaffolding that has been up for longer than two months is detected, the green sign must be removed and sent to the scaffolding firm supervisor.

6 Mobile scaffolding

When mobile scaffolding is to be used, the scaffolder is responsible for ensuring that instructions are available onsite (with the responsible supervisor of the department) for the users of the scaffolding.

INOVYN must also ensure that the people climbing the scaffolding are competent and qualified for this task, **they must be qualified for building 9 meter scaffolding**.

Before the scaffolding is erected, check that the intended location of the scaffolding is safe and suitable.

Caution should be exercised when the scaffolding is used in places where it may be exposed to wind. When wind speeds exceed a moderate breeze, maximum 8 m/s, the scaffolding may not be used.

Never use damaged or incomplete equipment!