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**Scope of validity:**

ORLEN Unipetrol RPA s.r.o. (including BENZINA and POLYMER INSTITUTE BRNO branches)

## USE OF TEMPORARY BUILDING STRUCTURES (SCAFFOLDING)

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## List of changes

Change number	Page number		Subject of change	Valid from	Approved by (position, signature)
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## 1 Purpose

This directive lays down the conditions for the use, control, periodic controls of temporary building structures (hereinafter referred to as scaffolding) in ORLEN Unipetrol RPA s.r.o., including branches BENZINA AND POLYMER INSTITUTE BRNO, to provide a safe workplace for carrying out construction, assembly or other works and safe access to such workplaces. It also applies to structures for other purposes made up of scaffolding elements.

## 2 Scope of Validity

**The document is valid** for the following designated companies/branches:

- ☒ ORLEN Unipetrol RPA s.r.o.    ☒ ORLEN BENZINA, odštěpný závod
- ☒ ORLEN POLYMER INSTITUTE BRNO, odštěpný závod

**This issue supersedes** Directive 425 "Use of temporary building structures (scaffolding)", 1th edition of 26/01/2018.

**The directive is binding** for company employees and external suppliers (contractors and subcontractors) in all activities related to the construction, use and dismantling of scaffolding at company sites.

The availability of the directive for external suppliers (contractors and subcontractors) is ensured via the Internet: <https://www.orlenunipetrolrpa.cz/en/ServicesandChempark/ChemparkZaluzi/BindingRegulationsandInformation/Pages/default.aspx>

Different scaffolding procedures may be established for selected events through related company organisational and management standards.

Until the entities concerned are provided with the signs referred to in this directive, the existing methods of marking scaffolding shall remain in force.

## 3 Terms, Definitions and Abbreviations

Company	- ORLEN Unipetrol RPA s.r.o. including branches BENZINA AND POLYMER INSTITUTE BRNO
OZO/Transferor	- professionally qualified person responsible for assembling the scaffolding
Scaffolding	- temporary structures for the safe execution of construction, assembly and other works
User/Transferee	- a natural person or legal entity using the scaffolding
Subsequent User	- a natural person or legal entity that will use the scaffolding after the completion of the works of the original User
Additional User	- a natural person or legal entity that uses the scaffolding on the basis of the written consent of the scaffolding User
Protocol	- a document certifying the completeness, operability, handover and acceptance of the scaffolding
Non-standard structure	- scaffolding in the use of which the specified personal protective equipment must be used
IDP	- Isolating breathing apparatus
OOPP	- Personal protective equipment

## 4 Temporary building structures (scaffolding)

### 4.1 Assembly, re-construction, and disassembly of scaffolding

- 4.1.1 The scaffolding may only be assembled, disassembled or re-constructed in accordance with the legislative and normative requirements, the customer's requirements, the instructions for assembling and disassembling

contained in the accompanying documentation, the company's permit procedure and under the supervision of a person who is professionally qualified to do so (OZO). The use of non-standard and non-manufacturer approved parts or components is prohibited.

- 4.1.2 All scaffolding materials and components must be maintained and inspected to ensure that their condition meets legislative and regulatory requirements. Bent or severely corroded pipes or otherwise mechanically damaged pipes, planks, connecting components and other scaffolding elements are not permitted for scaffolding structures.
- 4.1.3 Before starting any scaffolding works and during its course (assembly, re-construction, disassembly), the contractor must secure the workplace against falling objects and unauthorised persons (e.g. by demarcating/limiting the area with safety signs, supervision, access security). The minimum size of the secured area is based on the height of the erected or dismantled scaffolding according to Table 1, unless otherwise specified by the permit procedure with regard to local conditions.

**Table 1 - (Minimum size of the protected space)**

Scaffolding height (m)	The shortest width of the protected space (m)
Up to 10	1.5
from 10 to 20	2.0
from 20 to 30	2.5
more than 30	1/10 of the object height

- 4.1.4 All equipment used must be secured against falls from height by appropriate technical measures, taking into account the nature of the activities carried out, local conditions and climatic influences.
- 4.1.5 Objects and material may only be dropped onto low-lying areas or surfaces provided that the point of impact is secured against the entry of persons (by fencing, exclusion of traffic, guarding, etc.) and its surroundings are protected against possible rebound or splashing of the dropped object or material.
- 4.1.6 Materials and objects may not be dropped from a height if the point of impact or rebound cannot be estimated in advance. It is also not possible to drop objects that could throw the worker down from a height. Examples of such items include large boards, sheet metal, original sheathing, insulation and metal rods. Powdery material shall not be dropped from height either; enclosed drops are used for this purpose. No materials may be dropped that splash, dust or make noise before landing to the floor.
- 4.1.7 All persons shall be excluded from the secured area for the duration of the scaffolding work, except for persons supervising or operating the production equipment. In a secure area, these persons are obliged to comply with the conditions set out by OZO. In the event that the exhibitor/contractor of a work permit authorises a third party to carry out work in the secure area, they shall ensure coordination of the work activities.
- 4.1.8 The erection of scaffolding in the IDP is only permitted in cases where the accessibility of the technology cannot be ensured by means of lifting platforms or similar means. Before carrying out such work, the safe conditions for carrying out the work must be established by commission. The minimum members of the commission are the exhibitor (contracting authority), the recipient and a competent person in risk prevention.
- 4.1.9 If, for technical reasons, it is not possible to prevent certain structural elements from protruding from the scaffolding body, the risk of tripping (falling persons) or collision with them must be minimised by fitting suitable fixed end structural elements.
- 4.1.10 In the event that parts of the scaffolding interfere with the profiles of vertical and horizontal roads, it is necessary to secure these parts with suitable safety signs, warning of the resulting obstacle. The safety signs must be positioned so as to draw attention to all structural elements in the profile.
- 4.1.11 When the scaffolding is not ready for use, for example during erection, dismantling or alteration, access to the scaffolding or parts of it shall be prevented by suitable barriers (e.g. removal of the access ladder) and marked

with the prohibition sign shown in Appendix A. The sign shall be placed at each entrance to the scaffold until the scaffold is handed over to the user. The prohibition sign shall also serve as a box for the scaffolding handover protocols in accordance with Article 4.1.12 or 4.1.14.

- 4.1.12 The scaffolding is handed over to the user by means of a protocol (Appendix B) prepared by OZO on the basis of a professional inspection of the scaffolding, confirming its complete completion and equipment. The user shall confirm its acceptance in the protocol. This protocol must be placed in a visible place on the scaffolding structure at the point of access to the scaffolding. Placing shall be done by inserting the protocol into the box as specified in Article 4.1.11. In the case of multiple entrances, the sign shall be placed at each entrance. Entries in the protocol shall be made with an alcohol marker to enable the protocol to be reused.
- 4.1.13 The OZO is obliged to record in the protocol any risk points arising from the scaffolding in question. These may be excessive unevenness of the flooring, narrowed scaffold profiles, etc. These risk points are only justifiable in justified cases where, due to the local conditions, the implementation cannot reasonably be carried out in accordance with the requirements of Article 4.1.1.
- 4.1.14 In cases where the scaffolding, due to local conditions (technical or spatial possibilities), contains places with missing mandatory elements related to the possible fall of persons from a height (non-standard construction), the OZO shall use the protocol given in Appendix C for the handover. In the protocol it is necessary to record the reason why the structure is substandard and the place at risk.

## 4.2 Usage of the scaffolding by the user

- 4.2.1 The scaffolding may only be used for the purposes for which it was designed and assembled, and only after it has been fully completed and handed over by OZO and in accordance with the conditions specified in the handover report.
- 4.2.2 Before starting work, the persons using the scaffolding shall always carry out a cursory inspection of the scaffolding as a whole, checking in particular the completeness and condition of the structure (railings, floors, exits, etc.), the current state in relation to climatic phenomena (icing, snow) and any contamination of the structure by industrial liquids, etc. In the case of the use of mobile scaffolding, the scaffolding must be checked for security against spontaneous movement before the work commences.
- 4.2.3 In the event of ascertained defects or unauthorised modifications according to Article 4.2.2, the user shall immediately report these facts to OZO, removing the handover protocols according to Article 4.1.12 or 4.1.14. By removing the protocol, the scaffolding will be automatically marked in accordance with Article 4.1.11. The removed protocol must be handed over to the OZO immediately. This inspection of the scaffolding is not recorded in the protocol. The OZO is not responsible for the removal of defects relating to contamination of the structure by industrial liquids and climatic phenomena (icing, snow).
- 4.2.4 Scaffolding must not be used if the date of the last inspection is older than the time limit set for the inspection (see Article 4.5.1).
- 4.2.5 When using scaffolding, it is forbidden to:
- enter the scaffolding in cases where the scaffolding is marked with a no-entry sign or without a sign,
  - enter scaffolding where I do not have the appropriate authorisation or consent to do so,
  - enter scaffolding without the specified OOPP equipment,
  - enter and work on scaffolding when it is covered with frost,
  - make any alterations to the scaffolding,
  - overload the scaffolding,
  - use the scaffolding for activities other than those for which it was erected,
  - leave the floor hatches open.
- 4.2.6 In cases where the scaffolding has to be subsequently modified for operational reasons (e.g. container assembly, removal of bundles) so that it does not meet the requirements of Article 4.1.1, the user is obliged to mark the scaffolding with a prohibition plate according to Appendix A and to notify the OZO of this condition.
- 4.2.7 All equipment and tools used must be secured against falling from height by appropriate technical measures, taking into account the nature of the activities carried out, local conditions and climatic influences, so that the risk of their falling from height is minimised.
- 4.2.8 The user must inform the OZO of the termination of the scaffolding use and of the possibility of dismantling the scaffolding or handing it over to a subsequent user.

- 4.2.9 In the event of a change in the use of the scaffolding which could result in a reduction in static, functional or occupational safety, the user must ask the OZO to assess the scaffolding and to modify it if necessary.

### 4.3 Usage of the scaffolding by additional user

- 4.3.1 For the simultaneous use of the scaffolding by an "Additional User", the written consent of the "Scaffolding User" must be requested via Appendix D. The additional user shall submit the form in duplicate to the scaffolding user. Once consent has been granted, the original will be retained by the Additional User and a copy by the User. The consent to use the scaffolding must be available at all times during the use of the scaffolding.
- 4.3.2 The user who has allowed additional user to use the scaffolding is obliged to ensure the coordination of work activities on the scaffolding in accordance with its intended use and safe operation. In the event that consent is given for more than one additional user, a person must be designated by the User to coordinate the work activities.
- 4.3.3 The scaffolding, once it is fully completed (see Article 4.1.12 or 4.1.14), may be used by Company employees or other persons under their control (in terms of the permit procedure) as horizontal and vertical communications for the purpose of access and works on the equipment and for the purpose of carrying out inspection activities without the User's consent as per Appendix D of this directive. The scaffolding user shall not be liable for any damage resulting from the modification of the scaffolding by others.

### 4.4 Usage of the scaffolding by subsequent user

- 4.4.1 In the event that the user ceases work on the scaffolding and the scaffolding is used by a subsequent user, the user shall remove the log and hand it over to the OZO. The OZO shall assess the condition of the scaffolding and hand over the scaffolding to the subsequent user in accordance with Article 4.1.12 or 4.1.14.

### 4.5 OZO scaffolding inspection (the so-called specialised control)

- 4.5.1 Scaffolding structures must be subjected to regular specialised controls by the OZO in the manner and at the intervals specified in the accompanying documentation, unless a different inspection interval is specified by the customer for a given event (e.g. during stopping, etc.). The technical control must be carried out at least once a month. This interval is reduced to 14 days for:
- Scaffolding exposed to mechanical vibration,
  - Mobile scaffolding,
  - Suspended scaffolding.
- 4.5.2 Unless otherwise stated, the OZO/Seller is responsible for carrying out scaffolding controls at specified intervals.
- 4.5.3 If extraordinary circumstances have occurred which may have adversely affected the safety of the scaffolding (e.g. adverse weather conditions), the scaffolding must be closed by the user and subsequently inspected by the OZO.
- 4.5.4 The records of controls are recorded directly in a report placed on the scaffolding. Entries shall be made with an alcohol marker to enable the reuse. At a minimum, the protocol shall record the last control performed.
- 4.5.5 In the event of defects being found, the OZO shall proceed in accordance with Article 4.1.11.

## 5 Responsibility

Responsibility is given by the provisions of Chapter 4.

## 6 List of Related Documents

### General binding legal regulations

Government Regulation No. 362/2005 Coll., on Specific Requirements for Safety and Health Protection during Work where there is a Risk of a Fall from Height or to a Depth, as amended.

### Technical standards

ČSN 73 8101 „Lešení - Společná ustanovení“ (Scaffolding - Common Provisions)

ČSN 73 8102 „Pojízdná a volně stojící lešení“ (Mobile and free-standing scaffolding)

ČSN EN 12810-1 „Fasádní dílcová lešení - Part 1: Požadavky na výrobky“ (Façade scaffolding - Part 1:

Product requirements)

ČSN EN 12810-2 „Fasádní dílcová lešení - Part 2: Zvláštní postupy při navrhování konstrukce“ (Façade scaffolding - Part 1:

Special structure design procedures)

ČSN 73 2824-1 „Třídění dřeva podle pevnosti - Part 1: Jehličnaté řezivo“ (Strength grading of timber - Part 1:

Coniferous sawn timber)

ČSN EN 1991-1-4 „Eurocode 1: Zatížení konstrukcí - Část 1-4: Obecná zatížení - Zatížení větrem“ (Loads on structures - Part 1-4:

General Loads - Wind Loads")

ČSN EN 12811-1 „Dočasné stavební konstrukce – Part 1. Pracovní lešení – Požadavky na provedení a obecný návrh“ (Temporary building structures - Part 1.

Working scaffolds - Performance requirements and general design)



## Appendix A Prohibition of the use of scaffolding - table sample

(The table may differ graphically, but its content must meet the requirements of the Technical Standards quoted above)



## Appendix B Scaffolding handover protocol - table sample

(The table may differ graphically, but its content must meet the requirements of the Technical Standards quoted above)

Ev. číslo:		
<b>PROTOKOL O PŘEDÁNÍ / PŘEVZETÍ LEŠENÍ</b>		
Útvar:		Stavba:
Místo:		
Riziková místa:		
<b>Předávající firma:</b>		
Zastoupena:		Telefon:
Typ lešení:	Množství:	
Výměra:	Nosnost:	
Dovolенý počet současně zatížených podlah:		
<b>Přejímající firma:</b>		
Zastoupena:		Telefon:
Lešení předáno dne:		Podpis:
Lešení převzato dne:		Podpis:
Předávající firma provedla montáž (pracovního, fasádního, podpěrného, prostorového, pojízdného) lešení v souladu s ČSN 738101, ČSN 738107, ČSN EN 12811, ČSN EN 1004, normami souvisejícími, technickými podmínkami výrobce lešení a návodem na montáž lešení.		
<b>Následná kontrola</b>		
Stav	Datum	Podpis

## Appendix C Non-standard structure (scaffolding) handover protocol - table sample

(The table may differ graphically, but its content must meet the requirements of the Technical Standards quoted above)

Ev. číslo:

**PROTOKOL O PŘEDÁNÍ / PŘEVZETÍ LEŠENÍ**  
**!! POZOR !! NESTANDARDNÍ KONSTRUKCE**

Důvod/místo:	
Útvar: <input style="width: 150px;" type="text"/>	Stavba: <input style="width: 150px;" type="text"/>
Místo: <input style="width: 300px;" type="text"/>	
<b>Předávající firma:</b>	
Zastoupena: <input style="width: 200px;" type="text"/>	Telefon: <input style="width: 100px;" type="text"/>
Typ lešení: <input style="width: 150px;" type="text"/>	Množství: <input style="width: 150px;" type="text"/>
Výměra: <input style="width: 150px;" type="text"/>	Nosnost: <input style="width: 150px;" type="text"/>
Dovolený počet současně zatížených podlah: <input style="width: 150px;" type="text"/>	
<b>Přejímající firma:</b>	
Zastoupena: <input style="width: 200px;" type="text"/>	Telefon: <input style="width: 100px;" type="text"/>
Lešení předáno dne: <input style="width: 80px;" type="text"/>	Podpis: <input style="width: 150px;" type="text"/>
Lešení převzato dne: <input style="width: 80px;" type="text"/>	Podpis: <input style="width: 150px;" type="text"/>
<p>Předávající firma provedla montáž (pracovního, fasádního, podpěrného, prostorového, pojízdného) lešení v souladu s ČSN 738101, ČSN 738107, ČSN EN 12811, ČSN EN 1004, normami souvisejícími, technickými podmínkami výrobce lešení a návodem na montáž lešení.</p>	
<b>Následná kontrola</b>	
Stav	Datum
Podpis	
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>

## Appendix D Consent to the use of scaffolding - table sample

<b>Consent to the use of scaffolding</b>	
Protocol number:	
The transferee (scaffolding user) to whom the scaffolding has been handed over for use gives consent to the use of the scaffolding for the persons/entities listed:	
Consent is granted for the period:	
Ensuring OSH:	
<b>Name and surname of the scaffolding user</b>	<b>Signature</b>
The additional user is entitled to use the scaffolding for the agreed period of time at the agreed location and in a manner appropriate to the type, in particular with regard to the maximum load on the working floor of the scaffolding. The person/entity is prohibited from making any modifications to the scaffolding. The additional user shall always carry out a cursory inspection of the scaffolding as a whole before starting work, checking in particular the completeness of the structure (railings, floors, outlets, etc.). In the event of non-conformities, the scaffolding may not be used. If the scaffolding is marked as no-entry or unmarked, the permit shall temporarily cease to be valid.	