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Scope of validity:

UNIPETROL RPA, s.r.o. (including the REFINERY registered branch)



USE OF TEMPORARY BUILDING STRUCTURES (SCAFFOLDING)

Approved by:

Company executive

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Only for internal purposes

Verified by: Ing. Michal Šulc, head of the safety division

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1 Purpose

This directive determines the conditions for use, inspections and periodic inspections of temporary building structures (hereinafter scaffolding) in UNIPETROL RPA, s.r.o. including the REFINERY registered branch, to ensure safety on workplaces during construction, assembly and other activities, as well as safe access to these workplaces. The same applies for other structures made of scaffolding elements.

2 Scope of validity

The directive is valid for the following companies:

- ☒ UNIPETROL RPA, s.r.o. ☒ RAFINÉRIE, odštěpný závod
☐ BENZINA, odštěpný závod ☐ POLYMER INSTITUTE BRNO, odštěpný závod

This edition cancels:

- Work procedure 19 "Use of temporary building structures (scaffolding)", 2nd issue of 1 September 2014 valid for UNIPETROL RPA, s.r.o
- Directive 425 "Scaffolding", 5th issue of 2 December 2014, valid for ČESKÁ RAFINÉRSKÁ, a.s.

The direct is binding for employees of the company, employees of external suppliers and other people performing activities related to working at heights.

Different procedures regarding scaffolding may be specified for selected actions via related organization and management standards of the company.

Until the subjects in question are equipped with labeling as per this directive, the original scaffolding labels remain in effect.

3 Terms, definitions and abbreviations

Company	- UNIPETROL RPA, s.r.o. including the REFINERY registered branch
CP/Handing over party	- competent person responsible for assembly of the scaffolding
Scaffolding	- temporary building structure for safe performance of construction, assembly and other works
User/Receiving party	- Natural or legal entity that is using the scaffolding.
Subsequent user	- Natural or legal entity that will be using the scaffolding upon the completion of the works of the original user.
Additional user	- Natural or legal entity that is using the scaffolding based on a written approval issued by the scaffolding user.
Protocol	- a document proving the completeness, operability, hand-over and acceptance of the scaffolding
Non-standard structure	- scaffolding whose use requires the use of specified personal protective equipment.
IDP	- Insulation breathing apparatus (IDP)
PPE	- Personal protective equipment

4 Temporary building structures (scaffolding)

4.1 Assembly, reconstruction and disassembly of scaffolding

- 4.1.1 Scaffolding may be assembled, disassembled and reconstructed only in accordance with legal and normative requirements, requirements of the client, instruction for assembly and disassembly in the accompanying documentation, permission proceedings of the company, and under the supervision of the competent person (CP). Use of non-standard parts and components not approved by the manufacturer is not allowed.
- 4.1.2 All scaffolding material and parts must be maintained and checked to make sure their condition is in compliance with legal and normative requirements. Bent or highly corroded pipes or otherwise damaged pipes, boards or connecting materials are not allowed to be used to build the scaffolding.
- 4.1.3 Before and during any scaffolding work takes place (assembly, reconstruction, disassembly), the contractor must secure the workplace against falling objects and entry of unauthorized persons (e.g., via warning tape, supervision, securing of entry points). The minimum size of the secured area depends on the height of the installed or disassembled scaffolding as per table 1, unless specified otherwise by the permission proceedings in view of local conditions.

Table 1 – (Minimum size of the secured area)

Workplace height	Secured area (m)	Secured area when a pulley and a winch is used (m)
up to 3m	depending on local conditions	depending on local conditions
from 3m to 10m	1.5 m	2.0 m
from 10 to 20 m	2.00 m	2.50 m
from 20 to 30 m	2.50 m	3.00 m
over 30 m	1/10 of the structure height	1/10 of the structure height + 0.5 m

- 4.1.4 All used tools must be secured against falling from heights via suitable technical measures with regards to the nature of performed activities, local conditions and weather.
- 4.1.5 Throwing down objects and material to lower locations or areas is allowed only if the area is secured against entry of people (fence, stopped traffic, supervision, etc.) and its surroundings are protected against bouncing off or splashing of the thrown object or material.
- 4.1.6 It is not allowed to throw down material and objects if it is not possible to estimate the landing or bounce-off location. It is also not allowed to throw down objects that could pull the employee down with them. Such objects include large boards, metal sheets, original plating, insulation and metal rods. Bulk material must not be thrown down; closed chutes are used instead. It is not allowed to throw down any material that may cause a disturbance due to splashing, dust or noise.

- 4.1.7 During scaffolding works, it must be ensured that no one is walking in the secured area, with the exception of persons performing supervision or ensuring the operation of production equipment. Such persons are obliged to comply with the conditions determined by the CP while they remain in the secured area. If the work permit issuer allows a third party to work in the secured area, then coordination of activities must be ensured.
- 4.1.8 Scaffolding construction in IDP is allowed only if access to the technology cannot be ensured with the use of a lifting platform or similar equipment. Before commencement of these works, it is necessary to determine safe working conditions via a committee. The committee must include at least the issuer (submitter), recipient, competent person for risk prevention.
- 4.1.9 If it is not possible due to technical reason to prevent parts of construction elements from protruding from the scaffolding, the risk of tripping (falling) or hitting must be minimized by suitable end pieces.
- 4.1.10 If parts of scaffolding reach into vertical or horizontal roads, these must be provided with suitable safety labels that warn about the obstacle. Safety labels must be placed so as to warn about all construction elements in the profile.
- 4.1.11 If the scaffolding is not ready for use, e.g., during its assembly, disassembly or reconstruction, the entry to the scaffolding or its parts must be provided with suitable barriers (e.g., removing the access ladder) and marked with a ban of entry as shown in Annex A. The sign must be placed at each entry to the scaffolding until the scaffolding is handed over to the user. The ban sign is also used as a box for placing protocols on the hand-over of the scaffolding into use as per articles 4.1.12 or 4.1.14.
- 4.1.12 The scaffolding is handed over to the user via a protocol (annex B) drawn up by the CP on the basis of an expert inspection of the scaffolding, verifying its full completion and equipment. The user shall confirm acceptance of the scaffolding in the protocol. This protocol must be placed on a visible place on the scaffolding structure at the entry to the scaffolding. The protocol is inserted into a box as per article 4.1.11. If there are more entries, the sign must be placed at each entry. Records are made into the protocol using an alcohol marker so that the protocol can be used again.
- 4.1.13 The CP is obligated to record any high-risk places of the given scaffolding into the protocol. This may include above-limit unevenness of the flooring, narrowed scaffolding profiles, etc. Such high-risk places are acceptable only in justified cases when it is not possible to ensure that the requirements in article 4.1.1 are met due to the local conditions.
- 4.1.14 In places where, due to local conditions (technical or spatial limitations), the scaffolding is missing the required elements related to the risk of persons falling from heights (non-standard construction), the CP uses the protocol in Annex C to hand-over the scaffolding. In the protocol it is then necessary to record the reason why the construction is non-standard and to specify the high-risk area.

4.2 Use of scaffolding by users

- 4.2.1 The scaffolding may only be used for the intended purpose for which it was assembled and may only be used after it is fully completed and handed over by the CP and in accordance with the conditions specified in the handover protocol.
- 4.2.2 Before starting any work, users of the scaffolding must always carry out a cursory inspection of the scaffolding as a whole, checking namely the completeness and the condition (railing, floors, ladders, etc.), the current state in terms of the weather conditions (frosting, snow) and any contamination of the structure by industrial liquids, etc. In case of portable scaffolding, the securing against accidental movement must be checked prior to commencement of work.
- 4.2.3 When defects or unauthorized modifications as per article 4.2.2 are discovered, the user must report them immediately to the CP and remove the hand-over protocols as per article 4.1.12 or 4.1.14. By removing the protocol, the scaffolding will be automatically labeled as per article 4.1.11. The removed protocol shall be immediately submitted to the CP. This scaffolding inspection is not

recorded in the protocol. The CP is not responsible for removing defects pertaining to contamination by industrial liquids and weather phenomena (black ice, snow).

4.2.4 The scaffolding must not be used if the date of the last revision is older than the required revision interval (see article 4.5.1).

4.2.5 When using the scaffolding it is prohibited to:

- enter scaffolding if there is a no entry sign or when not labelled,
- enter the scaffolding without proper authorization or consent for the given activity,
- enter the scaffolding without the required PPE,
- enter and work on the scaffolding if it is covered in black ice/frost,
- modify the scaffolding in any way,
- overload the scaffolding,
- use the scaffolding for other than the intended purpose,
- leave the manholes in the floor uncovered when working,

4.2.6 If the scaffolding must be modified for operational reasons (assembly of container, removing bundles) so that it no longer meets the requirements stipulated in article 4.1.1, the user is required to mark the scaffolding with the no entry sign as per Annex A and report this fact to the CP.

4.2.7 All used means and tools must be secured against falling from heights via suitable technical measures with regards to the nature of performed activities, local conditions and weather so as to minimize the risk of their falling.

4.2.8 The user is required to inform the CP about the end of use of the scaffolding and about the possibility of its disassembly and handover to another user.

4.2.9 When the scaffolding is used in an altered way that could lower its structural, functional or occupational safety, the user must ask the CP to evaluate the scaffolding and modify it, if necessary.

4.3 Use of scaffolding by other users

4.3.1 Use of the scaffolding by “another user” at the same time is only allowed with a written consent of the “Scaffolding user” using Annex D. The other user shall submit the form in two copies to the scaffolding user. Once the consent is granted, the other user shall keep the original and the user the copy. The consent to use the scaffolding shall be kept available during the entire time of its use.

4.3.2 The user who allows another user to use the scaffolding shall be obliged to coordinate work activities in the scaffolding in compliance with its purpose and operational safety. Should an approval to use the excavation be granted to multiple additional users, the user shall be obliged to delegate a person who will coordinate related work activities.

4.3.3 The scaffolding after its full completion (see article 4.1.12 or 4.1.14) can be used by company employees or other controlled persons (as per the permission proceedings) as a horizontal and vertical path for accessing and working on the equipment and also to perform inspections without the user’s consent as per Annex D of this procedure. The scaffolding user is not responsible for any damage caused to the scaffolding by other users.

4.4 Use of the scaffolding by a subsequent user

4.4.1 Should the user terminate their work on the scaffolding and should the scaffolding be used by a subsequent user, the user shall remove the protocol and submit it to the contractor. The CP shall evaluate the state of the scaffolding and hand the scaffolding over to the subsequent user as per articles 4.1.12 or 4.1.14.

4.5 Scaffolding inspection by the CP

- 4.5.1 The scaffolding construction must undergo regular professional inspections via the CP in a way and in intervals specified by the accompanying documentation, unless the client for the given event specifies a different interval of inspections. The professional inspection must be done at least 1x a month. This interval is shortened to 14 days for:
- scaffolding exposed to mechanical vibrations,
 - portable scaffolding,
 - suspended scaffolding,
- 4.5.2 If emergency events took place that could have had a negative impact on the safety of the scaffolding (e.g., adverse weather conditions), then the scaffolding must be closed by the user and the CP must carry out a professional inspection.
- 4.5.3 Inspection records shall be made directly into the protocol stored at the scaffolding. Record are made using an alcohol marker so that it can be used again. The protocol must, as a minimum, specify the last carried out inspection.
- 4.5.4 Should any defects be located, the CP proceeds pursuant to Article 4.1.11.

5 Responsibility

Responsibility is determined by provisions in chapter 4.

6 List of related documents

Generally binding legal regulations

Directive of the Czech Occupational Safety Office and of the Czech Mining Office no. 601/2006 Coll. that cancels directive of the Czech Occupational Safety Office and of the Czech Mining Office no. 324/1990 Coll, on occupational safety and technical equipment during construction works, as per directive no. 363/2005 Coll., and directive no. 363/2005 Coll., that amends directive of the Czech Occupational Safety Office and of the Czech Mining Office no. 324/1990 Coll., on occupational safety and technical equipment during construction works, as amended.

Government Regulation 362/2005 Coll., on detailed minimum requirements for safety and health at work sites with a risk of falling from heights or into depths.

Technical standards

ČSN 73 8101	"Scaffolding - Shared provisions"
ČSN EN 12810-1	Facade scaffolds made of prefabricated components - Part 1 Product specifications"
ČSN EN 12810-2 structural design. "	Facade scaffolds made of prefabricated components - Part 2 Particular methods of
ČSN 73 2824-1	"Strength grading of wood - Part 1: Coniferous sawn timber"
ČSN EN 1991-1-4	"Actions on structures"

Annex A Prohibition of use of the scaffolding



Annex B Hand-over protocol

Ev. číslo:		
PROTOKOL O PŘEDÁNÍ / PŘEVZETÍ LEŠENÍ		
Útvar:		Stavba:
Místo:		
Riziková místa:		
Předávající firma:		
Zastoupena:	Telefon:	
Typ lešení:	Množství:	
Výměra:	Nosnost:	
Dovolený počet současně zatížených podlah:		
Přejímající firma:		
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.		
Následná kontrola		
Stav	Datum	Podpis

Annex C Protocol on hand-over of non-standard structure

Ev. číslo:

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

Důvod/místo:



Útvar:

Stavba:

Místo:

Předávající firma:

Zastoupena:

Telefon:

Typ lešení:

Množství:

Výměra:

Nosnost:

Dovolný počet současně zatížených podlah:

Přejímající firma:

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.

Následná kontrola

Stav

Datum

Podpis

Annex D Approval to use the scaffolding

Approval to use the scaffolding	
Protocol number:	
The accepting party (scaffolding user), which accepted the scaffolding for use, approves that the following persons/entities can use the scaffolding:	
The approval is issued for the following period:	
Securing OHS:	
First and last name of the scaffolding user	Signature
Another user is authorized to use the scaffolding for the agreed duration on the agreed location in a way that corresponds to the given type, namely in terms of the maximum load of the scaffolding floor. The person/entity is not allowed to perform any modifications to the scaffolding. Always prior to commencing the work, another user shall briefly inspect the scaffolding as a whole, focusing mainly on completeness of the structure (railing, floor, protrusions etc.). Should any discrepancies be detected, the scaffolding must not be used. When the scaffolding is marked with a "No Entry" sign or when it is without any marking, this permit shall become temporarily invalid.	