

SPOLANA s.r.o. Neratovice	SAFETY INSTRUCTIONS Local operational safety regulations	Number: B-3.16.18 Old number: BI-00-15 Page 1 of 8
TITLE: WORK AT HEIGHTS – USE OF TEMPORARY STRUCTURES (SCAFFOLDING)		
Manager: Safety Department		
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1 INTRODUCTION

These safety instructions (SI) set out the conditions for the assembly, reconstruction, and dismantling of temporary building structures (hereinafter referred to as scaffolding), their use, inspections, and periodic inspections—to ensure a safe workplace for construction, assembly, or other work and safe access to these workplaces.

It also applies to structures for other purposes assembled from scaffolding elements.

The basic conditions for work at heights and above open depths are set out in B-3.16.16 "Work at heights".

This BI applies to all SPOLANA s.r.o. employees and other persons on the SPOLANA s.r.o. premises when working on scaffolding (including the obligation to use personal protective equipment). Violation of this BI may result in penalties and claims for damages, including damages caused to the health of persons in accordance with legal regulations.

2 SCOPE OF APPLICABILITY AND DISTRIBUTION LIST

This BI applies to work with temporary building structures (hereinafter referred to as scaffolding) at all SPOLANA s.r.o. Its violation may result in penalties and claims for damages, including damages caused to the health of employees, in accordance with legal regulations.

This BI is distributed to SPOLANA s.r.o. departments in electronic form in the Company Legislation database in Lotus Notes and in the Dok-system, and to external entities on the SPOLANA s.r.o. website (<http://www.spolana.cz> under "Services and Premises / Legislation").

3 ASSEMBLY, RECONSTRUCTION AND DISMANTLING OF SCAFFOLDING

3.1 Assembly, dismantling or reconstruction of scaffolding

Scaffolding may only be assembled, dismantled or rebuilt in accordance with legislative and normative requirements, the client's requirements, the assembly and dismantling instructions for the given type of scaffolding structure contained in the accompanying documentation, the company's approval procedure and by a person who is professionally qualified (OZO). Only persons who have been trained and whose knowledge and skills have been verified may perform these activities.

The assembly instructions, including the necessary supplementary drawings and documents, must be available to persons who assemble, rebuild, and dismantle the structure, and must be available for inspection by the user for each scaffolding structure.

If the necessary documentation is not available for a temporary building structure or if this documentation does not cover the intended structural arrangement, an individual calculation of strength and stability must be performed by a professionally qualified person, except in cases where the structure is assembled in accordance with the arrangement contained in the Czech technical standard.

Depending on the complexity of the selected temporary building structure, a professionally qualified person (hereinafter referred to as OZO) shall propose a specific procedure for assembly, use, and disassembly.

All scaffolding materials and components must be maintained and inspected to ensure that their condition complies with legislative and regulatory requirements. Bent or heavily corroded pipes or otherwise mechanically damaged pipes, boards, and connecting components are not permitted for scaffolding construction; wooden ladders must be sturdy and free of obvious defects. The use of non-standard parts or components not approved by the manufacturer is prohibited.

3.2 Scaffolding construction in self-contained breathing apparatus

This is only permitted in cases where access to the technology cannot be ensured by means of lifting platforms or similar equipment. Before carrying out this work, it is necessary to establish safe conditions for the work to be carried out by a commission. The minimum members of the commission are the issuer of the work permit (contracting authority), the recipient of the work permit, and a professionally competent person in risk prevention.

3.3 Basic technical requirements for scaffolding

- a) The structural height of a scaffolding floor is usually 2 m for light scaffolding, so that the clearance height of the scaffolding floor, measured between the floor and the crossbar supporting the upper floor, or between the floor and the horizontal diagonal bracing, is at least 1.75 m. The clearance height measured between floors must be at least 1.9 m. For industrial scaffolding, the clearance height may be reduced locally to 1.5 m, provided that all workers on the scaffolding wear protective helmets. The clearance height for pedestrians near scaffolding must be at least 2.1 m. Protection of vehicle passageways is provided by a safety canopy with a minimum clearance height of 4.2 m.

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- b) The width of the floor of working scaffolding is at least 60 cm, but it is usually considerably larger due to the need to ensure a safe working and communication space on the scaffolding. Individual structural elements of scaffolding floors (boards, planks, components) must be secured against displacement or rotation and fitted together so that the floor is as tight as possible. The gaps between floor elements, planks, or components must not exceed 2.5 cm, or 6 cm in exceptional cases at the points of vertical load-bearing elements. Floors should have a flat surface with a maximum protrusion of 3 cm, and up to 5 cm at the corners of the scaffolding. Greater unevenness must be compensated for with a wedge with a maximum slope of 1:6. The minimum thickness of boards used for floor construction is 2.4 cm.
- c) The free edges of scaffolding work floors shall be fitted with guardrails fixed to the inside of the posts or other supports. If the height of the work floor above the adjacent surroundings is between 1.5 and 2 m, the guardrail may be single-rail; if the height is above 2 m, the guardrail must be double-rail and a floor stop must be installed. The stop is fitted to the floor from the outside to prevent slipping and to protect people under the scaffolding from falling materials or objects. The height of the railing is at least 1.1 m, and the stop is 15 cm.
- Railings at the inner edges of work floors are not required if the gap between the floor and the adjacent wall is no wider than 25 cm. For gaps up to 40 cm wide, a single-rail railing without a floor stop may be used. If the width of the gap is 40 cm or more, an anti-slip stop must be installed on the inside of the floor to protect people under the scaffolding from falling materials or objects, and the railing must be double-barred.
- d) Access to scaffolding floors is usually provided by means of access ladders. Access to individual scaffolding floors must not be above each other and cannot be provided continuously across two or more floors. Ladders must extend at least 1.1 m above the top floor (except for sectional scaffolding, where openings in the floor allowing ascent or descent are protected by an automatic hatch), and their installation must be secured against tipping, slipping, etc. Openings in the floor allowing access or descent via ladders must be at least 60 x 60 cm in size. Ladders may only be used with scaffolding that is no higher than 5 m.
- e) Ladders cannot be used as a supporting or load-bearing element for scaffolding floors, with the exception of ladders that are designed for this purpose by the manufacturer. Wooden ladders with a maximum length of 3.5 m with rungs inserted into double side rails of sufficient strength (as proven by calculation).
- f) If it is not possible to prevent certain structural elements from protruding from the scaffolding structure (for technical reasons), the risk of tripping (falling persons) or collision with them must be minimized by installing suitable fixed end structural elements.
- g) If parts of the scaffolding interfere with vertical and horizontal communication routes, these parts must be secured with appropriate safety markings to warn of the obstacle. Safety markings must be placed so as to warn of all structural elements in the profile.

4 SECURING THE AREA AROUND THE SCAFFOLDING

4.1 Before starting any scaffolding work and during its course (assembly, reconstruction, dismantling), the contractor must **secure the workplace against falling objects and against entry by unauthorized persons** (e.g., warning tape, supervision, securing the entrance).

The minimum size of the secured area depends on the height of the assembled 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 secured area

Workplace height	Secure area
up to 3 m	depending on local conditions
from 3 m to 10 m	1.5 m
from 10 m to 20 m	2.00 m
from 20 m to 30 m	2.50 m
over 30 m	1/10 of the height of the object

For vertical transport of loads, the space is increased by 1 m on all sides from the base of the load.

4.2 All equipment used must be **secured against falling from a height** by means of appropriate technical measures, taking into account the nature of the activities performed, local conditions, and climatic influences. For conditions for securing objects and materials against falling, see B-3.16.16 "Working at heights."

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4.3 Objects and materials may only **be dropped** onto lower-lying places or areas provided that:

- the landing area is secured against entry by persons (by fencing, exclusion of traffic, guarding, etc.) and its surroundings are protected against possible rebound or splashing of the dropped object or material,
- the material is dropped into a closed space (especially loose material),
- excessive dust, noise, and other undesirable phenomena are prevented,
- it is not an area with a risk of explosion.

4.4 It is not possible to drop materials and objects from a height:

- If we cannot predict in advance where they will land or bounce,
- it is not possible to drop objects that could pull the worker down from a height when thrown; such objects include, for example, large slabs, metal sheets, original metal cladding, insulation, and metal rods.
- it is not possible to drop any materials that cause nuisance by splashing, producing dust, or making noise when flying through the air.

4.5 During scaffolding work, **all persons** except those supervising the work or ensuring the operation of production equipment shall **be excluded from the secured area**. In the secured area, these persons are obliged to comply with the conditions set by the OZO. If the issuer of the work permit allows a third party to carry out work in the secured area, they shall ensure the coordination of work activities.

5 USE, INSPECTION, AND MAINTENANCE OF SCAFFOLDING

5.1 Temporary building structures can only **be considered safe** if:

- they are based on sufficiently load-bearing terrain or on a structure whose load-bearing capacity has been statically proven,
- load-bearing components are secured against slipping either by attachment to the base surface or by other means of equivalent effectiveness that ensure the stability of the scaffolding; mobile scaffolding is secured by suitable devices against accidental movement during work,
- mobile scaffolding must have solid, tubeless wheels and be equipped with brakes; scaffolding must be secured against spontaneous movement
- they are designed to form a spatially rigid unit secured against local and overall deflection, displacement, or overturning;
- They are sufficiently strong and resistant to external forces and adverse influences. They are capable of carrying the expected load and their function is proven by static calculation or other documentation.
- the dimensions, shape, and equipment of the floors correspond to the nature of the work performed, the floors allow safe movement and performance of work in a suitable working position,
- floors are installed in such a way that their components do not shift during normal use; there are no dangerous gaps in the floors and between floor panels and vertical collective fall protection;
- the work areas on them are accessible via safe means of communication (ladders, stairs, ramps, or lifts).

5.2 If the scaffolding is not ready for use, for example during assembly, disassembly, or reconstruction, access to the scaffolding or its parts must be prevented by appropriate barriers (e.g., removal of the access ladder) and marked with a prohibition sign as shown in Appendix No. 1 (plastic sleeve, which also serves to insert the Assembly Record – Handover Protocol card). The sign must be placed at each entrance to the scaffolding until the scaffolding is handed over to the user.

6 HANDOVER OF SCAFFOLDING TO THE USER

6.1 Temporary structures may only **be used** after they have been properly handed over by a professionally qualified person responsible for their assembly and accepted for use by the person responsible for their use.

The person responsible for the assembly of the scaffolding shall make an entry in the Assembly Record section of the protocol and carry out the handover. For the handover, the person handing over the scaffolding shall, on the basis of a professional inspection, draw up an Assembly Record - Handover Protocol (slip card in a plastic sleeve, see Annex No. 2 to this BI) confirming the complete completion and equipment of the temporary building structure.

After the final inspection of the scaffolding, the person responsible for the scaffolding construction shall confirm the correct and safe execution of the construction by signing the scaffolding handover report, and then hand over the report to the person responsible for the user for signature, thereby confirming the acceptance of the scaffolding.

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6.2 An Assembly Record - Handover Protocol (card) must be placed on the scaffolding with the following information filled in:

Assembly record:

construction site, exact location, name of the customer, name and signature of the chief scaffolding assembler, load class, and floor area load per 1 m^2 .

The handover protocol, which is part of the card – Installation record, shall be completed by the person responsible for use:

name and signature, date and time, any comments.

This protocol must be placed in a visible location on the scaffolding structure at the point of entry to the scaffolding. It is placed by inserting the card into a plastic sleeve so that it covers the prohibition sign. In the case of multiple entrances, the signage must be placed at each entrance.

6.3 A handover and takeover report is not required:

- for standardised light scaffolding with a working floor height of up to 1 m,
- mobile work platforms, if their load-bearing parts were not dismantled when moved to another workplace, whereby the adjustment of load-bearing parts to the transport position is not considered dismantling.

6.4 OZO is obliged to record any risk areas resulting from the scaffolding in question **in the protocol**. These may include excessive unevenness of floors, narrowed scaffolding profiles, etc. These risk areas are justified only in justified cases where, due to local conditions, it is not possible to effectively implement the requirements of Chapter 3.

In cases where, due to local conditions (technical or spatial possibilities), the scaffolding contains areas with missing mandatory elements related to the possible fall of persons from a height (non-standard construction), this information shall be recorded in the Handover Protocol in the Notes section and the user shall be notified of this fact upon handover. The report must state the reason why the structure is non-standard and draw attention to the hazardous location.

7 USE OF SCAFFOLDING

7.1 Use of scaffolding by the user

- Scaffolding may only be used for the purposes for which it was designed and assembled, after it has been fully completed and handed over by OZO and in accordance with the conditions specified in the handover protocol.
- Persons using the scaffolding are obliged to always perform a cursory inspection of the scaffolding (in accordance with the scaffolding assembly instructions) as a whole before starting work, during which the completeness and condition of the structure (railings, floors, exits, etc.), the current condition in relation to climatic phenomena (frost, snow) and any contamination of the structure with industrial liquids, etc. When using mobile scaffolding, a check must be carried out before starting work to ensure that the scaffolding is secured against spontaneous movement.
- In the event of detected defects or unauthorized modifications, the user shall immediately report these facts to OZO and remove the Handover Protocol (see Chapter 5). By removing the protocol, the scaffolding will be automatically marked with the prohibition sign specified in Appendix No. 1 (see Section 5.2). The removed protocol must be handed over to OZO immediately. This scaffolding inspection is not recorded in the Protocol. OZO is not responsible for the removal of defects. The scaffolding may only be used for the purposes for which it was designed and assembled, after its complete completion and handover by OZO and in accordance with the conditions specified in the handover protocol.
- The scaffolding must not be used if the date of the last professional inspection is older than the specified deadline for its performance (see Chapter 8).
- For health requirements and training of persons using scaffolding, see B-3.16.16 "Working at heights".
- When using scaffolding, it is prohibited to:**
 - enter scaffolding in cases where scaffolding is marked with a no entry sign or without a sign,
 - enter scaffolding in cases where I do not have the appropriate authorization or consent for this activity,
 - enter scaffolding without the specified PPE equipment,
 - enter and work on scaffolding if it is covered with ice,
 - make any modifications to the scaffolding,
 - overload the scaffolding,
 - use scaffolding for activities other than those for which it was erected,
 - leave floor panel access hatches open during work.
- In cases where scaffolding must be modified for operational reasons (e.g., installation of a container, removal of bundles) in such a way that it no longer meets the requirements of Chapter 3, the user is obliged to mark the scaffolding with a prohibition sign in accordance with Appendix No. 1 of this

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BI, and immediately notify OZO of this situation in writing.

- h) All equipment and tools used must be secured against falling from a height by means of appropriate technical measures, taking into account the nature of the activities performed, local conditions, and climatic influences, in order to minimize the risk of them falling from a height.
- i) The user is obliged to inform OZO in writing about the termination of the use of the scaffolding and about the possibility of dismantling the scaffolding or handing it over to the next user.
- j) In the event of a change in the use of the scaffolding that could result in a reduction in static, functional, or operational safety, the user must request OZO in writing to assess the scaffolding and make any necessary adjustments.

7.2 Use of scaffolding by another user and subsequent users

- a) For simultaneous use of scaffolding by another user, it is necessary to request the written consent of the scaffolding user – see the form in Appendix 3 of this BI. The other user shall submit two copies of the form to the scaffolding user. Once consent has been granted, the original shall remain with the other user and the copy with the user. Consent to the use of scaffolding must be available throughout the entire period of use of the scaffolding.
- b) A user who has allowed another user to use the scaffolding is obliged to ensure the coordination of work activities on the scaffolding in accordance with its intended use and operational safety. If consent is granted to multiple additional users, the user must designate in writing a person who will coordinate the work activities.
- c) After its complete completion and handover (see Chapter 5), the scaffolding may be used by company employees or other persons as horizontal and vertical communication for access and work on the equipment and for inspection activities. The user of the scaffolding is not liable for any damage resulting from modifications to the scaffolding by other entities.
- d) If the user finishes their work on the scaffolding and the scaffolding will subsequently be used by another user, the user shall collect the Handover Protocol and hand it over to the OZO. The OZO shall assess the condition of the scaffolding and hand it over to the subsequent user in accordance with Chapter 5.

8 REGULAR PROFESSIONAL INSPECTIONS AND CHECKS OF OZO SCAFFOLDING

Temporary building structures (scaffolding) must undergo regular professional inspections and checks by OZO in the manner and at the intervals specified in the accompanying documentation, unless the client specifies a different inspection interval for the project in question. Professional inspections must be carried out at least once a month. This interval is reduced to 14 days for:

- scaffolding exposed to mechanical vibration,
- mobile scaffolding or suspended scaffolding.

If extraordinary circumstances arise that could have an adverse effect on the safety of the scaffolding (e.g., adverse weather conditions), the scaffolding must be closed by the user and a professional inspection by OZO must be carried out.

The OZO records the inspection records directly in **the Assembly Record – Handover Protocol** (card) on the other side of the card in the section – Scaffolding Inspection Record, located on the scaffolding. At least the last inspection performed must be recorded in the Protocol.

If defects are found, the OZO shall proceed in accordance with paragraph 5.2.

In addition to these inspections, a daily routine inspection is carried out before the start of work. Any defects found during all inspections must be rectified immediately.

The scaffolding inspection report may also be completed in the specified section by a BP department specialist who is authorized to inspect the scaffolding structure in question.

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9 RELATED DOCUMENTS

Act No. 309/2006 Coll., regulating further requirements for occupational health and safety in labor relations and ensuring occupational health and safety in activities or the provision of services outside labor relations (Act on Ensuring Further Conditions for Occupational Health and Safety), as amended

Government Regulation No. 362/2005 Coll. on detailed requirements for occupational health and safety at workplaces with a risk of falling from a height or into a depth, as amended

Government Regulation No. 101/2005 Coll. on detailed requirements for workplaces and the working environment

Government Regulation No. 591/2006 Coll. on detailed minimum requirements for occupational health and safety at construction sites, as amended

Government Regulation No. 375/2017 Coll. on the appearance, placement, and design of safety signs and markings and the introduction of signals Decree No. 79/2013 Coll. on occupational health services and certain types of assessment care, as amended

regulations

BI 00-01 (subsequently B-3.16.9) "Basic safety instructions for employees" B-3.16.16

"Working at heights"

PTP-09-109 "Fall protection in places where there is a descent from the free edge of a walkable surface"

S-3.12.1 "Records"

S-3.17.8 "Fire protection" S-3.8.9

"Training"

S-3.16.3 "Provision of personal protective equipment"

S-3.11.5 "Authorization of work on equipment and work under exceptional conditions" Process P-3.9.1 "Information technology"

ČSN 73 8101 "Scaffolding - General provisions"

ČSN 73 8102 "Mobile and free-standing scaffolding"

ČSN 73 8106 "Protective and safety structures"

ČSN 73 8107 "Tubular scaffolding"

ČSN EN 12812 "Support scaffolding - Requirements for design and general design"

ČSN EN 12810-1 "Facade panel scaffolding - Part 1: Product requirements"

ČSN EN 12810-2 "Facade panel scaffolding - Part 2: Special procedures for structural design" ČSN 73 2824-1 "Classification of timber according to strength - Part 1: Softwood lumber"

ČSN EN 1991-1-4 "Loading of structures"

10 RECORD

Accompanying documentation – Chapter 3, Section 3.1, Chapter 8

Assembly record – handover protocol (handover report) – Chapter 6, 7, 8, Appendix No. 2

OZO records of regular professional inspections of scaffolding (in the protocol) – Chapter 7

Written information for OZO on the termination of scaffolding use – Chapter 7

Written request to OZO for assessment of scaffolding and its possible modification – Chapter 7

Storage: originals – OZO for the duration of the scaffolding's existence, copies – user for the duration of the scaffolding's use.

Work permit – Chapter 3, Section 3.2, Chapter 4, Section 4.5

Storage see S-3.11.5 "Authorization of work on equipment and work under exceptional conditions"

Written consent of the scaffolding user for simultaneous use of the scaffolding by another user – Chapter 7, Section 7.2, Appendix No. 3. Storage: original – other user, copy – user.

Written designation of a person to coordinate the work activities of several other users – Chapter 4, Section 4.5, Chapter 7, Section 7.2. Storage: original – user, copy – person designated to coordinate work activities.

After the deadline for storing documents has expired, the records at the workplace shall be handled in accordance with S-3.12.1. The storage of records in electronic form is governed by process P-3.9.1.

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11 INTERPRETATION OF TERMS AND ABBREVIATIONS

Explanations of common (frequently used) terms and abbreviations used in this BI are included in the "Company Legislation" database in Lotus Notes.

BI - safety instructions - guidelines for ensuring safety and health protection at work at SPOLANA s.r.o., i.e. how to safely perform activities in the workplace, how to behave and act so as not to endanger the life and health of employees or cause an accident, disaster, fire, or explosion, and thus contamination of the workplace, the environment, or public danger; short-term instructions for ensuring safety and health at work issued to employees by their immediate superiors for the purpose of completing a specific task are also considered safety instructions.

PPE - personal protective equipment

OZO/Transferor - professionally qualified person responsible for scaffolding assembly

BP department specialist - a member of the Safety department designated to check the safety of scaffolding, who can serve as an advisory body primarily for the User/Recipient of the scaffolding

Scaffolding - temporary structure for the safe performance of construction, assembly, and other work Contracting authority - maintenance mechanic or other authorized person in charge of operations, responsible employee of an external company User/Recipient - person responsible for using the scaffolding or handing it over for further use

Non-standard structure - scaffolding that requires the use of specified personal protective equipment (other than the usual PPE)

Assembly log – Handover protocol – a document certifying the completeness, safe condition of the structure, operability, handover, and acceptance of the scaffolding

Portable ladder – a ladder that can be moved and set up manually, without mechanical assistance User – a natural or legal person who uses the scaffolding

Other user - a natural or legal person who uses the scaffolding on the basis of the written consent of the scaffolding

user Subsequent user - a natural or legal person who will use the scaffolding after the original user has completed their work

12 FINAL PROVISIONS

12.1 Familiarization with these safety instructions

It is the responsibility of senior employees/persons using scaffolding and the director of the Centralized Maintenance Department to ensure that subordinate employees involved in any scaffolding activities within the meaning of this BI are thoroughly familiarized with this BI before commencing work on scaffolding.

12.2 Recording and long-term storage of this BI

The central record and long-term storage of the originals of this BI (including already canceled revisions of the BI), the documents for its processing and the approval procedure are ensured by an authorized employee of the Safety Department.

The manager/person creates controlled copies for the needs of the controlled plant/department and ensures their registration.

13 LIST OF APPENDICES

Appendix No. 1 – Prohibition of the use of scaffolding

Appendix No. 2 – Assembly record – Handover Protocol (card)

Appendix No. 3 – Consent to the use of scaffolding

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PROHIBITION OF SCAFFOLDING USE

- Suspended plastic sleeve used for inserting cards – **Installation record – Handover protocol** (see Appendix No. 2 B-3.16.18)
- If no card is inserted, access to the scaffolding is **PROHIBITED**
- The sleeve is marked by the scaffolding manufacturer; the most commonly used type of scaffolding – **PERI** – is used as a model; it is necessary to use a sleeve marked by the manufacturer of the given structure



[illegible]

CONSENT TO USE OF SCAFFOLDING

Consent to the use of scaffolding	
Protocol number:	
The recipient (scaffolding user) to whom the scaffolding has been handed over for use grants consent to the use of the scaffolding for the following persons/entities:	
Consent is granted for the period:	
Health and safety measures:	
First and last name of the scaffolding user	Signature
The next user is authorized to use the scaffolding for the agreed period at the agreed location and in a manner appropriate to the type of scaffolding, particularly with regard to the maximum load capacity of the scaffolding platform. The person/entity is prohibited from making any modifications to the scaffolding. Before starting work, the next user shall always perform a cursory inspection of the scaffolding as a whole, checking in particular the completeness of the structure (railings, floors, exits, etc.). If any discrepancies are found, the scaffolding must not be used. If the scaffolding is marked with a no entry sign or is unmarked, this permission shall be temporarily invalid.	