# Health & Safety Standard

| | |
|---|---|
| **Document Title:** | Scaffolding Standard |
| **Approver:** | |
| **Document Owner:** | |
| **COIMS Element:** | 9 Safe control of work |
| **Document Number:** | 0003-000093 |
| **Review Cycle (years):** | 3 |
| **Issued Date:** | May 29, 2024 |
| **Effective Date:** | December 31, 2025 |

| Version | Description |
|---|---|
| 1.01 | Republishing with 3-year review cycle |

Please click Document Feedback Tool and provide your experience with this document so we can improve our processes.

cenovus ENERGY

## Contents



## Tables

# 1 Purpose

This standard establishes the minimum safety requirements and expectations for the erection, use, and inspection of scaffolds on Cenovus worksites.

# 2 Application

This standard applies to all Cenovus staff and suppliers involved in the assembly, inspection, and use of scaffolds intended for Cenovus worksites (including Cenovus owned, leased, and/or operated properties). Any site level or supplier programs shall meet or exceed the minimum requirements outlined in this document.

# 3 Requirements

Entities shall create site-specific procedures and processes that meet or exceed this document. Where the requirements of this standard conflict with the requirements of local, federal, or other regulatory bodies, the most stringent shall apply.

## 3.1 Training and competency

All personnel involved with the design, assembly and inspection of scaffolding shall be:

- trained and competent to perform their role
- competent in scaffolding regulatory requirements for the authority having jurisdiction

Scaffolding used to support Cenovus activities will be erected by competent personnel only.

## 3.2 Scaffold setup and design

### 3.2.1 Scaffolds

Scaffolds shall be designed and setup:

- according to manufacturer's design or otherwise approved by a competent engineer
- under the supervision of a competent person
- by personnel who are aware of the anticipated loading based upon the work that the scaffold is planned to support
- plumb and stabilized by having its vertical and horizontal members braced to prevent movement

External anchors, mudsills, and guy wires shall be used when required due to unstable ground conditions. Scaffold height, guy wire strengths, and positioning shall be established by a professional engineer and/or in alignment with regulatory requirements.

Scaffolds shall be constructed of materials meeting the:

- regulations of the authority having jurisdiction
- design requirements stipulated by the manufacturer or professional engineer

All scaffold components shall be:

- built for the tasks which are to occur on them
- capable of supporting their own weight and at least four times the maximum intended load to be applied or transmitted
- able to carry up to 25 lbs per sq/ft (122 kg/$m^2$)

### 3.2.2 Ladders

Scaffold ladders and cages shall align with the authority having jurisdiction.

Scaffold lifts that utilize a portable ladder to provide access from the ground or between lifts shall be appropriate for the intended use and meet commercial grade requirements or be an integral part of the scaffold system. Portable ladders shall extend 1m (40 inches) above the access level, be firmly affixed to the scaffold at the top to prevent lateral movement and be blocked or pinned at the base to prevent slipping.

When climbing or descending scaffold ladders three-point contact shall be maintained, with only one worker at a time. Hand-carrying tools or materials is prohibited.

Fall arrest may not be required when traversing scaffold ladders but is required when using a ladder as a working platform, where the height above a safe level is higher than the jurisdictional requirement.

### 3.2.3 Access and work platforms

All scaffolding access and work platforms, shall be:

- constructed of fire-retardant (FR) materials
  - e.g., aluminium, treated wood, etc.
  - glue laminate planks are recommended for scaffold platforms
- checked for strength and size equivalency as per manufacturer's specifications
- installed with toe boards at a minimum of 140mm (5.5 in) above the outer edge or work platforms, and at ladder openings in the deck
- equipped with main upper guardrails around the circumference of the lift, a mid-level intermediate guardrail and a toe board (or kick plate), and meet the height and strength requirements of the authority having jurisdiction

Each scaffold lift requires a working platform that has all work surfaces fully decked and secured to prevent overlapping or gaps. The working platform shall not have gaps more than 25.4 mm (1") wide along the width of the bay, or the depth of the scaffold.

Workers moving from level-to-level shall use the designated ladders. Workers shall not use standards, ledgers, frames, or braces as climbing points. Access to working platforms shall be direct access walk on, or crawl on or have an attached scaffold ladder to access. Access gates shall not be tampered with or tied back to prevent from closing. Trap doors are not an acceptable practice and are banned in certain jurisdictions.

Any deficiencies with access or working platforms shall be documented on the scaffold tag.

## 3.3 Hazard management

Entities shall have a process to identify, evaluate, and manage specific hazards associated with scaffolding in alignment with the Safe Control of Work standard.

To reduce hazards associated with handling scaffold materials, workers shall:

- use ergonomically sound lifting and lowering techniques
- consider alternative lifting means, when possible, i.e., gin wheels, cranes, etc.
- avoid trying to lift loads overhand using the guardrail as the fulcrum and/or brake
- eliminate the risk of dropped objects where practicable, or implement alternative methods in alignment with the Working at Heights standard
- ensure the scaffold, materials, or equipment do not contact transformers, motor control center (MCC) and grounding grids, or the minimum clearance distance of overhead powerlines

## 3.4 Scaffold use and operations

To ensure the safe use and operation of scaffolding, entities shall ensure:

- if the planned job requires a safe work permit, prior to erection, use, or dismantling
- inspection of the working level for secure guardrails and for toe boards or kick plates
- guardrails are not used as steps to reach overhead
- scaffold modifications are only completed by trained and competent workers
- scaffolding is not overloaded

## 3.5 Inspection and tagging

Scaffolds shall be inspected as per jurisdictional requirements and updated at time of inspection. Scaffold logs or registers should be maintained at the dictated frequency as required by legislation.

A competent person shall be responsible for the inspection and tagging of scaffolds. Information on a scaffold tag shall include, but not be limited to:

- inspector
- type of use
- last inspection date

Scaffold tags shall be:

- placed at all point of access in weatherproof holders, and/or be made of material that can withstand the elements
- replaced as soon as possible if missing; **if missing a tag, scaffolds shall be treated as tagged red and not be used until inspected by a competent person**
- read and understood by workers prior to using any scaffold
- updated after any modification, with any deficiencies documented

*Workers shall visually inspect scaffolds before each use.*

Scaffold identification tags are colour-coded for easy references and should be used as follows:

**Table 1: Scaffold tag identification**

| Tag color | Meaning | Description |
|---|---|---|
| **RED** | SCAFFOLD INCOMPLETE<br>**DANGER: DO NOT USE** | • This tag is placed by a competent scaffolder at the start of erection.<br>• Red tags can be placed by any personnel at any time the scaffold is deemed unsafe for use. |
| **YELLOW** | **CAUTION** | This tag is used to indicate special requirements for safe use. |
| **GREEN** | SAFE FOR USE | This tag is used for complete scaffolds that present no specific hazard. |

# 4 References

**Table 2: Internal governing references**

| Document title or link | Relevance |
|---|---|
| COIMS Framework | Element 9 - Safe control of work - COIMS-000001 |
| COIMS entities | List of COIMS entities and accountable leads located on COIMS SharePoint. |
| Safe Control of Work Standard | COIMS Standard - COIMS-000006 |
| Working at height standard | The Working at heights standard sets the minimum requirements to manage risk when working at heights.<br>Health & Safety Standard - 0003-000045 |

# 5 Revision history

**Table 3: Revision history**

| Version | Date | Description |
|---|---|---|
| 1.0 | May 29, 2024 | Issued for use |
| 1.01 | January 7, 2025 | Republishing with 3-year review cycle |