

 DALHOUSIE UNIVERSITY Facilities Management Swing Staging Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Trade Services	Shop: Carpentry	
Hazards Identified: Falling from height, electrical shock, scaffold collapse, slippery conditions, falling objects, use of non-compatible parts, overloading of scaffold, scaffold parts in poor conditions, unsafe erection practices, irresponsible behavior, insufficient counter weight, failure of the fulcrum or point of support for		
Personal Protective Equipment Required: Safety boots, safety glasses, safety gloves, hard hat, fall arrest equipment		
Training Required: Before using this type of equipment employees must receive training from a competent person in its proper set-up, use and maintenance. Proper use, care and maintenance of all required PPE.		

These safe work practices must be reviewed regularly and must be followed at all times.

1. Do not set-up, alter, move or dismantle a swing stage unless the work is performed under the supervision of a competent person.
2. Ensure that you have sufficient people to install the swing staging safely.
3. Do not use this type of equipment unless you have been properly trained in its use.
4. The required personal protective equipment must be used at all times.
5. Always follow the information provided by the manufacturer about the proper installation, use and maintenance of this equipment.

6. Ensure that the platform is constructed properly and that all materials are in good working condition.
7. Do not mix scaffold components or try to force parts to fit.
8. Do not operate unless all overhead rigging, counterweights, anchorages and connections are properly anchored.
9. Ensure that all toe boards and guard rails are in place and in good condition.
10. Do not use a swing staging if the support system is not in good structural condition.
11. Do not operate swing stage without preloading wire rope and equipment to maximum load.
12. Always retighten wire rope clips and ensure rigging meets the manufacturer's specifications.
13. Inspect all rigging and the scaffold suspension systems daily.
14. Do inspect wire rope for damage, including corrosion, during each ascent and descent.
15. Ensure that wire ropes are lubricated as required and that they are free of even the slightest kinking.
16. Ensure that all equipment is serviced as per the manufacturer's requirements.
17. Do not operate a swing stage with fewer than four wraps of wire rope on drum type hoists.
18. Do not join platforms unless the installation has been designed for such a configuration.
19. Do not move a swing staging horizontally unless it is unoccupied.
20. Ensure sufficient wire rope is available before moving a swing staging horizontally for another drop.
21. Do not get on a scaffold before you have fastened your lanyard to your lifeline.
22. Always wear a full body harness that is connected to your lanyard.

23. Never attach your life line to any point that does not meet the requirements for an anchor point.
24. Always run lifelines to the ground.
25. Do not exceed the specified limit for the number of worker's on a scaffold.
26. Do not overload the swing stage.
27. Do not bridge between swing stages.
28. Always use the proper rope for the weight, stresses and job you are performing.
29. Do not continue to work if you see something that is wrong with the equipment; stop immediately.
30. Ensure the swing staging is labeled as inoperable, have it repaired immediately and do not use it until repairs are complete.
31. Always stay the required distance from energized power lines.
32. Do not allow any ropes to come in contact with any type of heat source.
33. Do not use swing staging during storms or periods of high wind.
34. Do not allow un-necessary loose materials, tools or debris to accumulate on the staging.