

Safety Partnership Scaffold Tagging Procedure

Approved for implementation by Safety Partnership Steering Committee on January 14, 2003.

1. Scaffold Erection, Dismantling, Maintaining or Modification.

- 1.1 Shall be done in accordance to the client's Safe Work Permit System and the Occupational Health and Safety Act.
- 1.2 In the event that the scaffold is modified or repaired in any way, the date of modification shall be entered on the tag.

2. Scaffold Tagging and Inspection:

- 2.1 Inspection and tagging of the scaffold is to be performed by a competent worker experienced in the erection of scaffold.
- 2.2 A unique scaffold identification tag number must be clearly identified on all tags for tracking purposes.
- 2.3 All scaffolds shall be inspected after the erection as per the Occupational Health and Safety Act requirements.
- 2.4 All scaffold identification tags will be of a solid green, yellow, or red colour with black lettering.
- 2.5 All scaffold identification tags will have the front information displayed as per Appendix I and the following must be completed for each tag.

- Date Erected / Tagged
- Inspected By Name (print & signature)
- Inspection Date
- Company Responsible for Erection/Maintaining/Dismantling on the reverse.

2.6 **Green tags** will be hung on scaffolds that have been inspected and are safe for use. A green "**SAFE FOR USE**" tag(s), Appendix II, will be attached to the scaffold at each access point after the initial inspection is complete.

2.7 **Yellow "CAUTION"** tag(s), Appendix III, will replace all green "Safe Scaffold" tag(s) whenever the scaffold has been modified to meet work requirements, and as a result could present a hazard to the user. This tag indicates special requirements for safe use. Therefore the tag should be

considered a "Supervisory Tag" and as such is to be managed by the owner / client or their designate. The tag as a minimum requirement will have:

- **The unusual or potential hazard marked on the reverse.**
- **The preventative measures that must be taken prior to use to mitigate the hazard marked on the reverse.**
- **The name of the client company representative authorizing the use of the Yellow tagged scaffold.**

The yellow tag should not to be removed until the scaffold has been returned to a safe condition and an inspection by a "competent person" has been completed. Based on the results of that inspection the appropriate tag (red or green) will be hung on the scaffold and the yellow tag removed.

All scaffolds that have been "Yellow tagged" must still comply with the Ontario Occupational Health and Safety Act.

NOTE: Use of the "yellow tag" status is not intended to override the green tag system. All efforts should be made to return the scaffold to a "Green Tag" status as soon as possible.

2.8 **A red " DANGER – UNSAFE FOR USE" tag(s)**, Appendix IV, will be used during erection or dismantling when the scaffold is left unattended and replace all green "Safe for Use " tag(s) or yellow "Caution / Hazard " tag(s) in the event a scaffold has been deemed unfit for use. The tag(s) as a minimum requirement will include:

- **The work order number or project number, the inspection date and the name of the person who performed the inspection filled in on the front of the card.**
- **The designation, under erection, being dismantled, repairs required or overhead protection only, marked on the reverse.**

2.9 Scaffold re-inspections must be completed any time when conditions may have changed causing the integrity of the scaffold to be suspect or at a frequency determined by the facility owner.

ALL TAGS
(FRONT)

SCAFFOLDING IDENTIFICATION TAG

SCAFFOLD ID # _____

DATE ERECTED D/M/Y:	Expected Removal Date
W.O. or Project #	
I have inspected and approved the Scaffold built and consider it to be safe and adequate for completion of the work specified	
Inspected By:	D/M/Y:

REINSPECTED

NAME: DATE:	NAME: DATE:	NAME: DATE:
NAME: DATE:	NAME: DATE:	NAME: DATE:
NAME: DATE:	NAME: DATE:	NAME: DATE:

MODIFICATION DATE

NAME: DATE:	NAME: DATE:
NAME: DATE:	NAME: DATE:

APPENDIX I

Green Scaffold Tags – SAFE FOR USE

(REVERSE TOP)

SCAFFOLDING IDENTIFICATION TAG

The following Contractor / Company erected this scaffold:

**SAFE
FOR
USE**

DO NOT ALTER

DO NOT OVERLOAD

APPENDIX II

Yellow Scaffold Tags

Caution POTENTIAL OR UNUSUAL HAZARD

**(REVERSE)
(TOP)**

**SCAFFOLDING IDENTIFICATION
TAG**

The following Client Company representative authorizes the use of this scaffold subject to fulfilment of the conditions listed under the preventative measures section of this tag.

NAME:

CAUTION
POTENTIAL OR
UNUSUAL HAZARD

WHAT IS THE POTENTIAL HAZARD

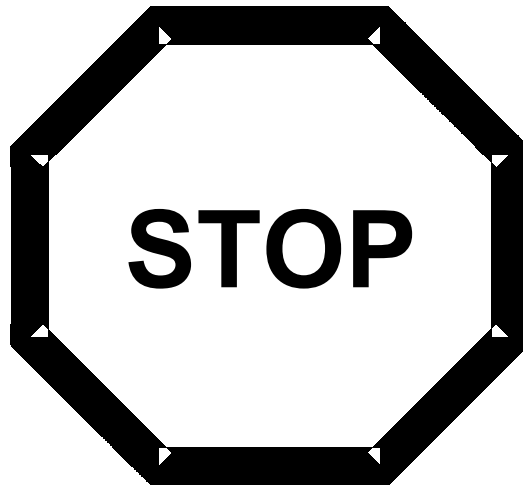
PREVENTATIVE MEASURES TO BE TAKEN

APPENDIX III

Red Scaffold Tags – Do Not Use
(REVERSE)
(TOP)

SCAFFOLDING IDENTIFICATION TAG

The following Contractor / Company erected this scaffold



**UNSAFE
FOR USE**

- UNDER ERECTION**
- BEING DISMANTLED**
- REPAIRS REQUIRED**
- OVERHEAD PROTECTION ONLY**