

### **Guidelines for use of Scaffold in Sound Stage**

As per the Ministry of Labour's guidelines, if a scaffold has permanent guardrails and toe rail installed, then fall arrest equipment is not required. The Standard Operation Procedures (SOP) are available in a binder located in IMA 301.

The following procedures must be followed by all users:

- 1) Properly place the outriggers
- 2) Use brake mechanisms (minimum 2 in locked position while working)
- 3) Do not move scaffolding with persons, tools or lights above on work platform
- 4) Haul lights and any other equipment to the platform using a line with bowline knot (2 persons; one up one down). Do not carry up while climbing ladder.
- 5) Must be trained in access to the work platform (internally to 1st platform, through trap door to work platform), and moving of scaffolding (spotter, leader, follower).
- 6) 2 people max on work platform. Not to be used as camera or light elevation.

Fines will be levied if protocols not followed.

I have read and understand that these protocols are to be followed:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_