Chapter 15: Ladder and Scaffold Safety

Scaffold Purchasing Procedure

The purpose of this procedure is to ensure scaffolding meets SLAC requirements. It covers renting and purchasing scaffolding and associated components. It applies to workers, supervisors, scaffold qualified persons, and the Purchasing Department.

2 Procedure

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<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
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| 1.   | Requester | Contacts a scaffold qualified person (Competent and Qualified Persons and Engineers) for assistance with identifying the scaffolding needed. Initiates purchase or rental contract using one of the following methods:  
   - Submits purchase requisition through the Business Information System (BIS). The Scaffolding pull down box, on the Hazardous Materials/Hazardous Activities page of the requisition, must be checked “yes”.  
   - Contacts a purchasing card holder and submits a request for the card holder to purchase the scaffolding  
   - Submits request through to purchase a scaffold |
| 2.   | Scaffold qualified person | Reviews the purchase request(s) for compliance with SLAC requirements:  
   - If specifications meet requirements, approves  
   - If specifications do not meet requirements, assists requester to identify compliant scaffolding or components. Note: design specifications may be requested before the purchase or rental of the scaffolding to assist the scaffold qualified person’s evaluation. |
| 3.   | Purchaser | Places purchase request |
| 4.   | Requester | Contacts a scaffold qualified person upon receipt of equipment for a pre-use inspection (see Ladder and Scaffold Safety: Scaffold Erecting and Dismantling Procedure) |

3 Forms

The following forms are required by this procedure:

- None
4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- None

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 15, “Ladder and Scaffold Safety”
  - Ladder and Scaffold Safety: Scaffold Erecting and Dismantling Procedure (SLAC-I-730-0A21C-027)

Other SLAC Documents

- Competent and Qualified Persons and Engineers
- BIS: Business Information System