ENDORSED BY:

OAO Kotlas PPM Trade Union Shop Steward

_____A.N. Guriev

_____, 2014

APPROVED BY:

EHS Director, Koryazhma Branch of OJSC Ilim Group;

_____S.V. Leznyakov

_____, 2014

Work at Height Safety Instructions For structural units of the Branch IO -№ 46-14.

1. INFORMATION SHEET

1.1. Revision Registration Sheet

Item No.	Revision Statement No., Order No. and approval date

1.2. Acknowledgment Sheet

No. Item No.	Full Name and Position	Date	Signature	Recorded Handout Copy

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2. OBJECTIVE AND SCOPE

These instructions specify a uniform procedure for arrangement and performance of work at height in order to ensure safety of the personnel performing the work and persons present in the job area in the structural divisions of the Koryazhma Branch of JSC Ilim Group.

These Instructions have been developed in compliance with:

- Occupational Safety Rules in the Pulp and Paper and Wood Chemical Industry (POT RO 00-97);
- Cross-industry occupational safety regulations for working at height (POT RM-012-2000);
- Regulations on the development of occupational safety instructions (SMS and OS 1-10);
- OHSAS 18001-2007 "Occupational Health and Safety Management Systems. - Requirements".

These Instructions apply to all structural divisions of the Branch, where work at height is to be performed, and repair services and contractors engaged in such work.

3. TERMS AND DEFINITIONS

- Working at height includes any work performed in any place located in less than 2 meters from unfenced height drops of 1.3 meters and above. When it is impossible to install safety railings, the work must be performed with the use of a safety belt and a safety line.
- Working at a height of over 5 meters from the ground surface, floor or a platform over which equipment installation, repair or construction work is performed is to be considered steeplejacking. The main personal fall protection gear for such work is a safety belt.

4. GENERAL REQUIREMENTS.

Working at height is a high hazard job included in the list of jobs and types of work to which stricter safety standards and requirements apply.

Work-at-height permits can be granted to persons of at least 18 years old, who have passed a medical examination and have no contraindication to work at height, possess professional skills, have been trained and certified in safety work methods.

Workers and technicians of 18 years old and above, who have passed a medical examination without contraindication to steeplejacking, have been specially trained and certified in safety steeplejacking methods, have steeplejacking experience of at least one year and skill category three and above can be permitted to work as steeplejacks. Persons permitted to do steeplejacking for the first time must work for a period of one year under direct supervision of skilled workers appointed by a company order.

4.4. Work-at-height, especially steeplejacking, permits must be issued with due regard of the person's qualification, experience, psychophysiological state and other factors.

4.5. In the places where an occupational hazard is present or may appear (regardless of the work performed), a Work Permit must be issued before the work is started, similarly to high hazard work. A Work Permit is to be issued for the period required to complete the full scope of work.

4.6. One can start working at height only if equipment, personal fall protection gear and other safety devices are available and correspond to working conditions.

4.7. You must arrange your work clothing, button or tie your sleeve cuffs up, tuck your clothing in so that there would be no loose ends, put on a tight-fitting headwear and tuck your hair under it.

4.8. The work place must be inspected, everything that may hamper the work must be removed. If the floor is slippery (with spilt oil, water or paint), you should request a cleaning or clean it yourself. Passageways must be free of obstacles and have the width of no less than 1 meter.

4.8. When performing fire work on wooden scaffolds or stagings one must make proper fire-fighting equipment available and ready. It is forbidden to work without fire-fighting equipment. One also must obtain a Work Permit and have it approved by a representative of SPASS (first response service).

4.10. Before the work is started, the supervisor must conduct a site briefing with the work team members. When authorizing any work, the Supervisor and the Work Superintendent together with the Permitting Supervisor must check the completion of required workplace preparation actions listed in the Work Order Prior to starting the work, you must carefully examine the workplace, check the availability and good working order of your tools, devices and other gear along with your personal protection equipment. Only tools and equipment which are in good condition may be used.

4.11. When working at height, the main hazard factor is the location of the workplace at a considerable height above the ground surface (floor), which may cause a worker to fall or cause various objects to fall on the worker. Causes of falls from height:

a) technical- lack of safety guards and safety belts, insufficient strength and stability of scaffolds, platforms, cradles and ladders;

b) process- deficiencies in the method statements, incorrect work procedure;

c) psychological- lack of self-control, loss of coordination, lack of caution, neglect of safe work practices

d) weather conditions- strong wind, high or low air temperature, rain, snow, fog, surface icing.

4.12. Causes of falls of various objects on the worker:

a) fall of loads lifted by hoisting machines due to the rupture of load grippers, inadequate strapping, falling out of a loose piece from a container, etc.;

b) fall of structures under installation due to their poor maintainability, discrepancy of joint dimensions and faces, wrong sequence of process operations, etc.;

c) failure of building structures due to engineering errors, assembled structures manufacturing procedure violations, poor quality of construction and installation work, incorrect utilization of equipment, etc.;

d) fall of materials, structural elements, devices, tools, etc. due to the violation of safety regulations - absence of a side guard at the platform/walkway edge, etc.

4.13. When working at height, safety guards must be installed and dangerous zone boundaries must be duly marked.

4.14. Steeplejacking is considered a high hazard job which requires a Work Permit where related safety work arrangements and technical preparatory actions are described.

4.15. Construction and installation work, work on overhead power lines, etc. must be performed in compliance with the method statement or process charts containing a description of technical solutions and main arrangements ensuring work safety and proper hygienic sanitary conditions.

4.16. The method statement must contain requirements for:

a) constructibility of structures and equipment;

b) reduction of the volume and labor intensity of the work to be performed in hazardous conditions;

c) safe location of machines and mechanisms;

d) workplace arrangement with the use of technical safety tools.

4.17. Working at height in open areas with the wind speed of over 15 m/sec, surface icing, thunderstorm or fog preventing vision within the workplace is forbidden. Installation (dismantling) work with big windage constructions must be stopped when the wind speed exceeds 10 m/sec.

4.18. Work at height performed outdoors on constructions, roofs, equipment, etc. must be stopped and workers must be evacuated in case of weather deterioration leading to limited vision, surface icing, thunderstorm, heavy snowing or strong wind.

4.19. If there are electric and other utilities in the job area when working at height, the work can be performed only under a Work Permit endorsed by the organization controlling the utilities.

4.20. Steeplejacking must be performed in compliance with the method statement with a mandatory site safety briefing explaining:

a) safe working methods when working at height;

b) how to approach the workplace;

c) current condition of the workplace;

d) forthcoming work characteristics and safe work methods;

e) how to use safety devices;

f) hoisting and other equipment installation order and location;

g) fall protection methods, safe methods of moving from one workplace to another;

h) actions ensuring safe installation and dismantling of structures, units, parts, etc.;

i) how to ensure acceptable industrial environment (illumination, temperature, moisture, air moving speed, atmospheric precipitation, noise, vibration. etc.);

j) current condition of scaffolds, walkways, platforms, ladders, guards, safety lines, etc.;

k) mandatory use of personal protection equipment such as hard hats, safety belts, steeplejacking safety gear, safety catches with vertical lines, etc.

5. WORKPLACE SAFETY REQUIREMENTS WHEN WORKING AT HEIGHT

5.1. When working at height, dangerous areas under the workplace must be identified and duly marked and fenced. When performing two or more jobs on one vertical line, the areas below must be equipped with required protective arrangements (platforms, nets, aprons) installed at a distance of no more than 6 meters along the vertical line from the lower workplace.

5.2. Construction sites and work sites located outside the fenced territory of the organization must be fenced to prevent unauthorized access. Visitors can enter such sites only when accompanied by an organization’s employee and wearing a hard hat.

5.3. Safety measures such as fencing of hazardous areas are to be taken to limit the access to the areas where there is a risk of a fall or the risk of getting injured by falling materials, tools and other objects, including parts of constructions being erected, repaired, installed or dismantled.

5.4. The openings which the workers can fall into must be properly closed or fenced and marked with warning signs in compliance with the requirements of GOST 12.4.026-76.

5.5. Workplaces and passageways to them at a height of above 1.3 meter and a distance of less than 2 meters from the height difference boundary must be fenced with temporary safety guards in compliance with the requirements of GOST 12.4.026-76.

5.6. When it is impossible to install safety guards or in case of short-time presence of workers, it is allowed to perform the work with the mandatory use of safety belts.

6. REQUIREMENTS FOR SCAFFOLDING AND WALKWAYS

6.1. When working at height the workers must use scaffolds, walkways or other arrangements ensuring safe working conditions.

6.2. Scaffolds and walkways must comply with GOST 24258-88, GOST 27321-87.

6.3. Scaffolds, walkways and other facilities purposed for working at height must be manufactured according to standard design and registered in the inventory record of the organization. Knock-down (reusable) scaffolds and walkways must have an OEM certificate.

The installation of non-reusable scaffolds is allowed in exceptional cases and must be executed under an individual project with strength calculation of their main elements and stability calculation of the entire scaffolding structure.

6.4. Scaffolds which deck is located at a height of over 1.3 meters from the ground surface or floor must have railings and side guards.

6.5. Steel elements of scaffolds must be coated and painted. Scaffold painting must comply with GOST 12.4.026-76.

6.6. Scaffolds and walkways may be wooden or steel knock-down structures. Wooden scaffolds and walkways are to be made from dry hardwood or softwood of no lower than grade 2 according to GOST ГОСТ 8486-86 and treated with wood antiseptic.

6.7. Wooden decking and side guards of scaffolds are to be deeply impregnated with a flame retardant agent. The nails in wooden elements of the scaffolds must be driven home and bent down.

6.8. The service life of knock-down scaffolds must not exceed 5 years.

6.9. The scaffolds must be equipped with securely fastened ladders or ramps ensuring workers' safety getting on and off them.

6.10. The ground surface for scaffolds installation must be leveled and rammed down with a proper drainage system for water removal.

6.11. When it is impossible to meet the above requirements, it is necessary to equip the scaffolds with adjustable supports (jacks) or install temporary support structures to ensure the scaffolds' horizontal position.

6.12. Scaffolds and their elements:

a) must ensure safety of the workers during installation and dismantling;

b) must be prepared and installed in compliance with design documentation, have dimensions, strength and stability according to their intended use;

c) railings and other safety structures, platforms, decking boards, supports, beams, ladders and ramps must be easy to install and securely fastened;

d) must be kept and operated in such a way that their disintegration or loss of strength and stability would be excluded.

6.13. Scaffolds are to be designed for a maximum load with a margin of safety of no less than 4.

6.14. Scaffolds not intended for independent use must be firmly fastened to buildings, units and constructions with the fastening point spacing in horizontal and vertical directions according to the Manufacturer's technical documentation

6.15. If there are no fastening instructions in the method statement or the Manufacturer's manual, the scaffolds must be fastened to the walls of the buildings (structures) in no less than one tier for the end studs and in two bays for the upper tier and one fastening point for every 50 m2 of the scaffolds surface projection on the wall of the building. It is not allowed to fasten scaffolds to parapets, cornices, balconies and other protruding parts of the buildings and structures.

6.16. Scaffolds located close to the passages of vehicles are to be fenced with bumper beams so that any part of a vehicle would get no closer than 0.6 meter to the scaffolds.

6.17. Scaffolds and other devices used as supports for workplace platforms and decks must have a strong design, stable base, proper system of crosspieces and stiffeners securely fastened and ensuring stability.

6.18. Loads applied to scaffolds during the performance of work must not exceed parameters estimated by design or technical specifications. If it is necessary to apply additional loads (from hoisting devices lifting the materials) to the scaffolds, the design of the scaffolds must be verified by strength calculation and reinforced if required.

6.19. Information boards with the load charts are to be placed at the points where the workers access the scaffolds and walkways along with the workers' evacuation charts in case of an emergency situation.

6.20. Metal scaffolds are to be made from straight steel pipes having no impressions, cracks and other defects affecting the strength of scaffold elements. .Knock-down metal scaffolds must have reliable stud joints. Only metal fastening elements (bolts, wires, clamps, cramps etc.) must be used to build the scaffolds. Points and methods of stud fastening must be specified in the method statement.

6.21. Decks on scaffolds and walkways must have even surfaces with a clearance of no more than 5 mm between their elements and be fastened to scaffolds' crosspieces. Abutting edges of the deck elements must be located on supports and the overlap must be of no less than 20 cm in each direction. To prevent the forming of steps the abutting edges of the deck elements must be stitched together. The width of decks on scaffolds and walkways must be: no less than 2 meters for stoneworks, 1.5 meters for plastering, 1 meter for installation and painting work.

6.22. When laying deck elements (panels, boards) on supports (crosspieces, pins), the reliability of the fastening must be checked to ensure the elements may not be displaced.

6.23. Deck supports and suspends are to be made with a sufficient margin of safety ensuring safety loading with maximum quantity of workers and materials.

6.24. Studs, support ladders and other vertical elements of scaffolds must be installed and fastened according to design documentation. Support studs must be firmly secured from loosening with longitudinal struts, distance bars and angle braces. A solid backing from a wooden board with the thickness of no less than 5 cm must be put under the ends of each pair of studs in cross direction. The support boards must be laid on a level and rammed surface. It is not allowed to level the surface with the help of bricks, stones wooden cut-offs and wedges.

.When working on scaffolds of over 6 m high, there must be no less than two decks: a workplace (upper) deck and a protecting (lower) one. In addition, every workplace on scaffolds adjacent to a building or construction must be protected from above with a deck located at no more than 2 meters over the workplace deck. It is not allowed to perform the work on several tiers on one vertical line without protecting the decks between them.

6.26. Scaffolds must be equipped with ladders and ramps for people getting up and down, to be located at a distance of no more than 40 meters from each other. Scaffolds with a length of less than 40 meters must have no less than two ladders or ramps. The upper end of the ladder or a ramp is to be fastened to the scaffold crosspieces. Openings for ladders in the scaffold decks must have safety guards. The angle between the ladders and the horizontal surface must not exceed 60 degrees. The slope of the ramp must be no more than 1:3.

6.27. To hoist loads on the scaffolds, one should use pulleys, boom hoists and other labor-saving devices installed in compliance with the design documentation. The openings for loads handling must have safety guards on all four sides.

6.28. Any work performed on the mill site with the use of scaffolds is only allowed after the scaffolds are accepted by a commission with a certificate of acceptance.

The commission accepting scaffolds with a height of over 4 meters must include the following personnel:

Head of the Area of the organization or Mill's structural unit whose workers will perform the work using the scaffolds;

- Head of the Area of the organization or Mill's structural unit which has installed the scaffolds;

Safety engineer of the Area of the organization or Mill's structural unit whose workers will perform the work using the scaffolds;

- Head of the Mill's structural unit on which territory the work is to be performed.

Acceptance of scaffolds with a height of over 4 meters and putting them in operation is to be confirmed by the acceptance certificate (Appendix 1) and approved by the Head (Chief Engineer) of the organization or Mill's structural unit whose workers will perform the work using the scaffolds.

6.29. The commission accepting scaffolds with a height of less than 4 meters must include the following personnel:

Head of the Area of the organization or Mill structural division whose workers will perform the work using the scaffolds;

- Head of the Area of the organization or Mill structural division which has installed the scaffolds;

- Head of the Mill's structural unit on which territory the work is to be performed.

Acceptance of scaffolds with a height of less than 4 meters is to be confirmed by the acceptance certificate (Appendix 2) and signed by all members of the commission.

6.30. The Scaffold Acceptance Certificate is to be issued in 3 copies. One copy is kept by the Head of the Area of the organization whose workers perform the work using the scaffolds. The second copy is kept by Head of the Area of the organization which has installed the scaffolds. The third copy is kept by the Head of the Mill's structural unit on which territory the work is to be performed, until the scaffolds are dismantled.

6.31. Until the Scaffold Acceptance Certificate is signed, it is not allowed to work on them.

6.32. If the work on the scaffolds is to be performed by several organizations, the scaffolds must be accepted with an Acceptance Certificate issued by each organization prior to the start of the work. The organization which performs the work using the scaffolds is responsible for the condition of the scaffolds.

6.33. The scaffolds not having been in operation for more than 30 days are to be accepted before the work is renewed according to the procedure developed for acceptance of new scaffolds.

6.34. The following items are to be checked when accepting scaffolds and walkways: availability of ties and fastenings ensuring strength and reliability of separate element fastening units; good working condition of workplace decks and safety guards; vertical position of studs; strength and firmness of support backings and proper grounding (for metal scaffolds). The bending of studs must not exceed 1.5 mm per 1 meter of length.

6.35. Before the start of the work, the scaffolds are to be examined by the Work Supervisor. The examination is intended to detect:

a) presence or absence of defects and damages of the scaffold elements which may impact the scaffolds' strength and stability;

b) scaffolds' strength and stability;

c) presence of required safety guards;

e) scaffolds' fitness for further work.

6.36. The scaffolds not having been in operation for more than one month are to be accepted before the work is renewed according to the procedure developed for acceptance of new scaffolds. The scaffolds located outdoors must be examined additionally after rain or thaw impacting the carrying capacity of the support surface, as well as after mechanical impacts. In case of a revealed deformation, the scaffolds must be repaired and accepted again.

6.37. Scaffold decks and ladders are to be cleaned from debris periodically in the course of the work execution and daily after the work completion. In winter they must be cleaned from snow and ice and poured over with sand, if necessary.

6.38. Scaffolds and walkways which are temporarily out of use must be kept in good condition.

6.39. It is not allowed to work standing on incidental stands (crates, barrels etc.), braces or beams.

6.40. Rolling scaffolds must comply with GOST 28012-89.

6.41. The scaffolds in general, workplace decks and other support elements of the scaffolds must bear a static load 1.25 times higher than the nominal load of 2,000 N/m2 (200 kgf/m2).

6.42. All scaffold support horizontal elements must bare a signle point static load of 1,300 N (130 kgf) applied to the middle of the element, railings must bear 700 N (70kgf).

6.43. The height of the safety railings must be no less than 1.1 m, the height of the workplace platform side guard must be no less than 0.15 m.

6.44. Scaffolds must be equipped with ladders and ramps for people getting up and down.

6.45. Every wheel of the scaffold travel carriage must be equipped with a brake arrangement.

6.46. Rolling scaffolds must have a plate with a trade mark, the manufacturer's name, reference designation, serial number and manufacturing date.

7. REQUIREMENTS FOR LADDERS AND PLATFORMS

7.1. The following ladders can be used when performing construction, installation, repair and other work:

a) extensible access three-throw ladders, according to GOST 8556-72;

b) one-throw access slope ladders, vertical access ladders, hang-on and self-support ladders, according to GOST 26887-86;

c) collapsible portable (seven sections) ladders purposed for accessing support columns with a diameter of 300-560 mm and the height of up to 14 m.

d) stepladders and bridging boards (ramps) (wooden, metal, fiberglass ones).

7.2. Ladders and stepladders must have written inventory number, the day of the next test, the division (plant, area etc.) they belong to: wooden, metal and fiberglass ladders must have these details on the stringer, rope ladders - on tags fastened to them.

7.3. The length of access ladders must not exceed 5 m.

7.4. Ladders and stepladders are to be equipped with special devices to prevent their shifting and tilting during the work. The lower ends of ladders and stepladders must have bindings with sharp tips in order to install them on the ground. When using ladders and stepladders on smooth support surfaces (parquet flooring, metal, tilings, concrete etc.), they must have shoes of rubber or other non-slippery material.

7.5. The upper ends of ladders to be leaned against pipes or wires must be equipped with special hooks preventing them from falling caused by wind gusts or incidental pushes.

7.6. Hang-on ladders used for work on structures or wires must have special devices ensuring their proper fastening to the structures.

7.7. When working on an access ladder at a height of above 1.3 m, one should use a safety belt fastened to the structure or the ladder if it is fastened to the building or another structure.

7.8. Joining of wooden access ladders is allowed through a strong junction with metal clamps, cover plates with bolts, etc followed by the testing of the ladders with a static load of 1.2 kN (120 kgf). Joining of more than two wooden access ladders together is not allowed.

7.9. The slope of the ladders must not exceed 60 degrees when getting people onto the scaffolds. It is not allowed to install access ladders with an angle of over 75 degrees without additionally fastening their upper part.

7.10. Stepladders must be equipped with special devices (chains, hooks) preventing them from spontaneously sliding apart during the work process. The slope of stepladders must not exceed 1:3.

7.11. It is not allowed to work on two upper steps of a stepladder which does not have railings or supports.

7.12. There can be no more than one person on the steps of an access ladder or stepladder. It is not allowed to move loads up and down access ladders or leave tools on them .

7.13. It is not allowed to work on access ladders or stepladders.

a) close to and over rotating parts, running machines, conveyors, etc.;

b) with the use of electric or pneumatic tools, cartridge-operated guns;

c) during gas and electric welding;

d) when drawing wires or supporting heavy parts, etc. at height.

To perform such work, one must use scaffolds and stepladders with upper platforms fenced with railings.

7.14. Before the start of the work, one must ensure the ladder stability and make sure through examination and testing that the ladder will not slip or shift accidentally. When installing an access ladder in the conditions where its upper end may shift, it must be securely fastened to stable structures.

7.15. Vertical ladders and ladders with a slope angle of more than 75 degrees and a height of over 5 m must have bow-type railings beginning from the height of 3 m. The bows must be located at a distance of no more than 0.8 m from each other and be connected with at least three lengthwise strips.

7.16. Only dielectric fiberglass ladders may be used within power distribution units with the voltage of 220 kV. The use of metal ladders is not allowed.

8. REQUIREMENTS FOR GUARDING

8.1. Workplace safety guards must comply with GOST 12.4.059-89. Safety guards are designed to have the strength and stability ensuring their ability to bear alternate impact of horizontal and vertical uniformly distributed loads of 400 N/m (40 kgf/m) applied to the handrail.

8.2. In the places intended to accommodate no more than two persons it is acceptable to use a single point load of 400 N/m (40 kgf/m) as a standard load alternately applied to any point along the handrail in horizontal and vertical direction. The handrail bending deflection under the nominal load must not exceed 0.1 m, the height of the safety guards must be no less than 1.1 m.

8.3. Safety guards must have:

a) distance between horizontal elements in vertical direction of no more than 0.45 m;

b) height of the side guard of no less than 0.10 m

8.4. The mesh of the safety net must not exceed 50 mm. The mesh of a synthetic safety net must bear the load of up to 1,750 N (175 kgf).

8.6. Safety guards must be securely fastened to constructions; their spontaneous loosening must be excluded.

8.7. Safety guard elements must not have sharp corners, cutting edges or spurs.

8.8. Safety guards must be painted in yellow signal color.

8.9. Safety guard elements with revealed defects must be replaced or repaired.

8.10. The installation and dismantling of safety guards must be carried out in the process sequence ensuring safe execution of construction-and-installation work.

The workers conducting the installation or dismantling of safety guards must use safety belts fastened through the halyard to stable building construction or a safety line in compliance with the method statement.

9. REQUIREMENTS FOR PERSONAL FALL PROTECTION EQUIPMENT

9.1. Personal fall protection equipment includes:

a) safety belts complying with GOST R 50849-96, GOST 12.4.184-95;

b) semi-automatic safety steeplejacking devices of PVU-2 type;

c) catchers with vertical line or other devices;

d) safety lines complying with GOST 12.4.107-82;

d) hard hats complying with GOST 12.4.087-84.

Personal fall protection equipment both of domestic and foreign manufacturers must have quality certificates.

9.2. Safety belt requirements:

- Safety belts must comply with technical specification requirements for specific design belts;
- Safety belts purchased abroad must have a Certificate of Compliance with safety regulations;
- Safety belts must be adjustable by length and ensure fitting to the waist of 640 - 1,500 mm;
- The width of the belt straps bearing the load must be no less than 50 mm, the width of strap-free belts in the back section must be no less than 80 mm;
- The belt static tensile strain must be no less than 7,000 N (700 kgf);
- The belt must bear a dynamic load applied by a 100 kg weight falling from the height equal to two lengths of the safety line (halyard);
- The dynamic strain during safety action for a strap-free safety belt and a strap safety belt with only shoulder straps must not exceed 4,000 N (400 kgf); it must not exceed 6,000 N (600 kgf) for a safety belt with both shoulder straps and leg straps;
- The safety hook (carbine) of the safety belt halyard must ensure quick and secure fastening and unfastening with one hand wearing a warm glove; the duration of "fastening-unfastening" cycle must not exceed 3 seconds. The carbine must have a special device (preventer) excluding its accidental opening. The carbine lock and preventer must close automatically. The carbine opening strain must be no less than 29.4 N (3 kgf) and no more than 78.4 N (8 kgf).
- Metal parts of the safety belt must not have cracks, cavities, tears or spurs.

9.3. Each belt must have:

a) Manufacturer's trade mark;

b) size and type of the belt;

c) date of manufacturing;

d) stamp of Quality Control Department;

e) designation of the standard or technical specifications;

f) compliance sign;

g) testing date and the date of the next testing.

9.4. Before putting in operation and every 6 months, safety belts must be tested by a static load according to the method described in the standard or technical specifications for belts of specific design. After the load testing the belts must be thoroughly examined. If no evident defects have been revealed, the belt may be used.

9.5. Requirements to safety steeplejacking devices are listed in the Cross-industry job safety rules for working at height (POT R M-012-2000).

A.A. Chentsov
Lead Engineer, H&S

Endorsed by:
A.M. Rudakov
Head of Occupational Health and Safety

APPENDIX 1

Approved by:
Head of the organization whose workers will perform the work using the scaffolds
_____
_____
Full Name (signature)

_____ 20

Certificateof acceptance of scaffolds and walkways
(above 4 meters high)

A commission including: _____

Have examined the scaffolds (walkways) for their compliance with the process chart, design documentation, strength and stability requirements, presence of safety guards, people lifting devices, warning signs and signals _____

For the purpose of performing the work
_____
_____
and determined that the scaffolds and stagings comply with Building Codes and Regulations and Occupational Safety Regulations. It is permitted to use them _____
The scaffolds comply with the standard design _____
and installed in accordance with the process chart _____
COMMENTS;_____
_____
_____
_____
_____

Head of the organization whose workers will perform the work using the scaffolds
_____

Head of the organization which has installed the scaffolds:

Safety engineer of the organization whose workers will perform the work using the scaffolds

Head of the Plant/Area where the work using the scaffolds will be performed
_____

«……» «…….» 20__

Certificate shelf time - until the scaffolds are dismantled

APPENDIX 2

CERTIFICATEOF ACCEPTANCE OF SCAFFOLDS AND WALKWAYS (Less than 4 meters high)

A commission including: _____

Have examined the scaffolds (walkways) for their compliance with the process chart, strength and stability requirements, presence of safety guards, people lifting devices, warning signs and signals _____

For the purpose of performing the work
_____
_____
_____

and determined that the scaffolds and stagings comply with Building Codes and Regulations and Occupational Safety Regulations. It is permitted to use them _____
The scaffolds comply with the standard design _____
and installed in accordance with the process chart _____
COMMENTS;_____
_____
_____
_____

Head of the organization whose workers will perform the work using the scaffolds
_____

Head of the organization which has installed the scaffolds:

Head of the Plant/Area where the work using the scaffolds will be performed
_____
_____

«……» «…….» 20__

Certificate shelf time - until the scaffolds are dismantled