



CODE OF SAFE PRACTICE GUIDELINE FOR SUSPENDED ACCESS EQUIPMENT DEVELOPED FOR INDUSTRY BY THE ACCESS ASSOCIATION OF CANADA (AAC)

It shall be the responsibility of all users to read and comply with the following recommended guidelines which are intended to promote safety in the erecting, dismantling, alteration, and use of Suspended Access Equipment.

I. GENERAL GUIDELINES

- A. POST THESE SAFE PRACTICES IN A CONSPICUOUS PLACE. Be sure that all persons who erect, use, relocate, or dismantle suspended access equipment are fully aware of them. Use them in toolbox safety meetings.
- B. FOLLOW ALL EQUIPMENT MANUFACTURERS' RECOMMENDATIONS, as well as all local, provincial, state, and federal standards, codes, and regulations relating to suspended access equipment.
- C. SURVEY THE JOB SITE. A competent person shall survey the job site for hazards such as exposed electrical wires, obstructions that could overload or tip the suspended scaffold when it is raised or lowered, unguarded roof edges or openings, inadequate/uncertified or missing tieback anchorages, or the need for overhead protection where exposure to falling objects exist. These conditions must be corrected before installing or using suspended access equipment.
- D. INSPECT ALL EQUIPMENT BEFORE EACH USE. Never use any equipment that is damaged or defective in any way. Mark it or tag it as damaged or defective and remove it from the jobsite.
- E. ERECT AND DISMANTLE SUSPENDED ACCESS EQUIPMENT in accordance with the design and/or manufacturer's recommendations.
- F. DO NOT ERECT, DISMANTLE OR ALTER SUSPENDED ACCESS EQUIPMENT except under the supervision of a competent person.
- G. ENSURE THAT ALL ANCHORAGES, SUPPORTING STRUCTURES AND CHANGES TO SUSPENDED ACCESS EQUIPMENT are reviewed and approved by a qualified person, the equipment manufacturer, or a qualified Engineer.
- H. DO NOT ABUSE OR MISUSE SUSPENDED ACCESS EQUIPMENT. Never overload any equipment.
- I. ERECTED SUSPENDED ACCESS EQUIPMENT IS TO BE INSPECTED REGULARLY by the user to be sure that it is maintained in a safe condition. Stop work and report any unsafe condition to your supervisor.
- J. NEVER TAKE CHANCES. If in doubt regarding the safety or use of suspended access equipment, consult a qualified person.
- K. NEVER USE SUSPENDED ACCESS EQUIPMENT for purposes for which it was not intended.
- L. DO NOT WORK ON SUSPENDED ACCESS EQUIPMENT if there is a potential exposure to wind speeds exceeding 40 kph (25 mph) for two-point suspended access equipment or 32 kph (20 mph) for single point suspension. If materials on a platform create a sail effect, stopping work at lower wind speeds must be considered. Care must be taken when storing equipment during windy conditions.
- M. SUSPENDED ACCESS EQUIPMENT MUST NEVER BE OPERATED NEAR LIVE POWER LINES, unless proper precautions are taken. Contact the power service provider for advice.
- N. ALWAYS UTILIZE FALL ARREST EQUIPMENT when working on suspended access equipment or when working near unguarded edges.
- O. FALL PROTECTION EQUIPMENT USERS must have valid working at heights training, including training on the inspection, care, and use of fall protection equipment, as required by local regulations and applicable safety standards.
- P. SUSPENDED ACCESS EQUIPMENT *USERS/OPERATORS* must have valid suspended access equipment user/operator training, as required by local regulations and applicable safety standards.
- Q. SUSPENDED ACCESS EQUIPMENT *ERECTORS/RIGGERS* must have valid suspended access equipment erector/rigger training, as required by local regulations and applicable safety standards.



- R. DO NOT WORK FROM, INSTALL, OR MOVE SUSPENDED ACCESS EQUIPMENT if you are sick or impaired in any way.
- S. DO NOT WORK ON SUSPENDED ACCESS EQUIPMENT when under the influence of alcohol or drugs.
- T. DEBRIS should not be stored or allowed to accumulate on a platform.
- U. SUSPENDED ACCESS EQUIPMENT is to be positioned to avoid overlapping or possible interference from another scaffold.

II. GUIDELINES FOR ERECTION AND USE OF SUSPENDED ACCESS EQUIPMENT

A. RIGGING:

1. UTILIZE FALL PROTECTION EQUIPMENT when rigging near unguarded edges.
2. SUPPORTING DEVICES must be capable of supporting the hoist's rated load with a safety factor of four.
3. VERIFY THAT THE BUILDING OR STRUCTURE will support the suspended loads imposed on it with the required safety factor.
4. ALL OVERHEAD RIGGING must be secured from unwanted movement in any direction.
5. COUNTERWEIGHTS USED WITH OUTRIGGER BEAMS must be of a non-flowable material and must be secured to the beam to prevent accidental displacement.
6. OUTRIGGER BEAMS THAT DO NOT USE COUNTERWEIGHTS must be installed and secured to the roof structure with bolts or other direct connections. Direct connections shall be evaluated by a qualified engineer.
7. TIE BACK ALL TRANSPORTABLE RIGGING DEVICES. Tieback ropes shall be equivalent in strength to the suspension ropes.
8. INSTALL TIEBACKS AND SECURE THEM WITHOUT SLACK to a suitable anchorage capable of supporting the hoist rated load with a safety factor of four.
9. IN THE EVENT THAT TIEBACKS CANNOT BE INSTALLED AT RIGHT ANGLES TO THE RIGGING, two tiebacks at opposing angles must be used to prevent unwanted movement.
10. RIG AND USE HOISTING MACHINES DIRECTLY UNDER THEIR SUSPENSION POINTS to prevent unwanted movement or side loading.
11. THE PLATFORM MUST BE SECURED TO PREVENT SWAYING. Do not assume that window cleaning tie-ins are safe: always have a qualified person approve securement points for suspended access equipment.

B. WIRE ROPE AND HARDWARE:

1. USE ONLY WIRE ROPE AND ATTACHMENTS specified by the hoisting machine manufacturer.
2. HANDLE WIRE ROPE WITH CARE. Always wear gloves.
3. COIL AND UNCOIL WIRE ROPE in accordance with the manufacturer's instructions to avoid kinking or damage.
4. ENSURE THAT THE WIRE ROPE IS LONG ENOUGH to reach the lowest possible landing.
5. CLEAN AND LUBRICATE WIRE ROPE in accordance with the manufacturer's instructions.
6. INSPECT WIRE ROPE during each ascent and descent in accordance with the manufacturer's instructions. Do not use wire rope that is kinked, bird caged, corroded, undersized, or damaged in any way. Do not expose wire rope to fire, undue heat, corrosive atmosphere, electricity, chemicals, or damage.
7. WIRE ROPES USED WITH TRACTION HOISTS must have prepared ends. Follow hoist manufacturer's recommendations.
8. USE THIMBLES at all wire rope suspension terminations.
9. USE J-BOLT WIRE ROPE CLAMPS OR SWEDGE FITTINGS. Do not use U-bolt clamps.
10. TIGHTEN THE J-BOLT WIRE ROPE CLAMPS in accordance with the manufacturer's instructions.

C. POWER SUPPLY FOR MOTORIZED EQUIPMENT:

1. BE SURE THAT YOUR POWER SUPPLY conforms to the hoist manufacturer's recommendations.



2. USE PROPERLY GROUNDED ELECTRICAL POWER CORDS. Protect them with circuit breakers.
3. USE POWER CORDS AND AIR HOSES of the proper size that are long enough for the application.
4. POWER CORD AND AIR HOSE CONNECTIONS MUST BE RESTRAINED to prevent separation.
5. USE STRAIN RELIEF DEVICES to attach power cords and air supply hoses to the platform to prevent connections from separating.
6. PROTECT POWER CORDS AND AIR HOSES from sharp edges.
7. USE GROUND FAULT CIRCUIT INTERRUPTER (GFCI) with power tools.
8. REMEMBER THAT AIR HOISTS require clean, lubricated air.

D. FALL ARREST EQUIPMENT:

1. EACH PERSON ON SUSPENDED ACCESS EQUIPMENT must be attached to a fall arrest system at all times.
 - a. INDEPENDENT VERTICAL LIFELINES
 - i. EACH VERTICAL LIFELINE shall be attached in accordance with manufacturer's instructions to a separate anchorage capable of supporting a minimum of 2,267 kg (5,000 pounds), or an anchorage designed by a qualified Engineer.
 - ii. DO NOT WRAP LIFELINES AROUND STRUCTURAL MEMBERS unless lifelines are protected, and a suitable anchorage connection is used.
 - iii. PROTECT LIFELINES at sharp corners and edges to prevent damage.
 - iv. RIG FALL ARREST SYSTEMS to prevent free fall in excess of 1.5 m (5 ft).
 - v. INSTALL VERTICAL LIFELINES so that they hang freely without contact with structural members or building façade.
 - vi. USE LIFELINES that are compatible with the rope grab/fall arrestor and compliant with applicable safety codes.
 - vii. INSTALL ROPE GRAB in accordance with the manufacturer's instructions. Rope grab must be properly oriented.
 - viii. KEEP ROPE GRAB POSITIONED above your head.
 - ix. UTILIZE FULL BODY HARNESSSES of the proper size and fit.
 - x. UTILIZE SHOCK ABSORBING LANYARD attached to the D-ring at the center of your back between the shoulder blades.
 - xi. INSPECT FALL PROTECTION ANCHORAGE/EQUIPMENT before each use. Consult the fall protection supplier for inspection procedures.
 - b. SECONDARY WIRE ROPE SYSTEM
 - i. WHEN A SECONDARY WIRE ROPE SYSTEM IS USED instead of a vertical lifeline, attach the lanyard to a horizontal lifeline or an approved platform anchor.

E. DURING USE:

1. USE ALL EQUIPMENT AND ALL DEVICES in accordance with the manufacturers' instructions.
2. DO NOT OVERLOAD OR MODIFY equipment.
3. INSPECT ALL EQUIPMENT, including hoists, platform, and rigging, before each use.
4. BE SURE PLATFORM AND CAGES have a proper guardrail system.
5. INSPECT WIRE ROPE before and during use.
6. BEFORE COMMENCING WORK OPERATIONS, it is recommended that wire rope and equipment is pre-loaded with the maximum working load, then wire rope clamps be re-tightened to manufacturer's recommendations.
7. USE CARE to prevent damage to equipment. Use roller bumpers or buffers to prevent damage to the structure or equipment.
8. CLEAN AND SERVICE EQUIPMENT REGULARLY. Follow manufacturers' recommendations. Use care to prevent damage to equipment by corrosive or other damaging substances.
9. ALWAYS MAINTAIN AT LEAST (4) FOUR WRAPS OF WIRE ROPE on drum-type hoists.



10. TRACTION HOISTS must have wire rope that is long enough to reach from the highest point of support to the lowest possible landing, plus reeving lengths.
11. DO NOT CONNECT PLATFORMS, unless the installation was designed for that purpose.
12. ALL COMPONENTS MUST BE SECURELY FASTENED to prevent them from falling off the platform.
13. DO NOT MOVE SUSPENDED ACCESS EQUIPMENT HORIZONTALLY when occupied, unless the system is designed to do so, and safe work practices are followed.
14. WHEN RIGGING FOR ANOTHER DROP, ensure that sufficient wire rope is available before moving the suspended platform horizontally to the next location.
15. NEVER USE MECHANICAL MEANS TO PULL SUSPENDED ACCESS EQUIPMENT HORIZONTALLY, unless all precautions are taken to not overturn the rigging system on the roof.

F. WELDING FROM SUSPENDED ACCESS EQUIPMENT REQUIRES SPECIAL TRAINING:

1. ASSURE PLATFORM IS GROUNDED TO THE STRUCTURE using a grounding conductor.
2. INSULATE WIRE ROPE above and below the platform.
3. INSULATE WIRE ROPE at suspension point and ensure that wire rope does not contact the structure along its entire length.
4. PREVENT THE WIRE ROPE END from becoming grounded.
5. INSULATE EACH HOIST with a protective cover.
6. INSULATE TIE BACK WIRE ROPES at the connection points.

IF YOU DO NOT UNDERSTAND THESE GUIDELINES, ASK YOUR SUPERVISOR FOR CLARIFICATION.

DISCLAIMER:

This Code of Safe Practice ("Code") provides some commonsense procedures for safely erecting, dismantling, and using Suspended Access Equipment. As equipment differs, comply with the instructions and procedures of the Suspended Access Equipment supplier and manufacturer(s). As field conditions vary and are beyond the control of the Access Association of Canada and Suspended Access Equipment Committee, safe and proper use of the Suspended Access Equipment is the sole responsibility of the employer and users. The Code provides information on methods of safe use but does not purport to be all-inclusive, or to supplant or replace any manufacturer or other safety and precautionary measures.

The information contained herein is to be used as a guide and not intended to replace legislative requirements with respect to the proper use, installation, or maintenance of Suspended Access Equipment, nor the general obligations of parties under applicable occupational health and safety legislation to take every reasonable precaution for the health and safety of workers. The user(s) must refer to such provisions in the applicable legislation. Further, the information provided is believed to be accurate as of the date of publication. In the event of conflict between the Code and all applicable legislation, including the Occupational Health and Safety Act and its regulations, such legislation shall supersede and govern. The Access Association of Canada expressly disclaims all liability as to any results obtained or arising from any use of the product or reliance on such information. The ownership of the copyright for this guide belongs to the Access Association of Canada.