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Approved By: Safety Supervisor	Scaffo	lding	Garyville Refining Safe Practice
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1.0 PURPOSE

1.1 The Garyville Refinery Scaffolding Standard Practice is designed to provide all MPC and Contractor personnel the necessary information for the construction and use of scaffold platforms. This procedure supplements and clarifies OSHA guidelines for the construction and use of portable work platforms.

2.0 APPLICATION

2.1 All personnel entering accessing or erecting scaffold at the Louisiana Refining Division must follow this procedure. This includes employees and contractors. This procedure includes all scaffolding utilized at the refinery.

3.0 IMPLEMENTATION

3.1 The implementation of the requirements outlined in the Scaffolding Standard Practice shall be adhered to as of this procedures effective date.

4.0 ADMINISTRATION / RESPONSIBILITIES

- 4.1 The Division's Safety Supervisor is designated as the administrator of this Standard Practice and is responsible for its implementation at the Louisiana Refining Division
- 4.2 A qualified scaffold company will provide <u>all</u> scaffolding material, and build, erect, and alter all scaffolding used in the Refinery. This includes any fall protection and anchorage set up involving a scaffold. (i.e. Self-Retracting Devices, Lifelines, Davit Arms)

5.0 **DEFINITIONS**

- 5.1 <u>BRACE A rigid connection that holds one scaffold member in a fixed position with respect to another member, or to a building or structure. (OSHA 1926.450 (b))</u>
- 5.2 <u>COMPETENT PERSON</u> One who is capable of identifying existing and predictable hazards in the surroundings or work conditions which are hazardous or dangerous to employees and who has authorization to take prompt corrective actions. This is usually the in house scaffolding company or other competent person that is knowledgeable and trained in proper scaffold building and inspection procedures.
- 5.3 <u>SCAFFOLD USER</u> One who as part of their job requirements must use or climb scaffolding. MPC employees are scaffold USERS only and as such cannot build, erect, or alter any scaffolding. Users are trained to inspect scaffolding before use and are able to recognize unsafe conditions, and also have the authority to stop any use of unsafe scaffolding.

6.0 **REQUIREMENTS**

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6.1 General Scaffold Safety Rules

- 6.1.1 Scaffolding shall be **constructed**, **modified**, **dismantled**, **or altered** by a "competent person".
- 6.1.2 Scaffolding shall be inspected by a "competent person" prior to use for each shift.
 - 6.1.2.1 Exception: Scaffolding constructed as an access platform for routine use Printed: 5/1/2025

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by Operations or Product Control shall be inspected by a "competent person" quarterly. A sign shall be posted at the access points of these scaffolds to indicate the quarterly inspection. The sign must state "Warning – Scaffold for routine access by Operations/Product Control Department Only –Quarterly Inspection Required – Maintenance personnel requires inspection prior to use." If a quarterly scaffold is routinely utilized, a permanent platform should be designed and constructed.

- 6.1.2.1.1 Maintenance is to keep a running list of routine use Operations / Product Control scaffolding.
- 6.1.2.1.2 A PM work order will be developed for the quarterly inspection of routine use Operations / Product Control scaffolding.
- 6.1.3 Provide proper scaffold components at each connection point, per manufacturer's recommendations, to prevent improper installation and unauthorized modifications to plant scaffolds.
 - 6.1.3.1 This requirement is only applicable to the top rails/bars of working platforms on scaffolding.
- 6.1.4 A color-coded tagging system is utilized to designate the scaffold's status and document the inspection. The "competent person" conducting the inspection must sign the tag upon completion and include the unit/area, date/time and applicable safety precautions. The inspection tags shall be located at the ground level access ladder. If there are multiple ladder access points a tag must be on each access point.
 - 6.1.4.1 A white tag holder with the language, "Danger do not use," in red lettering indicates that the scaffolding shall not be used by any scaffold user. This tag shall be placed on all incomplete scaffolds utilized during construction, maintenance, and dismantling of scaffolding. The tag must remain in place and must not be removed until the scaffold is complete and ready for use. Only the "Scaffold Erector" may be on the scaffold while this tag is displayed.
 - 6.1.4.2 GREEN/YELLOW tag indicates that the scaffolding is ready for use without any special precautions needed; however, the yellow section will dictate other hazards associated with working on the scaffold.
 - 6.1.4.3 YELLOW tag indicates that the scaffold may be used although scaffold hazards may be present, if specified precautions are taken by employees. The yellow tag must clearly stipulate precautions to be taken while on the scaffold. If the scaffold is 6 ft. or greater and unable to be constructed to OSHA specifications due to missing handrails, mid-rails, or other potential fall hazards exist, the scaffold tag must state 100% tie off required.
 - 6.1.4.4 A PURPLE tag will be attached to any scaffold component that is approved to be used as a rigging point. The tag will identify the weight rating and any rigging specifications. The components will be inspected and signed off on prior to being used.
- 6.1.5 All openings in the deck of a scaffold are to be covered.

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- 6.1.5.1 If equipment interference prevents the construction of a completely decked scaffold, then no openings shall exist in which a person can step through.
- 6.1.5.2 If an opening exists in which a person can step through and the opening cannot be covered then 100% tie off is required (4"X8" or greater).
- 6.1.5.3 If there is no tag or the tag does not indicate a valid inspection within the required timeframe, it is to be treated as a "Danger do not use" scaffold until inspection.
- 6.1.5.4 Tags and tag holders shall be in good condition and legible. Tags holders must be attached to the scaffold ladder in a manner that it cannot be removed from the scaffold until dismantlement. Tags shall be attached to the tag holder so it cannot be removed.
- 6.1.6 Hard hats shall be required at all times when on a scaffold regardless if any overhead hazards have been identified; however, if overhead hazards have been identified additional awareness shall be observed.
- 6.1.7 Ladders and step stools shall not be used on scaffolds to increase the working level height of employees, except under specific unique circumstances when scaffold modifications cannot be reasonably achieved for access to electrical substation panels. MPC Safety Department must verify the following criteria are met before any portable ladder or step stool is used on a scaffold:

(I) When the ladder is placed against a structure which is not part of the scaffold, the scaffold shall be secured against the sideways thrust exerted by the ladder;

(II) The platform units shall be secured to the scaffold to prevent their movement;

(III) The ladder legs shall be on the same platform or other means shall be provided to stabilize the ladder against unequal platform deflections, and (IV) The ladder legs shall be secured to prevent them from slipping or being pushed off the platform.

(V) The use of a portable ladder on a scaffold has been identified on the servicing group's JSA and documented on the permit by operations.

- 6.1.7.1 Approved fall protection in the form of a personal harness shall always be utilized when accessing a portable ladder or step stool from a scaffold.
- 6.1.7.2 Makeshift devices shall not be used to increase the height or provide access from above, under any circumstances.
- 6.1.8 Slippery conditions on scaffolds must be eliminated immediately.
- 6.1.9 Any scaffold erected within 10 feet of an established walkway must be barricaded with "Caution" tape and have warning sign to prevent personnel from passing beneath during erection or during work activity on the scaffold.
- 6.1.10 Scaffold stairs shall be inspected upon initial erection and monthly thereafter and appropriately tagged with "Monthly Inspection Required".
- 6.1.11 Scaffolds built inside confined spaces must comply with this procedure.

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6.1.12 All Scaffolding material shall be inspected before use. Material found to be unsafe must not be used. Any scaffold including accessories which are damaged or weakened from any cause shall be immediately repaired or replaced

6.2 General Scaffold Use

- 6.2.1 Scaffold users must review the tag to ensure the scaffold has been inspected by a "competent person" on the current shift prior to use. Scaffold users shall also inspect scaffolds prior to use for obvious deficiencies or hazards based on their level of training.
 - 6.2.1.1 Minimum requirements for the scaffold user to inspect are safe accessibility, handrails, mid-rails, toe boards, and danger tape or netting.
 - 6.2.1.2 Only equipment in good repair, properly inspected/tagged, and safe condition shall be used.
- 6.2.2 If adverse weather (i.e. extreme wind, ice, rain, etc) creates hazardous conditions, the scaffold user must assess the working conditions of the scaffold due to the weather. If the scaffold is regarded to be unsafe, work must be stopped.
- 6.2.3 Scaffold users are to NEVER CLIMB SCAFFOLD BRACING. Scaffold users must utilize appropriate access ladders. Scaffold users shall not let tools, materials, and debris accumulate on the platform of the scaffold.

6.3 General Scaffold Erection

6.3.1 Guardrails, mid-rails and toe boards shall be required for all scaffolds greater than six (6) feet in height. Guardrails and mid-rails must be used on platform more than four (4) feet in height. Guardrails, mid-rails, and toe boards must be constructed to OSHA specifications.

NOTE: Toe boards shall not be installed in the ladder openings of scaffold.

- 6.3.2 All scaffolds must be level and plumb at all times. All scaffold components must be supported by a structural member whether self-supporting or structural supporting.
- 6.3.3 Only equipment that meets OSHA requirements may be used for the erection and leveling of scaffolding. Unstable objects such as barrels, boxes, concrete blocks, loose bricks, etc., shall not be used to support any scaffold components.
- 6.3.4 Adequate sills for scaffolding legs and base plates must be provided when required.
- 6.3.5 Each scaffold leg must be braced. Braces shall never be forced to fit. The scaffold must be plumb and level so that fit can be made with ease. Braces must be fastened properly.
- 6.3.6 Scaffold erectors shall install and tighten all bolts or wing nuts that are part of the scaffold assembly.
- 6.3.7 Scaffold erectors shall provide safe access to scaffold platforms.

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- 6.3.7.1 All Scaffolding shall be built according to these specifications listed in this standard practice.
- 6.3.7.2 All breaks in a scaffold ladder shall start and end with a platform with the exception of grade level
- 6.3.7.3 Scaffold ladders above the first platform shall be constructed within the structural members of that scaffold.
- 6.3.7.4 Scaffold erectors shall provide landing platforms for every 30 feet of ladder height.
- 6.3.7.5 Scaffold erectors must provide ladder cages or self-retracting lanyards on ladders greater than 20 feet in height. Ladder cages must extend to no less than 7 feet or more than 8 feet above grade.
- 6.3.7.6 Only ladders meeting OSHA requirements shall be attached to scaffolding for access to platforms
- 6.3.7.7 Swing gates shall be supplied to access all scaffolds.
- 6.3.7.8 Ladders shall be turn in towards the access point of the platform.
- 6.3.7.9 Internal scaffolding not meeting the safe access guidelines listed above shall require additional means of fall protection.
- 6.3.8 Scaffold erectors shall anchor running scaffold to the wall or structure at each end and every 30 feet in length (25 feet in length for wood pole scaffold). Scaffold erectors shall begin vertical ties and repeat at four times the minimum scaffold base dimension. Scaffold erectors shall provide anchors to prevent the scaffold from tipping into or away from the wall or structure.
- 6.3.9 Additional anchors will be required when pulleys, hoist arms or other devices are used and If the scaffold is partially or fully enclosed.
- 6.3.10 Scaffold erectors shall guy or brace all free-standing scaffold towers when the height of the tower exceeds four times its minimum base dimension.
- 6.3.11 Scaffolds shall be capable of supporting without failure at least four times the maximum intended load.
- 6.3.12 Material being hoisted by a crane onto a scaffold shall have a tag line.
- 6.3.13 The MPC Electrical Supervisor must be consulted prior to placing within 20 feet of power lines. Special precautions must be taken to prevent electrical shock.
- 6.3.14 Personnel constructing scaffold shall tie-off at all times.
- 6.3.15 Scaffolding placed in the vicinity of roadways, shall utilize reflective tape and/or flashing lights.
- 6.3.16 A professional engineer's approval is required for any scaffolding structure higher than 100 feet. No work permit shall be issued unless these requirements are met and documentation shall be maintained with the work permit.

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- 6.3.17 If it is unfeasible to move equipment out of the unit or have the equipment lay flat on the ground, scaffolding may be used to support the leaning equipment (i.e. exchanger floating heads). If it is necessary to do so the following guidelines must be followed.
 - 6.3.17.1 The equipment shall be placed at a vertical angle.
 - 6.3.17.2 The scaffold bars must have clamps installed by the scaffold builder.
 - 6.3.17.3 The load shall be secured in three different locations (two locations from the equipment to the bar it is leaning on and one to a scaffold bar above the equipment with the use of #9 wire.
 - 6.3.17.4 The scaffold builder shall be notified to ensure the scaffolding is capable of supporting the intended load.

6.4 **PLANKING**

- 6.4.1 All scaffold planking must be Scaffold Grade or equivalent as recognized by approved grading rules for the species of wood used.
- 6.4.2 All planking shall have at least 12 inches of overlap and extend 6 inches beyond center of support or be cleated at both ends. Unsupported ends of planks must not extend less than 6" or more than 12 inches beyond the support.
- 6.4.3 Scaffolds must not be overloaded. Maximum allowable spans for 2" x 10" or larger nominal planking are as follows:

6.4.3.1 SPAN (feet)	LOAD (psf)
6	75 Heavy Duty
8	50 Medium Duty
10	25 Light Duty

- 6.4.4 Scaffold platforms shall be fully planked or covered with plywood as necessary between guardrails.
- 6.4.5 All wooden scaffold planks must be inspected by the scaffold erector and scaffold inspector to insure it is of sound quality, straight grained and free of large through knots.
- 6.4.6 Planks must be secured to the scaffold when necessary to prevent uplift or displacement.
- 6.4.7 The use of wood scaffold planking in the Hydroflouric Acid Unit should be avoided when possible. If wood planking is utilized it shall be totally neutralized and disposed of properly.
- 6.4.8 Metal scaffolding used in the Hydrofluoric Acid Unit is to be hosed down with water prior to moving the material from the unit.
- 6.4.9 The use of wood scaffold planking in areas where hydrocarbon or other contaminants may be absorbed into the wood causing slipping and/or fire hazards should be avoided when possible.

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6.4.10 Scaffold systems with intended service duration of more than 90 days must be decked with metal planking if possible. Scaffolding systems that have been in service for greater than 90 days with wooden decking must have the decking inspected and replaced if necessary. A scaffolding competent person may grant an exception based on site inspection.

6.5 ROLLING TOWERS - SPECIAL PRECAUTIONS

- 6.5.1 Rolling towers shall be used only on a smooth, level surface and must be kept level and plumb at all times.
- 6.5.2 Rolling towers shall be no higher than 4 times the minimum base dimension (3 times the minimum base dimension for upright scaffolds unless outboard supports, wideners or outriggers are used).
- 6.5.3 Caster brakes must be applied at all times when scaffold is not being moved.
- 6.5.4 Use 5 inch casters on towers under 20 feet. For towers 20 feet or over, always use 8 inch casters.
- 6.5.5 Casters shall be attached to the frame leg or adjusting screws by suitable means to prevent their falling out when tower is moved.
- 6.5.6 Do not extend leg length adjusting screws more than 12 inches on scaffold with platforms over 10 feet high.
- 6.5.7 Rolling towers shall be fully braced on all sides. A ladder for proper access and exit shall be affixed or built into the scaffold.
- 6.5.8 Horizontal diagonal bracing is to be used on the bottom and at intermediate levels of 20 feet. Prefabricated planks with attachment hooks may be used in place of diagonal bracing.
- 6.5.9 Guardrails with toeboards shall be used on all rolling scaffolds above 4 feet in height.
- 6.5.10 Do not use brackets or extend the platforms of rolling towers beyond base dimension of the towers.
- 6.5.11 Remove or secure all material and equipment on platform before moving scaffold.
- 6.5.12 DO NOT RIDE rolling scaffolds or towers.
- 6.5.13 Do not attempt to move a rolling tower without sufficient help. Apply force as close to the base as possible to move tower. Be alert for and avoid holes at grade or other obstructions at grade or overhead when moving a rolling tower.
- 6.5.14 Secure all planks to scaffold to prevent displacement or uplift.
- 6.5.15 All frames must be securely pinned together.

6.6 TUBELOK SCAFFOLD - SPECIAL RULES

6.6.1 A light duty tube and coupler scaffold using 2 inch O.D. steel tubing shall have posts spaced no more than 6 feet apart by 10 feet along the length of the scaffold or a maximum of 7 feet 6 inches square.

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6.6.2 A heavy duty tube and coupler scaffold using 2 inch O.D. steel tubing shall have posts spaced no more than 6 feet by 6 feet - 6 inches, or 5 feet by 7 feet.

MINIMUM NOMINAL SIZE AND SPACING FOR TUBELOK SCAFFOLDS					
	LIGHT DUTY		(HEAVY DUTY	
Uniformly distributed load Post spacing(longitudinal) Post spacing (transverse)	Not to exceed 25 psf 10' 7' 6" X or X 6' 7' 6"			Not to exceed 75 psf 6" 6" X or 6'	
Working levels Additional planked levels Maximum height	1 8 125'	2 4 125'	3 0 91'	1 6 125'	

- 6.6.3 Tube and coupler scaffold shall be limited in heights and working levels to those shown below: Drawings and specifications of all tube and coupler scaffolds above the limitations shall be designed by a qualified engineer.
- 6.6.4 Posts shall be accurately spaced, erected on suitable bases, and maintained plumb.
- 6.6.5 Runners shall be erected along the length of the scaffold, located on both the inside and the outside posts at even height. Runners shall be interlocked to the inside and the outside posts at even heights. Runners shall be interlocked to form continuous lengths and coupled to each post. Runners shall be placed not more than 6'6" on centers.
- 6.6.6 Bearers shall be installed transversely between posts and shall be securely coupled to the posts bearing on the runner coupler. When coupled directly to the runners, the coupler must be kept as close to the posts as possible.
- 6.6.7 Bearers shall be at least 4 inches but not more than 12 inches longer than the post spacing or runner spacing.
- 6.6.8 Cross bracing shall be installed across the width of the scaffold at least every third set of posts horizontally and every fourth runner vertically. Such bracing shall extend diagonally from the inner and outer runners upward to the next outer and inner runners.
- 6.6.9 Longitudinal diagonal bracing on the inner and outer rows of poles shall be installed at approximately a 45 Degree angle from near the base of the first outer post upward to the extreme top of the scaffold. Where the longitudinal length of the scaffold permits, such bracing shall be duplicated beginning at every fifth post. In a similar manner, longitudinal diagonal bracing shall also be installed from the last post extending back and upward toward the first post. Where conditions preclude the attachment of this bracing to the posts, it may be attached to the runners.
 - 6.6.9.1 When the bracing described above is impractical to install on a scaffold, satisfactory additional anchoring must be substituted for that bracing as recommended in OSHA 1926.451.

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6.7 HANGING SCAFFOLD

6.7.1 A written design and assembly/disassembly plan is required by the contractor erecting a hanging scaffold and will be maintained by that contractor.

6.8 TANK BUILDERS SCAFFOLD

- 6.8.1.1 Tank Builders Scaffold will be inspected each shift prior to use and will not be GREEN tagged.
- 6.8.1.2 The Guardrail System shall be inspected prior to each shift to ensure wires are taut. The Guardrail System will consist of taut wires with a top rail between 38 and 45 inches and capable of withstanding at least 200 pounds of force and a midrail located midway between the scaffold surface and toprail and capable of withstanding at least 150 pounds of force.
- 6.8.1.3 100% Tie-off to an approved anchor points when working at heights above 6 feet in accordance with LRD's Fall Protection Standard Practice.
- 6.8.1.4 If toe-boards are not in place, a net must be placed under the planks OR the area should be barricaded beneath and far enough away with caution signs to prevent tools and equipment from potentially endangering personnel below.
- 6.8.1.5 The space between the front edge of the plank and the tank shell shall be a maximum distance of 12".

7.0 TRAINING

7.1 Training for this procedure and subsequent revisions to this procedure will be provided to employees and contractors via the monthly HESS packet.

8.0 REFERENCES

- 8.1 OSHA 1926.450
- 8.2 OSHA 1926.1053
- 8.3 DOC. LIB. NO. 311.4

9.0 APPENDICES

Scaffold Use Personal Fall Protection Policy Summary

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10.0 REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Change procedural format	Safety	Refinery Management Team		
1	Revisions to meet MPC Interim Guidance	Safety	Refinery Management Team	4/26/2010	4/26/2010
2	Revision to Section 6.71 & 6.3.7 to reflect current practice	Safety/Maintenance	Safety and Maintenance Department	10/18/2010	10/18/2010
3	Note: under 6.3.1	Roger Gautreau	Safety Dept.	9/16/2011	9/16/2011
4	Revision to section 6.1.3.3 to specify 100% fall protection on scaffolds that are 6 ft. or greater.	Safety Department	Safety Department	2/10/2012	2/10/2012
5	Revised 6.1.3.3 and 6.1.4	Safety Department	Safety Department	4/27/2012	4/27/2012
6	Revised sections 4.2 and 5.1	Safety Department	Safety Department	12/10/2012	12/10/2012
7	Revised inspection frequency for routine use scaffolds used by Operations and Product Controls.	Safety Department	RLT	2/7/2013	2/7/2013
8	Added section 6.4.8 to require washing off metal scaffolding prior to removing the material from the HF Alky Unit.	Safety	Maintenance	3/5/2013	3/5/2013
9	3 year review; Grammatical changes; included the provision of either a ladder cage or srl w/ davit arm for ladders greater than 20 ft. in height.	Safety	Safety	4/25/2013	4/25/2013
10	Section 6.1.4.2. added 4"x 8"	Safety	Safety	9/24/2013	9/24/2013
11	Added section 6.1.3.2 to address the green/yellow tag	Chuck Whitman	RLT	4/28/2014	4/28/2014
12	Revised section 4.0, 5.0, and 6.3.7	Rebecca Bedell	VPP Committee- 5/27/2014 RLT- 5/29/2014	6/1/2014	6/1/2014
13	Revised the language in section 6.1.3.1	Amanda Hall	RLT-3/26/2015 VPP Committee- 3/12/2015	4/1/2015	4/1/2015

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14	3 year review & Revised 3.0	Rebecca Bedell	Safety	3/29/2016	3/29/2016
15	Added section 6.3.17 which provides guidance when utilizing scaffolding to support leaning equipment.	Ean Rainey	VPP – 6/27/18 RLT – 7/19/18	7/23/2018	7/23/2018
16	Routine triennial review, no changes.	Safety	Safety	3/18/2019	3/18/2019
17	Added purple tag rigging point	Nick Martin	VPP – 4/21/2020 RLT – 5/7/2020	6/1/2020	6/1/2020
18	Added section 6.1.3 – Guidance provided to prevent improper installation and unauthorized modification of plant scaffolds. (top rails of working platforms only)	Ean Rainey	VPP – 10-14-2020 RLT – 10-15-2020	10/26/2020	11/1/2020
19	Added section 6.1.7 – Criteria for ladder use on scaffolds around electrical substations	Quinn LeBlanc	VPP- 10/29/2020 RLT-11/19/2020	11/30/2020	12/31/2020
20	Routine triennial review, no changes.	Safety	Safety	2/12/2022	2/12/2022
21	Added - The MPC Electrical Supervisor must be consulted prior to placing scaffolding within 20 feet of power lines.	Safety	VPP- 12-13-22 RLT 2-9-23	2/14/2023	2/14/2023