

Suspended Work Platform Systems and Boatswain's Chair Responsibilities Fact Sheet

The following is an overview of the responsibilities of workplace parties relating to suspended work platform systems and boatswain's chairs under the Construction Projects regulation (O. Reg.213/91).

	Roof Plan	Fixed Support	Work Plan	MOL	Requirements			Worker Training
					Testing	Equipment	Installation	
Owner of the Building	✓	✓	--	✓	--	--	--	--
Constructor	✓	✓	--	✓	--	--	--	--
Supplier	--	--	--	--	✓	✓	--	--
Employer	✓	✓	✓	✓	--	✓	✓	✓
Competent Worker	--	--	--	--	✓	--	✓	✓

Owner of the Building – Responsibilities	
Roof Plan	<ul style="list-style-type: none"> • Ensure that there is a roof plan for the building (s.141.2 (1)). • Post the roof plan near the entrance to the roof (s.141.2 (2)). • Provide a copy of the roof plan to the constructor (s.141.2 (3)).
Fixed Supports	<ul style="list-style-type: none"> • Ensure that the position of fixed supports is identified in the roof plan (s.141.2 (1)). • Ensure that fixed supports identified in the roof plan are inspected, maintained, and tested (s.141.4 (1)). • If fixed supports are not adequate, provide the constructor with structural drawings for the building (s.141.3 (1)).
MOL	<ul style="list-style-type: none"> • Make the record of fixed supports available to the MOL (s. 141.4 (6)).

Constructor – Responsibilities	
Roof Plan	<ul style="list-style-type: none"> Obtain a copy of the roof plan from the building owner (s. 141.2 (3)). Provide a copy of the roof plan and, if required, the design drawings and written procedures prepared by a professional engineer to all employers whose workers will use a suspended work platform system or boatswain’s chair (s. 141.2 (4), (5)).
Fixed Supports	<ul style="list-style-type: none"> If fixed supports are not adequate, a professional engineer must prepare design drawings and written procedures (s.141.3 (2)). Confirm fixed supports have been inspected, maintained, and tested (s.141.4 (7)).
MOL	<ul style="list-style-type: none"> Notify MOL at least 48 hours before using a suspended work platform system for the first time at a project (s.7.1 (2)).

Supplier and Equipment Owner – Responsibilities	
Testing	<ul style="list-style-type: none"> Conduct annual tests on work platforms (s.139.1 (1)).
Equipment	<ul style="list-style-type: none"> Mark or label suspended work platform system components (s.141 (1)).

Employer – Responsibilities	
Roof Plan	<ul style="list-style-type: none"> Receive a copy of the roof plan and, if required, the design drawings and written procedures from the constructor (s.141.2 (4), (5)).
Fixed Supports	<ul style="list-style-type: none"> Advise the owner if fixed support is defective or not adequate (s. 141.4 (2)(d)). Confirm fixed supports have been inspected, maintained, and tested (s. 141.4 (7)).
Work Plan	<ul style="list-style-type: none"> Have a competent person prepare written rescue procedures, conduct a risk assessment, and prepare a site-specific work plan (s.141.5 (1)). Implement the site-specific work plan and communicate it to workers (s. 141.5 (5)).

Employer – Responsibilities (continued)	
Equipment	<ul style="list-style-type: none"> • Ensure that the suspended work platform system has been inspected, tested, and maintained (s. 139 (1)). • Maintain permanent equipment logs for components of the suspended work platform system (s. 140 (1)). • Ensure that the rated platform capacity is posted on the suspended work platform, work platform module, or boatswain’s chair (s.142).
Installation	<ul style="list-style-type: none"> • Designate a competent worker to install and inspect a suspended work platform system or boatswain’s chair (s.138.1 (1)). • Designate a competent worker to install, alter, or dismantle a suspended work platform system or boatswain’s chair (s.141.6 (1)). • Ensure that the suspended work platform system or boatswain’s chair is erected, installed, used, and dismantled according to the manufacturer’s instructions and either a generic installation drawing or a site-specific drawing (as required) (s. 141.6 (2)). • Have a competent worker perform daily inspections of the suspended work platform system or boatswain’s chair (s. 142.04 (1)). • Have a competent worker perform a functional test of a work platform or powered boatswain’s chair in accordance with the manufacturer’s instructions (s. 142.05 (1)).
Worker Training	<ul style="list-style-type: none"> • Ensure that all workers who use a suspended work platform system or boatswain’s chair complete the required training program (s. 138 (1)). • Ensure that workers who install and inspect a suspended work platform system or boatswain’s chair complete the required training program (s. 138.1 (2)).
MOL	<ul style="list-style-type: none"> • Make records or documents available to an inspector (s.137.3 (6), s. 140 (2), s. 141.5 (4), s. 141.7 (5), s. 141.8 (9), s. 142.02 (2), s. 142.04 (3)).

Competent Worker – Responsibilities	
Testing	<ul style="list-style-type: none"> • Perform functional test on work platform or powered boatswain’s chair (s.142.05 (1)).
Equipment	<ul style="list-style-type: none"> • Install, alter, or dismantle a suspended work platform system or boatswain’s chair (s.141.6 (1)). • Erect, install, use, and dismantle a suspended work platform system or boatswain’s chair in accordance with manufacturer’s instructions and either generic or site-specific installation drawings (as required) (s.141.6 (2)). • Inspect either generic installation and provide a written report (s.141.7 (2), (3)) or site-specific installation and provide a written report (s.141.8 (6), (7)). • Identify defects or hazardous conditions daily before use (s.142.04 (1)).
Training	<ul style="list-style-type: none"> • Successfully complete the required training program (s.138, s.138.1).