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

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

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| **OWNER OF THE BUILDING – RESPONSIBILITIES** |
| **Roof Plan** | * 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** | * 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)).
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| **MOL** | * Make the record of fixed supports available to the MOL (s. 141.4 (6)).
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| **CONSTRUCTOR – RESPONSIBILITIES** |
| **Roof Plan** | * 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** | * 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** | * Notify MOL at least 48 hours before using a suspended work platform system for the first time at a project (s.7.1 (2)).
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| **SUPPLIER AND EQUIPMENT OWNER – RESPONSIBILITIES** |
| **Testing** | * Conduct annual tests on work platforms (s.139.1 (1)).
 |
| **Equipment** | * Mark or label suspended work platform system components (s.141 (1)).
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| **EMPLOYER – RESPONSIBILITIES** |
| **Roof Plan** | * 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** | * 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** | * 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)).
 |
| **Equipment** | * 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** | * 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** | * 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** | * 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)).
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| **COMPETENT WORKER – RESPONSIBILITIES** |
| **Testing** | * Perform functional test on work platform or powered boatswain’s chair (s.142.05 (1)).
 |
| **Equipment** | * 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** | * Successfully complete the required training program (s.138, s.138.1).
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