Scaffold Guideline

This Guideline has been developed to support, and should be read in conjunction with Queensland Hydro's **Plant and Work Equipment Procedure (HS-PRO-0019).**

The Queensland *Work Health and Safety Regulation 2011* (s 225 and s 306P – 306Q) requires the implementation of specific control measures for managing certain risks associated with scaffold. These have been summarised in this Guideline.

General
All scaffold purchased, hired or otherwise acquired by Queensland Hydro (including where supplied and erected by a licensed external scaffolding company) must be subject to a **Plant and Work Equipment Risk Assessment (HS-FRM-0011).**
Licensing and Competency
Scaffolding must only be erected and dismantled by persons holding the appropriate class of High Risk Work Licence to undertake the work, as follows: Persons holding a **Basic Scaffolding high risk work licence** may complete the following scaffolding work: • Modular or prefabricated scaffolds; • Cantilevered materials hoists with a maximum working load of 500kg; • Ropes; • Gin wheels; • Safety nets and static lines; • Bracket scaffolds (tank and formwork); but • Excluding any aspects of Intermediate and Advanced Scaffolding. Persons holding an **Intermediate Scaffolding high risk work licence** may complete all aspects of Basic Scaffolding, plus the following additional scaffolding work: • Cantilevered crane loading platforms; • Cantilevered scaffolds; • Spur scaffolds; • Barrow ramps and sloping platforms; • Scaffolding associated with perimeter safety screens and shutters; • Mast climbing work platforms; • Tube and coupler scaffolds (including tube and coupler covered ways and gantries); but • Excluding any aspects of Advanced Scaffolding. Persons holding an **Advanced Scaffolding high risk work licence** may complete all aspects of Basic and Intermediate Scaffolding, plus the following additional scaffolding work: • Cantilevered hoists; • Hung scaffolds, including scaffolds hung from tubes, wire ropes or chains; and • Suspended scaffolds.

Access, Inspection and Use

Scaffold must be designed, erected, used, inspected, maintained and dismantled in accordance with the **Scaffolding Code of Practice 2021 (Qld).**

Use of scaffold is often high risk construction work for which a documented Safe Work Method Statement (SWMS) must be prepared. Refer to the **HS Risk Management Procedure (HS-PRO-0007)** for assistance in determining whether a SWMS is required.

Scaffold includes suspended scaffold, cantilevered scaffold, spur scaffold, hung scaffold and any other scaffold from which a person or thing could fall more than 4m.

Unauthorised access to the scaffold must be prevented while the scaffold is incomplete or unattended.

Scaffold must not be used unless written confirmation is received from a competent person that construction of the scaffold has been completed.

The scaffold and its supporting structure must be inspected by a competent person:

- When newly established at a site;
- Each day before the scaffold is used;
- Before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold;
- Before use of the scaffold is resumed after repairs; and
- At least every 30 days;

If an inspection indicates that scaffold or its supporting structure creates a Health and Safety (HS) risk, any necessary repairs, alterations or additions must be made, and the scaffold and its supporting structure inspected again by a competent person before use of the scaffold is resumed.

Where practicable and appropriate to control risks associated with falls, Queensland Hydro also requires these control measures to be implemented for scaffold under 4m.

Queensland Hydro's **Work at Height Procedure (HS-PRO-0020)** provides further guidance about work activities where scaffold may be used as a control.

Erecting and Dismantling

Scaffolding must not be erected where there is a risk to the persons erecting it of falling 2 metres, unless the risk of falling is prevented by:

- Using a control measure; or
- Using a fall arrest harness system; or
- After enough components of the scaffold have been installed, including:
    - A platform at least 450mm wide along the full length of the section of scaffolding; and
    - Edge protection; and
    - A means of access to the level the scaffolding has reached; and
- Before the next level of the scaffolding is erected, a platform below the level at a distance of not more than 2 metres. Such a platform must cover the full length and width of the section of scaffolding designed to support the platform at the level at which it is installed (other than a part of the section required to raise planks or other components of the scaffolding between levels).

Scaffolding must not be dismantled where there is a risk to the persons dismantling it of falling 2 metres, unless the risk of falling is prevented by:

- Using a control measure; or
- Using a fall arrest harness system; or
- Each of the following is complied with:

- Any edge protection for the scaffold and means of access to the level that the dismantling has reach are kept in place while practicable;
- A platform at least 450mm wide is in place at the level the dismantling has reached while practicable; and
- There is in place a platform at the lower level (below the level the dismantling has reached) at a distance of not more than 2 metres. Such a platform must cover the full length and width of the section of scaffolding designed to support the platform at the lower level (other than a part of the section required to raise planks or other components of the scaffolding between levels).