

Hydro Tasmania

SAFETY AND WELLBEING COMMUNICATIONS

GREEN NOTICE

Scaffold Procedure Awareness

Document Number	260305_SW	Date Issued	5 March 2026
SAP Number	N/A	Approved By	Acting WHS Ops & Capa Mngr
Type of Comms	Safety message	Audience impact	Continual improvement

Description (Compliance Improvement)

In recent weeks there have been reports of defective or non-compliant scaffolds across Hydro Tasmania sites. Additionally, compulsory steps under Hydro's WHS procedures have not been carried out due to limited knowledge, resulting in scaffolding that may be unsafe. This highlights the importance of understanding and implementing procedural requirements to ensure the safety of our people. The [Scaffold procedure](#) can be found under the [Working at Heights](#) tile on the [Specific Risks](#) page, on the [Workplace health & safety portal](#).

Key Points

Below are Hydro safety and scaffold documentation that may be required depending on scaffolding type (simple/complex). More information and requirements are set out in the Scaffolding procedure.

- [Safe Work Method Statement \(SWMS\)](#) required for building, dismantling and modifications.
- [Emergency and Rescue Plans](#) - certain scaffolds depending on their type must have a rescue system designed into the build and have a rescue plan developed and workers trained in them.
- [Scaffold Plan](#) - scaffold plans are to be prepared for complex scaffolding by the organisation erecting the scaffold and by a person holding the relevant scaffolding high risk work license. This plan should be completed in consultation with people involved e.g. designers, installers, workers. Once a scaffold plan has been received and agreed to by the Job Manager, the scaffolding may be erected on site.
- [Scaffold Inspection Checklist](#) - inspected and approved for use by a licenced scaffolder. Prompts to Hydro build standards are outlined in the Scaffold Inspection Checklist and shall be used to check the scaffold is safe/compliant. This checklist may be used in addition to the licenced scaffolder's own checklists and forms.
- [Scaffold Inspection Tag](#) - signed and dated by licenced scaffolder and in place at every access point. Scaffold is to be inspected by a licenced scaffolder following any alterations and at intervals of no greater than 30 days.
- [Handover Certificate](#) - to be completed for complex scaffolding by a licenced scaffolder and issued to the site manager or supervisor. The handover certificate is to remain on site until the scaffold is dismantled.

Actions for leaders, employees and contractors (Expectation for adoption of learnings)

Use this communication as a chance to discuss in your team at your next Toolbox or other forum and test any knowledge gaps or improvement opportunities in your areas. If you have any feedback on this procedure, please contact Stewart Geard - High Risk Work Advisor or one of the [WHS Partners](#). Where additional support is required for scaffolding due to potential complexities, please contact Stewart Geard as a subject matter expert.

