
 <b>HEALTH, SAFETY &amp; ENVIRONMENTAL MANUAL</b>	<b>12.11.6 Formwork and Falsework – Critical Task Procedure</b>				
	Initial HIRA Score:	<b>15</b>	Residual HIRA Score:	<b>10</b>	Critical Task: <b>Yes</b>
	Program: <b>11.6</b>				
	Revision Number: <b>R0</b>		Number of Pages: <b>6</b>		
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## CRITICAL TASK PROCEDURE

### Procedures



#### Planning

- Ensure all workers involved in the task are competent for the work assigned to them.
- All workers conducting hoisting and rigging operations must be trained and competent for the tasks.
- Ensure all workers have the required PPE, including for work at heights and working with concrete.
- Inspect all rigging equipment daily before use.
- Ensure worksite is secure and not a hazard to the public.
- Barricade or rope off any areas where an overhead lift may cause a hazard to traffic, pedestrians, or other workers onsite.
- All workers landing forms must be tied off if guardrails are removed.
- Ensure landing areas are free and clear of debris, materials.
- Inspect scaffolding and ladders before use each day if needed for access and egress.
- Ensure forms and materials are stored properly, stacked in a straight and uniform manner.
- Always check overhead for any obstruction hazards when planning to store materials (ie overhead powerlines)
- Stop work when the wind speed may pose a hazard. Consult with the supervisor.

**J-AAR Supervisors will inspect and sign off on all formwork and/or falsework prior to any pour. The inspections will be logged and recorded. Inspections must follow the manufacturer instructions.**

#### Preparing for tasks

- Post “Danger Due To” signs as required where areas are restricted because of unloading, loading or overhead lifts.
- Install modular fencing where required for public way protection.
- Maintain any stamped engineered drawings onsite throughout the duration of work, as required, including for flying forms.
- Inspect all PPE including harnesses and respirators.
- Inspect all tools, including all hand and power tools
- Use tethers for all tools and materials as required.
- Perform any necessary housekeeping in work areas to keep the worksite free of debris. This helps prevent slips, trips and falls.
- Cover exposed dowels and rebar with protective covers.
- Use signallers for any reversing trucks, equipment, or crane work.
- Inspect all rigging components and equipment.
- Wear hearing protection and eye protection when cutting forms with power tools.
- Wear gloves and eye protection when spraying form oil.
- Wear long pants, long sleeves, rubber boots, and gloves when handling or working with concrete.

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## CRITICAL TASK PROCEDURE

### General procedures

The following are the main hazard areas in formwork operations:

#### **Falls**

- All workers in Ontario who may be exposed to a fall hazard and who may use a fall protection system must have working at heights training that has been approved by the Chief Prevention Officer.
- Inspect all fall protection equipment including the harness each day before work starts.
- A fall rescue plan must be created for each workplace
- Keep work areas clear as possible to avoid slips, trips and falls.
- Remove obstructions or hazards in your work zone that may hinder your balance or footing.
- When using a ladder, follow all procedures and policies. The ladder must be setup on a firm, level surface and be supported properly.
- Use 3-point contact when climbing a ladder.

#### **Materials Handling**

- Use equipment for lifting, use taglines and/or get help from other workers.
- Stack or store materials in a secure and straight manner.
- Store materials in the properly designated laydown areas as advised by the supervisor.

#### **Struck by/Against**

- Be aware of your surroundings.
- Do not work under loads.
- Stand or work in a safe area, out of the danger zone where material could fall, spin or tip towards you.
- Do not place yourself between the load and a solid surface where you could get crushed.
- When stripping forms, be aware of tools like hammers and pry bars slipping and kicking back unexpectedly with force.

#### **Electrical Contact**



- Ground fault circuit interrupters are legally required for portable tools used outdoors or in wet locations.
- Check all tools for frayed cords, broken casings, or housings. Inspect extension cords.

#### **Collapses**

- Forms can come loose, slip out of place, or fall over, striking or crushing workers underneath.
- Use proper methods to strip or dismantle forms and only when approval has been given by the supervisor.

#### **Health Hazards**

- Form oils and curing compounds can irritate the lungs.
- Concrete or cement has a corrosive effect on skin.

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- Use proper PPE including gloves, eye protection, long pants and sleeves, and proper boots for the task.
- Read and understand the SDS for each chemical product.

#### Environmental Conditions

- Ensure surfaces are safe to work on.
- Control or avoid icy, slippery conditions.
- Stop work when windy conditions become hazardous, especially at higher floor levels.
- Always check with the supervisor if work may continue in adverse weather conditions.
- Secure loose items with tiedowns, fasteners or weighed objects.

#### Dust and Concrete

- Use respirators and safety glasses to protect from blowing dust and flying concrete particles during the chipping or cleaning of formwork.

#### Access Equipment

- Ladders must be tied off
- Workers must not carry materials while climbing.
- Remove obstructions at the top and bottom of ladders.
- Ensure scaffolds are completely decked in
- Workers must wear fall protection while erecting or dismantling.

#### Lighting

- Ensure adequate lighting is installed in areas that are too dark or for work at night.

#### Task Completion

- Ensure all equipment and tools are shutdown and safely stored at end of shift.
- Secure any materials and store in a safe and proper manner.
- Check for items that need to be tied down or secured from weather hazards (ie wind).
- Secure any open areas with fencing and signs as needed.
- File all inspections.

### Job Hazard Risk Assessment

Initial HIRA Score	Hazards	Controls	Residual HIRA Score
20	Inadequate fall protection	<ul style="list-style-type: none"> <li>• Workers must be protected by fall</li> </ul>	10



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20	Lack of fall rescue plan	<p>protection devices when working at heights.</p> <ul style="list-style-type: none"> <li>• Use guardrails, travel restraint or fall arrest</li> </ul>	10
20	Lack of inspections	<ul style="list-style-type: none"> <li>• A site-specific fall rescue plan must be written and approved by the supervisor.</li> <li>• The plan must be reviewed by all rescue team members.</li> </ul>	10
20	Inadequate training	<ul style="list-style-type: none"> <li>• Conduct pre-use inspections on all PPE.</li> <li>• Conduct pre-pour inspections for all required forms.</li> <li>• Inspect all rigging</li> <li>• Inspect all ladders and scaffolds</li> </ul>	10
15	Struck by	<ul style="list-style-type: none"> <li>• All workers must be trained and competent for their tasks.</li> <li>• Crane operators must be licenced</li> <li>• Workers using rigging equipment must be trained</li> </ul>	10
15	Struck by	<ul style="list-style-type: none"> <li>• Formwork must be approved for removal or stripping by supervisor.</li> <li>• Flying forms must be engineered and a</li> </ul>	10



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15	Dropped objects	<p>competent work must organize the lift.</p> <ul style="list-style-type: none"> <li>Do not work under loads.</li> </ul>	10
15	Ladder/scaffold use	<ul style="list-style-type: none"> <li>Tools must be tethered or kept away from edges or areas where falls may occur.</li> <li>All rigging must be inspected pre-use.</li> <li>All workers using rigging equipment must be trained.</li> </ul>	10
15	Environmental hazards	<ul style="list-style-type: none"> <li>Ladders and scaffolds must be inspected pre-use each day.</li> <li>Use 3-point contact when climbing a ladder</li> </ul>	10
15	Poor housekeeping	<ul style="list-style-type: none"> <li>Follow all procedures for wind hazards at the worksite. Follow instructions from supervisor.</li> <li>Use controls for any work sites that are hazardous from rain, ice, snow</li> </ul>	5
15	Poor housekeeping	<ul style="list-style-type: none"> <li>Clean up worksite daily.</li> <li>Put all trash and debris in appropriate containers.</li> <li>Keep laydown and storage areas clean and clear.</li> </ul>	5



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### CRITICAL TASK PROCEDURE

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Chemical hazards

- Use all required PPE when handling concrete or form oil.
- Review SDS before using a chemical product.

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