

# SAFE WORK PROCEDURE

## CONCRETE FORMING

<b>Written By:</b> Alex Ethier	<b>Approved By:</b> Alex Ethier	<b>Date Created:</b> January 18, 2008	<b>Date of Last Revision:</b> January 18, 2008
<i>This task may only be performed by trained personnel.</i>			
<b>Hazards Present:</b>	<b>Personal Protective Equipment (PPE) or Devices Required:</b>	<b>Additional Training Requirements:</b>	
<ul style="list-style-type: none"> <li>• MSI Strains</li> <li>• Open Excavation</li> </ul>	<ul style="list-style-type: none"> <li>• CSA Approved Hard Hat</li> <li>• CSA Approved Footwear</li> <li>• Gloves</li> <li>• CSA Approved Eyewear</li> </ul>	<ul style="list-style-type: none"> <li>• Manual Lifting</li> </ul>	
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Layout area and setup barricades/guarding to keep by-passers out of working area.</li> <li>2. Formwork requires repeated handling and re-use of materials and equipment. A well-organized storage area can prevent accidents and reduces material waste.</li> <li>3. Stockpile materials in an orderly manner to prevent piles from toppling.</li> <li>4. Keep storage area and walkways clean to eliminate tripping and pull used nails from lumber to avoid painful puncture wounds.</li> <li>5. Ensure all required PPE is worn properly.</li> <li>6. Before lifting materials, ensure you're able to do so. If you need help, ask a co-worker for assistance.</li> <li>7. Make sure path is clear, watch where you step.</li> <li>8. Watch for overhead obstructions when handling materials.</li> <li>9. When dropping forms into excavations, be sure the area below is clear of people and other objects.</li> <li>10. Be cautious of where your fingers and feet are when placing forms together.</li> <li>11. Erect only one side of the form to allow still to be tied. Use adequate temporary bracing to assure formwork is stabilized against wind and other external forces.</li> <li>12. After still has been tied, start closing the forms. Make sure the wall ties are not forced or bent (it could reduce their strength).</li> <li>13. After forms are closed, make sure all wailers and cam-locks are properly secured in place.</li> <li>14. Prior to pouring concrete, ensure walls are plumb, straight and all braces well spaced and secured.</li> <li>15. To ensure no materials have been removed or omitted, always check the entire form system prior to concrete placement. (Keep in mind that mechanical vibration can increase concrete pressure by approximately 35% and loosen or disengage forming hardware).</li> </ol>			
<p><i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage emergency procedures and/or follow the lock-out procedure.</i></p> <p><b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b></p>			
<b>Guidance Documents / Standards / Applicable Legislation / Other:</b>		<b>EMERGENCY PROCEDURES</b> <i>(if incident occurs, follow these procedures)</i>	
<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• If injury occurs...contact 911</li> <li>• Administer First Aid/CPR as required</li> </ul>	

***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.***