

QUICK CHECKLIST:

- Know who the Temporary Works Coordinator (TWC) is.
- Know which trade contractors will be working around, above or under you.
- Know the emergency procedures.
- Follow any requirements set out in any permits-to-work, etc.
- Ensure you are looking at the latest issue of drawings and other information.
- Inform the Temporary Works Coordinator if the work details are not consistent with the drawings.
- Make sure you have the appropriate personal protective equipment (PPE).
- Do not use equipment, e.g. scaffolds, or plant and other access equipment unless it has been checked.
- Observe any requirements for the storage of material and equipment.
- Do not make unauthorised changes.

IF YOU HAVE CONCERNS

...ask your Supervisor.
It's better to be safe than sorry!

COMPANY CONTACT DETAILS

SITE:

COMPANY NAME:

ADDRESS:

NAME OF TWC:

TELEPHONE NO:

PREPARED BY THE
TEMPORARY WORKS FORUM (TWf)



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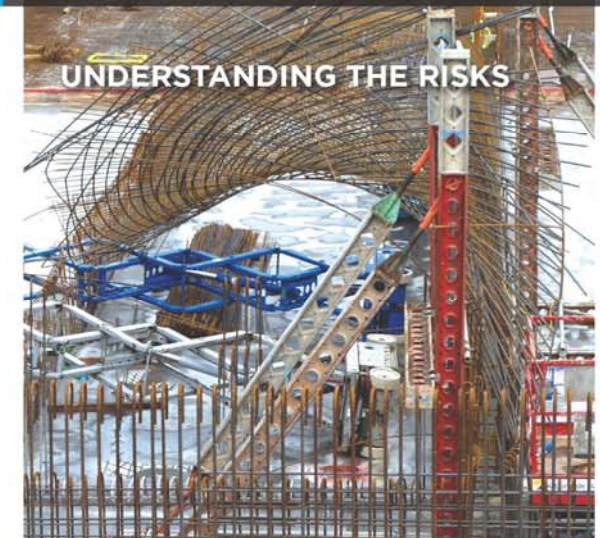
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SITE INDUCTION GUIDE TO TEMPORARY WORKS



UNDERSTANDING THE RISKS

WHAT IS TEMPORARY WORKS?

“Temporary works” is a widely used expression in the construction industry for a temporary ‘engineered solution’ that provides support, restraint or access.

Examples are:

Earthworks - trenches, excavations, temporary slopes and stockpiles.

Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.

Equipment/plant foundations - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable areas for plant erection, e.g. mobile cranes and piling rigs.



WHAT ARE THE HAZARDS?

- Structural inadequacy, e.g. lack of support ties, inadequate bracing
- Working at height
- Falling objects
- Structural instability
- Manual handling
- Buried and overhead services
- Unauthorised changes
- Overloading
- Surcharging
- Inadequate support to plant, e.g. poor ground conditions
- Poor management and supervision
- Failure to inspect regularly
- Poorly planned construction sequences
- Lack of procedural control

REMEMBER

If it doesn't look right
it probably isn't

...

Report any concerns
to your site supervisor



RESPONSIBILITIES NOT EXHAUSTIVE...

Company - Designated Individual (DI)

- Have in place effective arrangements for controlling risks
- Appointment of a Temporary Works Coordinator (TWC)

Site Manager

- Ensure a proactive safety culture
- Have a good working relationship with the TWC
- Ensure operatives are trained in safe erection, dismantling, etc.

Temporary Works Coordinator (TWC)

- Ensure the contractor's procedures for the control of temporary works are implemented on site
- Prepare an adequate design brief
- Complete and maintain a Temporary Works Register
- Ensure a suitable temporary works design is prepared, checked and implemented on site in accordance with the relevant drawings and specification
- Ensure any temporary works is checked at hold points

Temporary Works Supervisor (TWS)

- May be appointed to assist the TWC

Most importantly, you ... !

- Understand and follow instructions and any briefings
- Read and understand the risk assessment and/or method statement
- Observe warning notices, exclusion zones, etc.
- Ensure plant and equipment is in good condition and subject to pre-use checks
- Do not make unauthorised modifications