



Construction & Utilities Program

**FORMWORK TOOL**

**SITE PROMPT & REPORT**

REVISED 18 SEPTEMBER 2007

(For use by Employers, Site Safety Committee, HSR's and others)

Mark the appropriate shaded boxes to indicate compliance.

Yes = ✓

No = ✗

No information available = ○

Not Applicable = Blank

Some questions are not Yes/No but are there to assist you in determining if the issues have been addressed.

<b>Formwork Contractor:</b>		
<b>Builder's Name:</b>		
<b>Project:</b>		
<b>TYPE OF PROJECT</b>		
Housing	Small/Medium commercial	Major commercial
<b>Indicate Type of formwork system used:</b>		
Formwork systems used		
<b>FORMWORK DESIGN ISSUES</b>		<b>Indicate:</b>
<b>1</b>	Is there available onsite the erection design drawings and specifications for the formwork system?	
<b>2</b>	Is there available onsite the above design documentation for each type of formwork system used?	
<b>3</b>	Are the design drawings and other documentation legible and adequate?	
<b>4</b>	Is there a specification for a minimum concrete cure time before dismantling?	
<b>5</b>	Is the issue of load limits and is back-propping of lower floors addressed?	
<b>6</b>	Are fall prevention measures to be provided as part of the formwork?	
<b>7</b>	Is suitable access and egress to the formwork work areas provided or planned?	
<b>8</b>	Before the concrete pour commences, has a competent person inspected the completed formwork and verified that it complies with the engineering documentation (see note)?	
<b>FORMWORK COMPONENT ISSUES</b>		<b>Indicate:</b>
<b>9</b>	Are the fabricated components in good serviceable condition?	
<b>10</b>	Are the timber support beams in good serviceable condition and of suitable type and grade?	
<b>11</b>	Are the sheets of ply in good serviceable condition and of suitable size and grade?	
<b>12</b>	Is the formwork, supported on firm foundations (condition of soleplates, ground or supporting structure)?	
<b>13</b>	Is the formwork assembly stable, even when exposed to different load combinations?	
<b>14</b>	Have good workmanship techniques been used in erecting the formwork (see attached list)?	
<b>PRINCIPLE CONTRACTOR ISSUES</b>		<b>Indicate:</b>
<b>15</b>	Does the builder have a documented safe system of work for formwork activities?	
<b>16</b>	Does it include a review of subcontractors' JSAs (formwork, steel fixing, concreting, electricians, etc)?	
<b>17</b>	How does the builder ensure the formwork is safe for other trades to access?	
<b>18</b>	Does the builder require the formwork to be inspected and certified before the concrete pour?	
<b>19</b>	How does the builder ensure the formwork's initial and ongoing structural integrity?	
<b>20</b>	Does the builder ensure fall protection is fitted to all voids and exposed edges?	
<b>21</b>	Has the builder supplied adequate access and egress to and from the work areas?	
<b>22</b>	Is other workers access to the formwork area restricted, during concrete pours and strip-outs?	
<b>23</b>	Does the builder ensure the formwork remains in place for the required cure time?	
<b>24</b>	Does the builder have an appropriate level of supervision during formwork activities?	

**Note:** The competent person must have the experience and skills necessary to undertake the structural inspection and may be employed directly by principal contractor or the formwork contractor.

<b>FORMWORK CONTRACTOR ISSUES</b>		<b>Indicate:</b>
<b>25</b>	Does the formwork contractor have safe systems of work for erection and dismantling?	
<b>26</b>	Does the contractor's documentation (JSAs) address manual handling issues?	
<b>27</b>	Does the contractor's documentation (JSAs) address fall prevention issues?	
<b>28</b>	Does the contractor have a process in place to inspect components before erection?	
<b>29</b>	Are the workers erecting the formwork system working safely?	
<b>30</b>	Is the person supervising the formwork erection process familiar with the system and its limitations?	
<b>31</b>	Does the contractor provide adequate supervision to all their onsite workers?	
<b>32</b>	Does the contractor have a process for the inspection of the completed formwork?	
<b>33</b>	Does the contractor provide the builder with a Inspection Certificate?	
<b>WORKERS ISSUES</b>		<b>Indicate:</b>
<b>34</b>	Are formworkers undertaking the erection & dismantling <b>adequately instructed</b> (JSA & SSW)?	
<b>35</b>	Are other workers working on or near the formwork <b>adequately instructed</b> (JSA & SSW)?	
<b>36</b>	Have all workers onsite, had <b>safety instruction</b> (site induction) in relation to formwork?	
<b>37</b>	Are all workers complying with the safe systems of work and their work instructions?	
<b>38</b>	Are all workers in the formwork area, adequately supervised?	
<b>39</b>	Is appropriate <b>PPE provided</b> and are <b>workers wearing</b> the PPE?	
<b>ANY ADDITION COMMENTS</b>		

<b>COMMON FAULTS WITH FORMWORK (POOR WORKMANSHIP TECHNIQUES)</b>		<b>Indicate:</b>
<b>A</b>	U-heads without timber support blocks used at the base instead of proprietary screw jacks	
<b>B</b>	Screw jacks are over adjusted (exceeding the limit set in design and is dependent on load)	
<b>C</b>	Inadequate foundations (condition of soleplates, ground or supporting structure)	
<b>D</b>	Use of damaged or unserviceable components	
<b>E</b>	Inadequate lateral and diagonal bracing	
<b>F</b>	Use of 'prop-on-prop' (unless specifically designed for this application)	
<b>G</b>	Lack of bracing at joints (if required by formwork design)	
<b>H</b>	Out-of-plumb supports (greater than specified in design documentation)	
<b>I</b>	Proprietary locking devices not locked, inoperative, improvised or missing	
<b>J</b>	Failure to comply with recommendations of the formwork components manufacturer	
<b>K</b>	Failure to keep within the limits specified by the formwork designer	
<b>L</b>	Use of sub-standard materials	
<b>M</b>	Improper positioning of supports	
<b>N</b>	Failure to provide adequate support for falsework	
<b>O</b>	Failure to observe the equipment or material stacking limitations	
<b>P</b>	Floor centre on floor centre	
<b>Q</b>	Failure to provide adequate fall prevention systems	
<b>R</b>	Failure to provide adequate access and egress to and from work areas	
<b>S</b>	Failure to ensure form work is not damaged by mobile plant	