









SOP - Dismantle Suspended Formwork

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process.

Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

							
Suits	Eye	Gloves	Hardhat	Harness	Safety	Hi Viz	Boots

OTHER SIGNAGE

							
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POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Damage to Property	Environment
Public areas	Outdoor work
Heights	Tools

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held

- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

Hammer
Pinch bar

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting

Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Wind down Jacks
- ✓ Remove Bearers
- ✓ Remove joists
- ✓ Remove ply
- ✓ Formwork to be stripped progressively



- ✓ Remove formwork to outside work area and stack

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ Remove multiple supports and DROP the form
- ✗ Alter this SOP without Management approval

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage and control asbestos in the workplace](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

[Managing the risk of falls at workplaces](#)

[Scaffolding](#)

[Formwork](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1892.2 Portable ladders – Timber

AS 1892.1 Portable ladders - Metal

AS 1892.5 Portable ladders - Selection, safe use a ladder

AS 2293 .2 emergency evacuation

AS 4801 OH&S management systems

ISO 31000 Risk management