

Safety Checklist

Formwork Safety in Construction

This checklist can be used by principal contractors and site supervisors to manage the risks of formwork and formwork activities on construction sites.

Principal contractors and builders have a duty to provide and maintain a working environment that is safe and without risks to health and safety, so far as is reasonably practicable. This includes ensuring proper planning, consultation and communication, safe systems of work, the right safety equipment at the right time and plant that is adequately maintained.

The major risks related to formwork include falls from formwork edges or through penetrations, being hit by falling timbers or crane loads, formwork collapse and contact with powerlines. This site supervisor formwork safety checklist is designed to help identify potential issues or risks with formwork on a construction site. It is NOT intended to be exhaustive and reference should be made to appropriate legislation, standards, Codes of Practice and Guides.

On-the-spot fines of up to \$3,600 for businesses and \$720 for individuals may be issued to those placing workers lives at risk by not adequately protecting them when working at heights, or for undertaking high risk work activities without holding the appropriate high risk work licence eg scaffolding, crane operations.

If you answer no to any of the following questions, you may be in breach of the work health and safety legislation, or its associated Codes of Practice or Australian Standards.

Business Details		
Business name	Date	Time
Checklist completed by	Position	
Site address		
Formwork supplier/installer		

Preparation for formwork and the working environment

Ask yourself these questions	Y	N
Has adequate consultation been undertaken when planning the sequence of work for the formwork? Eg with other duty holders, workers and contractors?		
Have the formwork contractors safe work method statements (SWMS) been reviewed prior to work commencing? Eg for work at heights, electrical etc		
Is there a formwork plan or design in place that is signed off by a competent person (eg engineer)?		
Has it been confirmed that the formwork location will support the weight of the formwork, concrete and additional live loads (pumps, workers, mixers etc)? Eg competent person sign off prior to accessing or loading deck.		
Have the formworkers been provided with the appropriate training, information and instruction to work safely?		
Have the formworkers been inducted to the site?		
Is there an exclusion zone in place during construction/pouring/dismantling of the formwork?		
Has the formwork/falsework been regularly inspected and signed off by a competent person at each interval? Eg before allowing non-formworkers access to the deck, before placing concrete, before stripping.		
Has an emergency plan been prepared and made available on-site?		
Comments		

Formwork on-site management

Ask yourself these questions	Y	N
Are the formwork components in good condition?		
Are all formwork components compatible?		
Have adequate sole boards and base plates been provided under props and frames, where appropriate?		
Are the formwork and falsework protected from powered mobile plant and vehicular traffic where required?		
Has suitable safe access/egress been provided to and from the formwork decks for workers who will be working on or near the formwork?		
Are adequate control measures in place to prevent the risk of falling objects from the formwork decks?		
Do all decks have adequate protections in place to prevent a person falling from the edge of the deck? Eg scaffolds, temporary handrail		
Do all decks have adequate controls in place to prevent a person from falling through penetrations? Eg void covers, temporary handrails		
Has the formwork been checked to ensure it has not been altered prior to pouring? Eg bracing not removed by unapproved persons		
Have safeguards against overhead electric powerlines been provided where required?		
Is there adequate lighting for safe access and work activities?		
Have the electrical risks on formwork decks been appropriately managed? Eg leads safety, testing/tagging, distribution boards etc		
Comments		

Further information

- [Code of Practice Formwork](#)
- [Code of Practice for Construction Work](#)
- [Code of Practice for Managing the risk of falls at workplaces](#)
- [Work near overhead powerlines – the basics](#)
- Australian Standards AS3610 – Formwork for concrete

Also see www.safework.nsw.gov or call 13 10 50.

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation. Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

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