



FORM AND SUPPORT WORK

RA NO

DATE

H.T.I Score	7	Medium-Regular Monitoring/ Supervision
Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction - all employees	Long Trousers
Appointment 6(1)	Toolbox talks	Safety Footwear
App Form & Supportwork Supt	First Aider	Gloves
Appointment First Aider	Fall Protection Plan	Eye Protection
Fall Protection Plan	Working at heights	Safety Harnesses
Competency First Aider		

	Activity Steps	Hazards and Risks	Preventative Measures	Rating
1	Off loading shutters	Employee sustaining hand and finger injuries	Employees to make use of hand protection which must be provided. All employees to undergo a toolbox talk. Task to be supervised by a competent supervisor. All injuries to be reported to the site safety officer	5
		Employee sustaining back injury	Employees to attend a toolbox talk on material handling. Task to be supervised by a competent supervisor. All injuries to be reported to the site safety officer	5

		Material thrown from truck	Task to be supervised by a competent supervisor. Employees to attend a toolbox talk on material handling.	5
		Employee struck by shutter	Shutters not to be thrown off the truck. Task to be supervised by a competent supervisor. All injuries to be reported to the site safety officer	8
2	Storage of shutters	Material stacked on uneven ground	Ground to be firm and level. Storage to be controlled by a competent stacking supervisor.	5
		Material stacked unevenly	Stacking to be controlled by a competent stacking supervisor.	5
		Material falling over on plant or employee	Storage to be controlled by a competent stacking supervisor.	8
		Poor house keeping	House keeping to be maintained. Stacking and storage to be maintained and supervised by a competent supervisor.	5
3	Erecting Box Shutters	Hand injuries caused by use of hammers	Employees must wear hand protection	5
		Shutter not sufficiently constructed	Before shutter is lifted by the crane, the shutter must be inspected for any loose panels	8
4	Lifting the shutter into position	Shutter catching the scaffold and pulling scaffold over causing injuries	A guide rope must be used to guide the shutter into position. No person to be on scaffold while shutter is being lowered into position	8
		Releasing the crane hooks before the Shutter is held in position with props from the side, causing the shutter to collapse and cause injuries.	The hooks of the crane will only be unhooked when the shutter is sufficiently propped.	8

		Shutter fastened to the rebar column and crane hook unhooked without props, causing the shutter to pull the rebar over and cause severe injuries.	Shutter will not be tied to the rebar and the crane hooks unhooked unless the shutter is sufficiently propped.	8
		Load falling onto employees, causing severe injuries or fatalities.	No person to be standing under load and slew crane will not slew over employees.	8
5	Using access scaffold to gain access to the top of the shutter to unhook the crane or for pouring concrete.	Scaffolds not build to OHS Act regulations or SABS standards.	Scaffolds will be erected on sole boards, will be levelled with base jacks, will be build with same size ledgers and standards, will be sufficiently cross braced, will have a full working platform for employees, will have handrails of 900mm high around the platform, will be erected with hook on ladders and will have a safe to use or unsafe to use sign at the ladder.	8
		Employees falling from scaffold where a full floor board could not be constructed.	In the event where a full floor board could not be erected, employees will wear and use a safety harness connected to the scaffold handrail.	8