



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
CIVIL DEPARTMENT MANUAL**



Issue No. 02	Rev. No: 01	Effective Date: 10.07.2020	SOP/CIVIL/06
Issued By: M.R		Approved By: HOD (Civil)	
SOP FOR FORMWORK (Shuttering Work)			

- Scope** : This SOP is applicable to Safe working for Form work, for various heights.
- Responsibility** : Concern contractor & Workers.
- Accountability** : Civil-Section In charges.

PPE:

1. Safety helmet,
2. Safety shoe,
3. Mask.
4. Safety full body harness.
5. Hand gloves
6. Safety goggles.

Tools:

1. Hammer
2. Ring Spanner set
3. Wood cutting machine
4. Carpentry tools
5. Nails

Hazards:

Risks associated

Fall from heights
Form work collapse
Body injury
Nails

Mitigating Measures

safety nets
Proper inspection & follow the standards
Use proper PPEs
Proper housekeeping at the work place.



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
CIVIL DEPARTMENT MANUAL**



Issue No. 02	Rev. No: 01	Effective Date: 10.07.2020	SOP/CIVIL/06
Issued By: M.R		Approved By: HOD (Civil)	
SOP FOR FORMWORK (Shuttering Work)			

Training needs:

1. Emergency preparedness
2. Work at height
3. Scaffolding

Procedure:

1. Ensure base of the support area should be well compacted
2. Ensure the Design & Quality of the form work and Materials
3. Necessary work permits have to be obtained
4. All workmen shall wear appropriate safety PPEs & well aware about the safe work practice
5. Ensure availability of proper supervision
6. The formwork shall be done as per drawing
7. Adequate staging and platforms to be provided
8. Inspection for the form work should be done by section in-charge / competent personal
9. Rigidity of formwork should be maintained
10. No nail should protrude from support
11. Tag has to be fixed for the fitness of scaffolding
12. Necessary stair case arrangement should be made to reach the work place at height
13. Proper care to be taken while using shuttering materials for the 2nd time & further repetitives
14. Once de-shuttering done, all used shuttering materials shall be checked for any damages, fixed nails & binding wires or any other protruding objects and the same shall be cleaned & stacked properly
15. The above point no. 14 shall also be followed before starting any shuttering/form work

Emergency / Emergency Shut OFF:

1. If anybody fall from height, inform to the Safety department or Call Emergency number 3108/9865152222/9750963761.
2. If any shaking in the form work /scaffolding, then stop the work and inform to the section in charge.
3. If any injury is there, give First aid and inform to the Safety department or Call Emergency number 3108/9865152222/9750963761

Records/Annexure:

1. JSA as enclosed below.



DALMIA CEMENT (B) LIMITED – CEMENT PLANT ARIYALUR CIVIL DEPARTMENT MANUAL



Issue No. 02	Rev. No: 01	Effective Date: 10.07.2020	SOP/CIVIL/06
Issued By: M.R		Approved By: HOD (Civil)	
SOP FOR FORMWORK (Shuttering Work)			

JOB SAFETY ANALYSIS :(JSA)

Job Safety Analysis	Job: This SOP is applicable to Safe working for Form work for various heights	Date:	Analysis by: M.I.Shameem Sufiyan	Reviewed by: S.Chandra Bose
Title of employee doing job: Concern contractor & Workers	Supervisor: Section In charge	Department: Civil	Section: plant area	Approved by: S.Chandra Bose
Req'd/recommended PPE: Safety helmet, safety shoes, hand gloves, nose mask, safety goggles, safety full body harness				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
While doing scaffolding / form work (shuttering) at all heights	Improper scaffolding	Use standards materials & Follow the scaffolding standards & procedures.	Fall from heights- major injury or fatality.	Use safety net around the work place Use proper safety full body harness Scaffolding training for the worker who performing the job
	Collapsing of the scaffolding	Competent contractor and worker to engage the particular works.	Fall from heights- major injury or fatality	To ensure the competent supervisor /contractor while the time of the job.
	Height fear	Vertigo test to be done who is going to do the job.	major injury or fatality	Hand rails provided the work place.
	Nails	Proper housekeeping at the work place. Nails should not be protrude from form work	Major injury	Use proper safety Shoe & Hand Glove. Proper supervision.
	Electrical hazards.	To ensure the fitness of electrical equipment (wood cutting machine) and damaged wires should not used for connection of tools & light fittings etc	Electric shock / fatality	Use safety net and barricade surrounding area of the work place Ensure the fitness for Equipment. Ensure the weight limitation. Ensure the competent person to engage the lifting work.
	Using repetitive shuttering materials	Check the physical condition of any material before using the same against any damage, fixed nails or binding wire etc.	Injury to person	Ensure the area (Lifting surrounding area) to be barricaded. Ensure SOP & PPEs at site