



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



Issue No. 01	Rev. No: 01	Effective Date: 07.07.2017	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 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.



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Training needs:

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

Procedure:

Before stating the form work.

1. Ensure the base of the supports area should be compacted
2. To ensure the Design & Quality of the form work and Materials
3. Necessary work permits has to be obtained
4. All workmen are wearing safety PPE & awareness
5. To ensure proper supervision to be made available
6. The formwork shall be done as per drawing
7. Adequate staging and platforms is to provide
8. Inspection for the form work should be done by section incharge/competend personal
9. Rigidness of formwork –
10. No nail should protrude from support
11. Tag has to be fix for fitness of form work and scaffolding
12. Necessary stair case arrangement should be made to reach the work place at height

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. Refer pour card.
2. JSA as enclosed below.



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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:S.chandra Bose	Reviewed by: T.vivekanandan
Title of employee doing job: Concern contractor & Workers	Supervisor: Section In charge	Department: Civil	Section: plant area	Approved by: M.Mohamed Ali

Req'd/recommended PPE: SAFETY HELMET, SAFETY SHOES, NOSE MASK, safety goggles.

Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
While doing scaffolding / form work (shuttering) at heights	<p>Improper scaffolding</p> <p>Collapsing of the scaffolding</p> <p>Height fear</p> <p>Nails</p> <p>Electrical hazards.</p>	<p>Use standards materials & Follow the scaffolding standards & procedures.</p> <p>Competent contractor and worker to engage the particular works.</p> <p>Vertigo test to be done who is going to do the job.</p> <p>Proper housekeeping at the work place.</p> <p>Nails should not be protrude</p> <p>To ensure the fitness of electrical equipment (wood cutting machine) and damaged wires should not used for connection of tools & light fittings etc</p>	<p>Fall from heights-major injury or fatality.</p> <p>Fall from heights-major injury or fatality</p> <p>major injury or fatality</p> <p>Major injury</p> <p>Electric shock / fatality</p>	<p>Use safety net around the work place</p> <p>Use proper safety full body harness</p> <p>Scaffolding training for the worker who performing the job</p> <p>To ensure the competent supervisor /contractor while the time of the job.</p> <p>Hand rails provided the work place.</p> <p>Use proper safety Shoe & Hand Glove.</p> <p>Proper supervision.</p> <p>Use safety net and barricade surrounding area of the work place</p> <p>Ensure the fitness for Equipment.</p> <p>Ensure the weight limitation.</p> <p>Ensure the competent person to engage the lifting work.</p> <p>Ensure the area (Lifting surrounding area) to be barricaded.</p>