WORKING SAFE AT OPTUS

CONTRACTOR WHS HAZARD STANDARD

FORMWORK & FALSEWORK
Principles in the Optus Contractor WHS management process

**CONTRACTOR MANAGEMENT STAGES**

- **Requisition**

- **Procurement Channel Selection**

- **Specification**

- **Evaluation**

- **Approval and Release**

- **Engagement**

- **Monitoring**

- **Satisfactory Performance?**

- **Handover**

- **Close and Review**

**PRINCIPLES**

**Requisition**
- WHS hazard areas are a key consideration in the selection of the appropriate procurement channel.

**Specification**
- Hazard areas and Optus’ expectations in relation to these are communicated to potential providers in relevant project / task requirements (e.g. tenders, statement of works, purchase orders).
- Appropriate WHS specifications are included in the tender / statement of work conditions / purchase order (if required) and are reflective of Optus’ ‘role’ (e.g. principal contractor).

**Evaluation**
- The contractor submission suggests they are competent to manage the task and WHS risks of their workplace.

**Engagement**
- All parties have a consistent understanding of their mutual accountabilities as they relate to WHS risk management.
- Appropriate WHS specifications and obligations are included in the relevant contracts negotiated and signed by Optus.

**Monitoring**
- Relevant WHS controls are implemented and monitored at the workplace to manage the specific conditions and WHS risks of that workplace.

**Handover**
- Customers (internal and external) are made aware of potential risk areas and legislative expectations at handover.

**Close and review**
- Contractor WHS performance is assessed and considered when using the contractor in future.
- Project feedback is captured and used to enhance the contractor WHS management process.
Purpose and scope

This Contractor WHS Standard (Standard) Formwork and Falsework aims to ensure the minimum WHS requirements are met by Optus Contractors when undertaking formwork and falsework. In addition, this Standard supports the Commonwealth WHS Act 2011 (Act) where a duty is imposed (under the Act) on a person to ensure health and safety, it requires the person to eliminate so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable to workers.

The Commonwealth WHS Regulations 2011 defines formwork and falsework as “any other structure designed or used to provide support, access or containment during construction work”. This definition is supported by the Safe Work Australia General Guide for Formwork and Falsework which further defines formwork as “the surface of the form and framing used to contain and shape wet concrete until it is self-supporting”, and falsework as “the temporary structure used to support a permanent structure, material, plant, equipment and people until the construction of the permanent structure has advanced to the stage where it is self-supporting”. The design specification for formwork and falsework are to be designed in accordance with acceptable engineering principles and relevant technical standards, such as the Australian Standard AS 3610: Formwork for concrete.

Note 1: Formwork includes the forms on or within which the concrete is poured, the supports which carry the forms and the concrete, the bracing which may be added to ensure stability, as well as the foundations and footings. When complete, the formwork is sometimes referred to as the formwork assembly. Note 2: Falsework may also include the foundations, footings and all structural members supporting the permanent structural elements.

This Standard applies to entities contracted by Optus where formwork and falsework is a part of their scope of works.

Roles and responsibilities

Optus Contractors, so far as is reasonably practicable, are generally responsible for:

- Complying with all contractual obligations for ensuring workplace health and safety.
- Reviewing Optus risk management processes such as Risk Register(s) and this Standard and to factor this information into their safe systems of work.
- Establishing accountability and authorities for the safe management of formwork and falsework.
- Conducting a risk assessment and documenting the outcome as a Safe Work Method Statement or similar, and in accordance with applicable legislative requirements.
- Providing communication and consultation to workers and their representatives, as related to undertaking formwork and falsework.
- Ensuring relevant persons have the required certification, licencing, training and competencies.
- Conducting inspections of their works to ensure compliance with safe systems of work and making such reviews / records available to Optus where and as requested.
CONTRACTOR WHS STANDARD

FORMWORK & FALSEWORK

- Developing emergency preparedness and response provisions that may include plans and procedures, communications and response hardware.
- Keeping and maintaining a SWMS after the completion of work or where a notifiable incident occurs, a copy of the SWMS for a period of 2 years.
- Investigating and reporting events such as incidents, accidents, dangerous occurrences and serious illness, within the required contractual period to Optus and where required, to the applicable Regulator.

In addition to the above, Optus Contractors, so far as is reasonably practicable, are specifically responsible for:

- The provision of safe access and egress to the work areas where formwork and falsework is being undertaken.
- Ensuring that formwork and falsework is installed and commissioned by a competent person.
- Ensuring that, when formwork and falsework is supplied, the person to whom the formwork and falsework is supplied is given the information obtained by the supplier or manufacturer.
- Ensuring personal protective equipment selected is suitable, used and maintained.
- Ensuring all formwork and falsework is installed, inspected and maintained as per manufacturer’s requirement.

Work planning

Work planning includes, but is not limited to:

- Identifying a risk management process in order to manage the hazards and risks associated with formwork and falsework.
- Ensuring the risk management process is carried out by a competent person(s).
- Ensure the design of formwork and falsework is in accordance with the Australian Standard AS 3610: Formwork for concrete.
- Identifying the required licences, certification, training and / or competencies for persons undertaking formwork and falsework.
- Identifying all Commonwealth, State, Territory and local statutory requirements for formwork and falsework.
- Identifying the engineering certifications required for formwork and falsework.
- Identifying the registration requirements for prefabricated formwork.
- Procuring formwork and falsework and associated equipment that meets all necessary safety standards.
- Planning for all potential emergency preparedness and response procedures appropriate for the particular circumstance.

Document control

Uncontrolled when Printed.
Authorised / Owner: Optus WHS Team.
In order to establish a safe workplace, the implementation of the above Work Planning, may include, but not be limited to the following:

<table>
<thead>
<tr>
<th>No</th>
<th>SAMPLE - WORK PLANNING CHECKLIST</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Develop, approve, communicate, implement and adjust the risk assessment/SWMS prior to and during operations.</td>
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<td>2.</td>
<td>Verify that conventional and / or prefabricated formwork and falsework meets all necessary industry standards such as fit for purpose, designers, manufacturers and engineering requirements.</td>
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<td>3.</td>
<td>Verify licences (including high risk work licences) and competencies of person(s) who undertake the erection, alteration and dismantling of formwork and falsework.</td>
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<td>4.</td>
<td>Ensure, where required, that a site-specific geotechnical investigation is carried out by a competent person in addition to any geotechnical investigation required for the design of the structure. Note 1: This will enable the designer to establish whether the existing ground conditions are suitable for the design and construction of the falsework system.</td>
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<td>5.</td>
<td>Ensure the foundations and footings are capable of supporting formwork and falsework loads. Note 1: Formwork and falsework must be erected on a stable base to prevent the risk of collapse. Suspended slabs must be verified as able to safely support loads that may be applied by the concrete pour, workers and crane lifted loads. Note 2: Base plates should be provided under props and standards on formwork / falsework frames unless the prop or standard has an integral foot or a competent person verifies that a base plate is unnecessary. Note 3: Sole boards designed to suit the ground conditions should also be used under props and standards on natural ground, unless a competent person verifies otherwise. Note 4: Frames and props must be located on a firm base (e.g. ground that will not subside, fail or get washed away).</td>
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<td>6.</td>
<td>Provide for a suitable and safe means of access and egress, in which formwork and falsework is being installed, erected, altered and / or dismantled including the protection for workers and the public.</td>
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<td>7.</td>
<td>Ensure the works area is suitably barricaded and warning signs placed for the safe operation of moving mobile plant including vehicles and protection of workers and the public. Note: Depending on the works location suitably barricading and warning signs may also include traffic control devices.</td>
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<td>8.</td>
<td>Ensure in situations where a formwork deck is at a height that would require persons to stand at heights of two metres or more to install bearers and joists, a continuous false deck is provided. Note 1: A continuous false deck is defined as a deck the same area as the floor being formed.</td>
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<td>9.</td>
<td>Ensure persons are protected from falls from heights during the erection, working on, alteration and dismantling of formwork and falsework.</td>
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<td>10.</td>
<td>Secure a recognised engineering inspection report of the formwork and falsework prior to the placement / pouring of concrete. Note: The engineering inspection report must be in accordance with Australian Standard AS 3610 Formwork for concrete.</td>
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<td>11.</td>
<td>Ensure the security of formed structures such as pits during construction and when left unmanned such as completion of a shift.</td>
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<td>12.</td>
<td>Inspect and / or arrange for inspection, in accordance with their inspection and testing frequencies, legal and manufacturer’s and engineering requirements for formwork and falsework.</td>
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<td>13.</td>
<td>Ensure the risk assessment is verified / audited at specified intervals and records kept.</td>
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<td>14.</td>
<td>Ensure all personnel protective equipment such as safety boots, safety helmets and high visibility clothing and all other associated protective equipment is fit for purpose and maintained as per manufacturer’s recommendations.</td>
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<td>15.</td>
<td>Ensure emergency preparedness and response provisions such as plans, procedures and hardware are in place prior to the commencement of works and they are scheduled for testing at regular intervals.</td>
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