

Setting Up Forms

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	PPE or Devices Required:	Additional Training Required:
MSI's	Steel Toed Boots	
Open excavations	Gloves	
Slips, trips, falls	Safety Glasses	
Cuts, lacerations	Hard Hat (where applicable)	
Pedestrian traffic		

Safe Work Procedure:

- 1) Layout area and set up barricades/guarding to keep pedestrians out of working area
- 2) Stockpile materials in an orderly manner to prevent material from toppling
- 3) Ensure all required personal protective equipment is worn
- 4) Begin placing lumber on the inside and outside of each pile to form the bottom of the forms for the basement
- 5) Cut the lumber to the desired length
- 6) Nail lumber together to secure it in place
- 7) Cut Styrofoam to size and insert it between lumber forms
- 8) Begin setting up the outer form sections
- 9) Place the form sections in between the Styrofoam and lumber forms to create the walls
- 10) Connect form sections by using 2x6 lumber and nailing it across to hold them in place
- 11) Carry steel into the basement area and begin placing and tying it into the outer forms
- 12) Mark out the location for the windows and install the window forms
- 13) Use a level to mark out the location of the top plate
- 14) Place nails along the form to mark the location and install 2x4's flush underneath the row of nails to create location for the top plate
- 15) Install the inner wall forms
- 16) Install wailers and secure the snap ties to hold the forms in place
- 17) Once all forms have been set up, remove all tools and equipment from the work site

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<p>Guidance Documents/Standards:</p> <p>MB Workplace Safety & Health Act & Regulations: Part 6 Personal Protective Equipment Part 13 Entrances, Exits Stairways & Ladders Part 30 Temporary Structures</p>	<p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p> <p>Reviewed By WSH Committee:</p> <p> </p> <p>Date</p>
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