

Pre-Pour Checklist for Concrete Placement

No.	Work Description	Responsibility	✓
1.	Commencement times of all pours must take into account finishing times in ordinary hours of work, consistent with clause 36 in the EBA.	Principal Builder/ Concrete Foreman	
2.	Workers to be inducted into SWMS for placement of any concrete, e.g. ground or suspended slab, columns, stairs, walls.	Concrete Foreman	
3.	Engineers 'sign off' prior to concrete placement to suspended deck, e.g. formwork, bondeck, condeck.	Principal Builder	
4.	Access and egress points to be appropriately placed and consistent with Sections 4 and 26 of the OHS Act.	Principal Builder	
5.	(a) Appropriate number of workers for the size of concrete pour (rule of thumb: one worker to 100m ² ; two extra workers beyond 1,000m ² , to ensure meal and rest rotation). (b) Laser screed: appropriate numbers of workers must be included in SWMS. Basis of the numbers must take into account rotation for meal supplements (i.e. smoko plus lunch). The SWMS must include all tasks, including placement of concrete and chairing of reo for the concrete.	Concrete Foreman	
6.	Fully locked-in body stretcher to be available for evacuation of injured person off suspended decks or equivalent site emergency First Aid plan, including dual-access/scaffold-access tower or similar as per SWMS.	Principal Builder	
7.	Block off all access under suspended slabs with appropriate webbing and signage (consider double height barrier mesh). SWMS to nominate type and extent of barricading.	Principal Builder & Formwork Foreman	
8.	All handrails and other fall protection to be checked and made secure, including penetrations and blockouts.	Formwork Foreman	
9.	Beams 350mm deep and over from finished floor level to bottom of beam to be meshed-out, for foot support (fall protection) and prevention of concrete burns, leg/ankle and foot injuries.	Steel Fixer Foreman	
10.	Formwork to be de-nailed and removed from inner and outer area of pour.	Formwork Foreman	
11.	Perimeter access around concrete pour to be clear of any obstacles and trip hazards.	Principal Builder	
12.	All post-tensioned cables to be capped/tapped, and all starter bars to be capped.	Steel Fixer Foreman	
13.	Ticketed workers for traffic management and for spotting trucks backing-up to the concrete pump.	Principal Builder & Concrete Foreman	
14.	Ensure adequate lighting to perform all associated tasks safely, including set-up of pumps and placement and finishing of concrete.	Principal Builder	
15.	Ensure concrete pump is suitably maintained, with maintenance records, thickness test results and MPI/Ultrasonic inspection reports available for boom pumps.	Pump Operator	
16.	Concrete pump to be set up in a clear area on stable, level ground, and barricade webbing applied if and where necessary.	Pump Operator	
17.	Concrete pump only to be operated by ticketed person, with visual and/or radio contact to be maintained.	Pump Operator	
18.	Concrete pump to be washed out in appropriate area.	Pump Operator	
19.	Concreters to wear appropriate PPE.	Concrete Foreman	
20.	MSDS for all substances used, including additives/accelerants/curing compounds/Concure/Xylene; available for immediate reference and information.	Principal Builder/ Concrete Foreman	
21.	Fire extinguishers to be freely accessible in immediate vicinity of pour.	Principal Builder/ Concrete Foreman	

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