

Toolbox Talk Details

Title	C09 - Temporary works
Reason	Temporary works, such as hoardings, access roads, excavations, propping and building supports, are important elements of most projects. Despite not being part of the final structure, most temporary works have the potential to cause serious injury or delay to the project if they are not properly planned.
Outline	This talk covers the key issues to look out for and when you should report any issues to others.

What are temporary works?

1. Temporary works are works that are provided to enable the permanent works to be built. They may be anything from hoardings to site cabins, access roads, excavation support, formwork, falsework, propping or building supports. Examples are:
 - earthworks: trenches, excavations, temporary slopes, stockpiles and cofferdams
 - structures: formwork, falsework, propping, façade retention, needling, shoring, edge protection, temporary bridges, site hoarding, signage and site fencing
 - equipment/plant foundations: tower crane bases, supports, anchors and ties for hoists, mast climbing work platforms, crane and piling platforms.
2. The works might or might not stay in place when the project is complete. If they stay, they will be incorporated into the permanent works (for example, haul road foundations and crane platforms).
3. The same attention must be given to temporary works as is given to permanent works. They are not less important just because they are only in place for a short time.
4. If temporary works are not designed or managed properly, they can place people at risk of injury or death.
5. If there are temporary works on site, it is industry good practice to appoint a designated temporary works co-ordinator (TWC). The legal requirement is that the organisation in control must ensure that work is allocated and carried out in a manner that does not create unacceptable risks which could harm workers or members of the public.
6. A TWC may not be appointed on projects that need simple temporary works. However, your employer must still make sure that temporary works are properly managed to ensure your safety.

Working on or near to temporary works

1. Do not use temporary works or carry out any work activity on or near to them, unless it is clearly permitted, or you have been instructed by an authorised person and have the skills to do so.
2. You should not accept any instructions to alter the temporary works or attempt any action to try to make the temporary works safe if you do not have the required information or skills.
3. Know who the TWC (or equivalent person) is on your site and whether a temporary works supervisor (TWS) has been appointed.
4. A supervisor is not necessarily the same as a TWS. Only carry out instructions relating to temporary works that have come from the person who has been given responsibility for the temporary works.
5. Report any safety concerns about the temporary works to the appropriate person immediately.
6. Certain types of temporary works need to be inspected. These include working platforms, which require inspection by competent persons before use, after any significant event that may have disturbed the platform and at not greater than seven-day intervals.

Revision Date	Assessed By	Signature
January 2021	Michael Reddan	