

## QUICK CHECKLIST:

- ☐ Know who the Temporary Works Coordinator (TWC) is.
- ☐ Know which trade contractors will be working around, above or under you.
- ☐ Know the emergency procedures.
- ☐ Follow any requirements set out in any permits-to-work, etc.
- ☐ Ensure you are looking at the latest issue of drawings and other information.
- ☐ Inform the Temporary Works Coordinator if the work details are not consistent with the drawings.
- ☐ Make sure you have the appropriate personal protective equipment (PPE).
- ☐ Do not use equipment, e.g. scaffolds, or plant and other access equipment unless it has been checked.
- ☐ Observe any requirements for the storage of material and equipment.
- ☐ Do not make unauthorised changes.

## IF YOU HAVE CONCERNS

**...ask your Supervisor.**  
**It's better to be safe than sorry!**

## COMPANY CONTACT DETAILS

SITE:

COMPANY NAME:

ADDRESS:

NAME OF TWC:

TELEPHONE NO:

**PREPARED BY THE  
TEMPORARY WORKS FORUM (TWf)**



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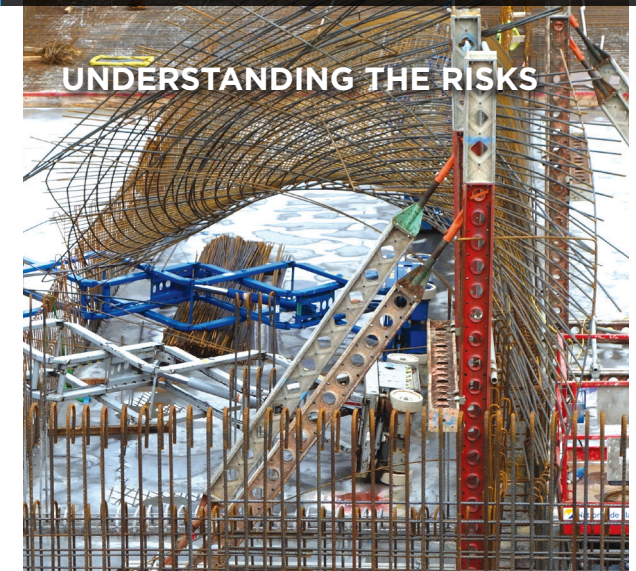
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## SITE INDUCTION GUIDE TO TEMPORARY WORKS



# WHAT IS TEMPORARY WORKS?

**“Temporary works” is a widely used expression in the construction industry for a temporary ‘engineered solution’ that provides support, restraint or access.**

## Examples are:

**Earthworks** - trenches, excavations, temporary slopes and stockpiles.

**Structures** - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.

**Equipment/plant foundations** - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable areas for plant erection, e.g. mobile cranes and piling rigs.



# WHAT ARE THE HAZARDS?

- Structural inadequacy, e.g. lack of support ties, inadequate bracing
- Working at height
- Falling objects
- Structural instability
- Manual handling
- Buried and overhead services
- Unauthorised changes
- Overloading
- Surcharging
- Inadequate support to plant, e.g. poor ground conditions
- Poor management and supervision
- Failure to inspect regularly
- Poorly planned construction sequences
- Lack of procedural control

## REMEMBER

If it doesn't look right  
it probably isn't

...

Report any concerns  
to your site supervisor



# RESPONSIBILITIES NOT EXHAUSTIVE...

## Company - Designated Individual (DI)

- Have in place effective arrangements for controlling risks
- Appointment of a Temporary Works Coordinator (TWC)

## Site Manager

- Ensure a proactive safety culture
- Have a good working relationship with the TWC
- Ensure operatives are trained in safe erection, dismantling, etc.

## Temporary Works Coordinator (TWC)

- Ensure the contractor's procedures for the control of temporary works are implemented on site
- Prepare an adequate design brief
- Complete and maintain a Temporary Works Register
- Ensure a suitable temporary works design is prepared, checked and implemented on site in accordance with the relevant drawings and specification
- Ensure any temporary works is checked at hold points

## Temporary Works Supervisor (TWS)

- May be appointed to assist the TWC

## Most importantly, you ... !

- Understand and follow instructions and any briefings
- Read and understand the risk assessment and/or method statement
- Observe warning notices, exclusion zones, etc.
- Ensure plant and equipment is in good condition and subject to pre-use checks
- Do not make unauthorised modifications