

STANDARD OPERATING PROCEDURE - TEMPORARY WORKS



1. Purpose

This Standard Operating Procedure (SOP) sets out the mandatory health and safety standards to be applied on all Perkins project sites/premises in order to control the risks associated with temporary works. This document does not replace any State/Territory specific Regulatory requirements, codes of practice or Australian Standards and are to be used in conjunction with the documents referenced in Section 3. This SOP shall be read in conjunction with Perkins Builders Working at Heights Safety Practice (90.02.02).

2. Definitions

Qualified Engineer	someone who is registered under a law that provides for the registration of professional engineers, e.g. Registered Professional Engineer of the relevant state.
Competent or Competent Person	someone who has acquired, through training, qualifications, experience or a combination of these, the knowledge and skill enabling the person to undertake the work. Note: More specific detail on competency requirements for the installation and verification of temporary support structures (except scaffolding) are outlined in Appendix A. For scaffolding requirements see 9.001 SOP Scaffolding.

3. Mandatory Requirements

Temporary Works are works carried out to facilitate the construction of the permanent structure and include the use of any physical components or equipment which will be removed or made redundant on completion of the permanent structure or works. They include but are not limited to:

- Hoardings (A Class, B Class /Gantries and Scaffolding used as a hoarding. Note, refer to 9.001 – SOP Scaffolding for specific additional requirements for scaffolding);
- Fencing used for fall prevention or perimeter protection;
- Shoring for trenches or excavations;
- Structural support systems;
- Needles;
- Propping;
- Façade retention;
- Bracing for precast concrete;
- Structural steel erection.
- Ramps (for vehicles, plant/equipment and pedestrian traffic greater than 500mm in height);
- Temporary public access platforms and staircases
- Crane loading platforms / Suspended platforms / Purpose built loading platforms;
- Earth retaining structures;
- Overhead protective structures / Gantries;
- Temporary roofs (including those used as part of site office establishment/amenities);
- Working platforms for cranes or piling rigs;
- Tower crane bases, grillages, and ties;
- Hoists including mast ties;
- Jacking systems;
- Fixed Concrete Lines;
- Catch decks designed to supporting a load (e.g. demolition material such as a catch deck below a slab penetration for a staircase);
- Perimeter screens (i.e. used in conjunction with formwork)
- Crane grillages and ties

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Identification

Where temporary works are of similar appearance to permanent works/structure and their proximity to such permanent works/structure may potentially lead to the inadvertent removal of an element of permanent works/structure and not the temporary works (such as during the removal of temporary works on completion) such elements of the temporary works are to be positively identified (e.g. through markings on the temporary or permanent works so as to clearly identify which member is which).

Note: as an example, a universal beam being used as a floor to underside of slab support column forming part of the permanent works may be installed beside a universal beam of the same/similar dimensions and/or appearance to that of a universal beam forming part of the temporary works and may be inadvertently removed when the temporary works are removed on completion.

Design

The following Temporary Works are to be designed by a qualified practicing engineer:

- Gantries, B Class and scaffold hoardings;
- Shoring for trenches or excavations;
- Structural support systems that are loadbearing and relate to the physical integrity of a structure or part thereof, e.g. Façade retention systems, Bracing for precast concrete or structural steel erection;
- Crane loading platforms / Suspended platforms;
- Earth retaining structures;
- Overhead protective structures;
- Working platforms for cranes or piling rigs; Tower crane bases, grillages, ties to a structure;
- Hoists ties to a structure or component thereof;
- Jacking systems.

In the case of non-proprietary systems where Perkins commission Temporary Works design, a documented design brief is to be provided to the designer and is to include:

- The proposed use / purpose of the Temporary Works;
- Details of any supporting structures;
- The required design life;
- The foundations for the proposed Temporary Works;
- Details of any proposed signage, lighting or other item to be attached;
- The exposure of the temporary work to inclement weather, details of other known hazards which may affect the temporary works such as close; proximity to traffic or potential for the structure receiving heavy impact.

Copies of the Temporary Works design are to be retained on site;

Any changes to the Temporary Works design are to be approved in writing by the original designer. Where the original designer is not available, the design changes may be approved by another party with equal or greater qualifications; Where the designer and or engineer of any existing structure to be modified or supported is not available, the Temporary Works designer shall ensure they conduct a structural investigation or obtain the necessary documentation and or information to determine the specific capacity of the existing structure to meet any requirements of the Temporary Works.

Relevant building structures / materials / foundations shall be assessed and controls are identified and implemented prior to commencing alterations to the structure or construction of temporary structures.

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Job Hazard Analysis / Safe Work Method Statements (JHA/SWMS)

A JHA/SWMS follows a methodological (step by step) approach to the task of scaffold erection, modification and dismantling and identifies all hazards within the step plus the controls to be put in place to mitigate the hazards during the task. JHA/SWMS are to be carried out at the project site before erecting, modifying and dismantling scaffolding.

All determined tasks will have a JHA/SWMS developed, uploaded to Perkins Hammertech project portal, reviewed and accepted by the Site Manager, reviewed, and signed onto by each relevant worker prior to the commencement of work.

The Perkins [Safety Procedure 90.01.10](#) JHA / SWMS describes the responsibilities, actions, methodologies and support necessary to ensure that Job Hazard Analysis / Safe Work Method Statements (JHA/SWMS) are effectively conducted.

Installation

The following Temporary Works must be installed by a person with the appropriate Rigging qualification (see Appendix A);

- 'B' Class Hoarding/Gantries
- Façade retention
- Bracing for Precast concrete
- Crane loading platform
- Suspended platforms
- Temporary structural steel systems
- Perimeter screens
- Crane grillages and ties

The following Temporary Works must be installed by a person with Advanced Scaffolding qualification (see Appendix A);

- Overhead protective structure made of scaffold
- Needles for scaffolding
- Crane loading platforms made of scaffold

The following Temporary Works must be installed by a competent person (see Appendix A);

- 'A' Class hoarding
- Fencing used for fall prevention or perimeter protection (other than where required to be installed by a Rigger);
- Formwork for suspended slabs and non-typical columns and walls
- Vehicle access ramp greater than 500mm in height
- Temporary public access platforms;
- Temporary roofs
- Propping

All handrails and fences for edge protection within 2m of an open edge, where a person could fall from one level to another, are to be installed in accordance with the manufacturers design and installation procedures (in the case of a proprietary system) or engineered design in the case of a non-proprietary system (e.g. timber handrail system); Note: Safety tape (e.g. red and white striped plastic tape), is not to be used as the primary control for edge protection where a person can fall from one level to another.

Fixing details for handrail systems are to be documented and available on site for verification of compliance to installation requirements.

Upon completion of the installation of the Temporary Works and before use, Perkins are to obtain a handover certificate for the work, signed by a qualified Engineer or a competent installer verifying the Temporary Works have been installed in accordance with the Temporary Works Design and meet or exceed applicable Australian Standards or relevant Codes;

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All props and braces are to be adequately secured to prevent them from falling.

'All gates to hoists are to be secured by a suitably rated lanyard, or other means, to prevent them inadvertently falling during their installation or removal. This is to apply irrespective of any installed exclusion zones.'

Structural support systems and temporary structures are regularly inspected to monitor the effectiveness of the system/structure in accordance with:

- Relevant legislation, codes of practice and Australian standards;
- Manufacturer's requirements; or
- Where applicable the drawing / plan.

Inspection

All Temporary Works and structures or other elements they may support shall be inspected and monitored by a competent person to ensure the ongoing stability and structural integrity (see Appendix A);

Independent third party inspections of the following Temporary Works are to be undertaken:

- Crane Base and Crane Grillage (Structural Engineer)
- Façade retention systems (Structural Engineer)
- Jump Form Dismantle Methodology Review (Structural Engineer)
- Jump Form once Installed (Structural Engineer)
- Man & Material Hoist (Structural Engineer)
- Mast Climbers (Structural Engineer)
- Scaffold (as listed in Scaffold SOP) (Structural Engineer or licenced scaffolder)
- Swing Stage (Structural Engineer)
- Temporary Working Decks in Shafts or Risers (Structural Engineer)
- Gantries, B Class and scaffold hoardings;
- 'A' Class hoarding (where positioned adjacent to areas accessed by the public)

The need for Independent third party inspection for temporary works other than those defined above shall be determined by the Project Manager or General Manager and may include:

- Crane Loading Platforms/Suspended Platforms
- Crane Ties
- Earth retaining structures
- Formwork and Formwork Back propping
- Over Head Protective Structures
- Shoring for trenches or excavations
- Static lines for working at heights
- Structural support systems that are loadbearing and relate to the physical integrity of a structure (e.g. back-propping)
- Temporary Edge protection
- Tower Crane once erected
- Working platforms for cranes or piling rigs

An inspection of Temporary Works may be required after an extreme weather event or other incident that could affect the stability or structural integrity of temporary works;

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Alterations

No alterations to the Temporary Works, including any part of the structure or element supporting the Temporary Works, is to be carried out without written authorisation from Perkins and approval from the Temporary Works designer.

If structural alterations or excavations are to be carried out adjacent to any temporary works the Temporary Works designer is to be consulted and where necessary a suitable methodology developed to ensure the integrity of temporary works is maintained.

Removal

Where the removal of temporary works is subject to the permanent works attaining sufficient strength, to allow dismantling of the temporary works written authorisation is to be obtained before dismantling commences.

Penetrations

Where a person can fall from one level to another through a penetration of 200mm x 200mm or greater but less than 2m x 2m (excluding a lift shaft, stairwell or vehicle inspection pit) shall be securely covered with a material adequate to withstand the intended load and clearly marked "DANGER – hole beneath".

Penetrations in a concrete floor slab of 200mm x 200mm, 200mm in diameter or more but less than 2m x 2m shall have wire mesh 4mm in diameter (minimum) with apertures of 75mm x 75mm and installed at least 200mm into each side of the slab and shall be securely covered with a material adequate to withstand the intended load and clearly marked "DANGER – hole beneath". Guardrails shall be installed around penetrations where it is not practicable to secure a penetration cover.

For small penetrations less than 1 metre plywood will suffice. For spans greater than 1 metre the penetration cover is to be designed by a structural engineer.

4. References

- WHS Regulations (General) 2022
- National Code of Practice for Precast, Tilt-up and Concrete Elements in Building Construction 2008
- Scaffolding SOP 9.001
- JHA / SWMS Procedure 90.01.10
- Working at Heights – Safety Practice 90.02.02

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APPENDIX A

Competency Requirements for Temporary Works

The Table below outlines the typical competency requirements for various temporary works.

RTO = Registered Training Organisation

OEM = Original Equipment Manufacturer

SB = Scaffolding Basic

RB = Rigger Basic

SI = Scaffolding Intermediate

RI = Rigger Intermediate

RA = Rigger Advance

Scaffolding Task	Description	Licence / Competency	Who
Boom Lift (greater than) >11m reach operation	The operation of telescoping devices, hinged devices, or articulated devices used to support a platform on which personnel, equipment and materials may be elevated to perform work at height.	WP	Operator
Boom Lift (less than) <11m operation	The operation of telescopic devices, hinged devices, or articulated devices used to support a platform on which personnel, equipment and materials may be elevated to perform work at height.	• Certificate of Competency issued by an RTO (BL) • Accepted: National High Risk Work licence (WP)	Operator
Dogging	Dogging work at height the application of slinging techniques to move a load (including the selection and inspection of lifting gear) and/or the directing of a crane/hoist operator in the movement of a load when the load is out of the view of the crane/hoist operator. Note: see also Work Box Use /First Aid Cage Use	DG	Worker
Edge Protection / Handrails Proprietary System installation	Instruction and training in the method of installation and dismantle to the OEM specification, e.g., DOKA, Peri or other proprietary system	• Training and instruction in the method of installation and dismantle to OEM. • Nationally recognised statement of attainment in working safely at heights from a RTO.	Worker
Edge Protection / Handrails Formwork installation	Instruction and training in the method of installation and dismantle, e.g., internal training by the Formwork Subcontractor and Supplier of the system.	• Training and instruction in the method of installation and dismantle. • Nationally recognised statement of attainment in working safely at heights from a RTO.	Worker

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Scaffolding Task	Description	Licence / Competency	Who
Edge Protection General installation (excl. proprietary / formwork systems)	Instruction and training in the method of installation and dismantle.	- Training and instruction in the method of installation and dismantle. - Nationally recognised statement of attainment in working safely at heights from a RTO	Worker
Fall arrest height safety system installation work at height to the Original Equipment Manufacturers Specification	Person formally trained in the OEM installation procedure or person who holds OEM specified training. NOTE: Load bearing adequacy (of the anchor/tie-off points) and the overall system must be verified by a Qualified Engineer.	- Training and instruction in the OEM installation procedure / person who holds OEM specified training. - Nationally recognised statement of attainment in working safely at heights from a RTO	Worker
Industrial Rope Access	Undertake work at height using industrial twin rope access.	Min. IRATA Rope Access Technician Level 1 or equivalent	Rope Access Technicians
	Supervision of industrial rope access work and emergency rescue.	Min. IRATA Rope Access Technician Level 3 or equivalent	Supervisor of Rope Access Technicians
Inspection	All Temporary Works and structures shall be inspected and monitored in accordance with the OEM requirements, or where no requirements are outlined, in accordance with routine site inspections as per the HSE Management Plan (Form 967).	As a guide; - Crane Base and Crane Grillage (Structural Engineer) - Edge Protection (licenced scaffolder or competent installer) - Façade retention systems (Structural Engineer) - Jump Form Dismantle Methodology Review (Structural Engineer) - Jump Form once Installed (Structural Engineer) - Man & Material Hoist (Structural Engineer) - Mast Climbers (Structural Engineer) - Scaffold (as listed in Scaffold SOP) (Structural Engineer or licenced scaffolder) - Swing Stage (Structural Engineer) - Temporary Working Decks in Shafts or Risers (Structural Engineer) - Temporary Fencing (Site Manager or competent installer)	Inspectors / Installers

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Scaffolding Task	Description	Licence / Competency	Who
Mast Climbing Work Platform	Mast Climbing Work Platform	Min. Rigger Basic (RB) or intermediate scaffolding high risk work licence (SI).	Installers
	Operation and work from a Mast Climber	Nationally recognised statement of attainment in working safely at heights from a RTO. Supplier training and instruction in the safe operation of the Mast Climber	Operators/ Workers
Rigging Basic work safely at heights	Rigging work involving any of the following: • structural steel erection • hoists • precast concrete members of a structure • safety nets and static lines • mast climbing work platforms • perimeter safety screens and shutters, and • cantilevered crane loading platforms	RB	Worker
Rigging Intermediate work at height	Rigging work involving any of the following: • hoists with jibs and self-climbing hoists • cranes, conveyors, dredges, and excavators • tilt slabs • demolition of structures or plant, and • dual lifts	RI	Worker
Rigging Advanced work safely at heights	Rigging work involving any of the following: • gin poles and shear legs • flying foxes and cable ways • guyed derricks and structures, and • suspended scaffolds and fabricated hung scaffolds	RA	Worker
Roofing/Roof Plumbing work safely at heights	Persons installing roof safety mesh / roof cladding / spouting / guttering	Roofing/Roof Plumbing Trade Certificate include the Nationally recognised statement of attainment in working safely at heights from a RTO.	Worker

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Scaffolding Task	Description	Licence / Competency	Who
Scaffolding under 4 metres	Scaffolding work involving any of the following: Mobile, modular or prefabricated scaffolds under 4 metres	- Worker/s must read and understand the Instruction in the method of installation and dismantle from the OEM and have a SWMS signed off by the Site Manager; or - SB	Worker
Scaffolding Basic work safely at heights	Scaffolding work involving any of the following: modular or prefabricated scaffolds cantilevered materials hoists with a maximum working load of 500 kilograms ropes gin wheels safety nets and static lines, and bracket scaffolds (tank and formwork)	SB	Worker
Scaffolding Intermediate work safely at heights	Scaffolding work involving any of the following: - cantilevered crane loading platforms - cantilevered scaffolds - spur scaffolds - barrow ramps and sloping platforms - scaffolding associated with perimeter safety screens and shutters - mast climbing work platforms, and - tube and coupler scaffolds (including tube and coupler covered ways and gantries)	SI	Worker
Scaffolding Advanced work safely at heights	Scaffolding work involving any of the following: - cantilevered hoists - hung scaffolds, including scaffolds - hung from tubes, wire ropes or chains - suspended scaffolds	SA	Worker
Scissor Lift operation and work safely at heights.	The operation of an elevating work platform used to support personnel, equipment, and materials to perform work at height.	Certificate of Competency issued by an RTO (SL). NOTE: WP licence does not cover competency requirements for Scissor Lift Operations and will not be accepted.	Operator

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Scaffolding Task	Description	Licence / Competency	Who
Swinging Stage Scaffold operation and work safely at heights	Use Swing Stage Scaffolds Safely - Certificate of Competency (NAT10910001) - issued by an RTO	Certificate of Competency issued by an RTO	Operator
Work Box / First Aid Cage	Use of a Work Box for elevating workers and work at height or Use of a First Aid Cage for a rescue at height	All persons required to be elevated in a Work Box must have completed the Nationally recognised statement of attainment in working safely at heights from a RTO. At least one person in the Work Box / First Aid Cage must hold a Dogging high risk work licence.	Workers / Dogger
Work Safely at Heights	Equips workers with the knowledge and skills to safely work at height in various situations e.g., using fall arrest or other equipment. Applicable for: • Persons using fall arrest/fall restraint equip • Other persons in EWPs or conducting work at heights.	Nationally recognised statement of attainment in working safely at heights from a RTO.	Worker / Supervisor