



Project Name: Marketing Campaign

Project Number: 000

Site Name: AIC

Prestart Faciliated by: John Paul Doe

Start Date: 2025-06-05

End Date: 2025-06-05

Timings: 11:19 To 17:20

Comments on Weather: testtest123

THIS DOCUMENT IS READ IN CONJUNCTION WITH THE HIGH-RISK CONSTRUCTION WORK SAFE WORK METHOD STATEMENT – FORMWORK.

Working at Height

- Ensure that, where possible, work is carried out at ground level.
- Ensure a platform ladder is in place when working off the ground.
- An exclusion zone must be in place with the use of a physical barrier or flagging and a No Entry Sign 5m back from the live edge to manage the risk of falls, prior to entering the deck
- All props are complete with locking bolt and nut.
- Ensure the use of an Erection Rod is available. It facilitates the erection and disassembly of the Smart Deck Panels. It is adjustable in steps of 50 mm and is for ceiling heights up to 3.65 m.
- To ensure a stable starting point, the first panel can be secured against a structure or used with tripods. Where possible, timber cleats can be used to secure against a structure. Alternatively, where no structure is available, braces are recommended.

Stripping forms from heights exceeding 3 m should be done with the aid of a platform. Do not allow panels to fall and be damaged.

Tool Box Data

- Ensure scaffold at this workplace is erected, altered and dismantled by competent / licensed scaffolders. A High-Risk Construction Licence is required where a person can fall more than 4m.
- Don't mess with scaffold. Properly erected scaffold should:
 - Have standards should be provided with baseplates and where necessary timber sole-boards
 - Have adequate bracing
 - Be adequately secured to the building or structure to prevent collapse.
 - Have handrails, mid-rails and toe boards or other suitable protection at every edge to prevent people and objects falling.
 - Have working platforms fully planked and planks arranged in a manner to avoid slipping or tripping.
 - Not be used if there is an "Incomplete Scaffold" sign displayed

- Ensure that the gap between the building / structure and the scaffold is less then 225mm to reduce the risk of people or materials falling through. This is important to check after striping.
- When using mobile scaffold, ensure that the wheels are locked when in use and that the platforms have been cleared before they are moved.
- Ensure that the outriggers are in place on mobile scaffold and they are secure.

PRESTART MEETING NOTES

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ERECTING FRAMEWORK

#	Building	Levels	Area	Workforce Allocation
1	y	y	y	y

STRIPPING FORMWORK

#	Building	Levels	Area	Workforce Allocation
1	t	t	t	t

JUMPFORM JUMPING

#	Building	Levels	Area	Workforce Allocation
1	1	1	1	1

INSTALLING

#	Building	Levels	Area	Workforce Allocation
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1	2	2	2	2
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DISMANTLING

#	Building	Levels	Area	Workforce Allocation
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1	2	2	2	2
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STRIPPING

#	Building	Levels	Area	Workforce Allocation
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1	2	2	2	2
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PREPARING WALL

#	Building	Levels	Area	Workforce Allocation
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1	2	2	2	2
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BONDEK

#	Building	Levels	Area	Workforce Allocation
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1	2	2	2	2
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OTHER

#	Building	Levels	Area	Workforce Allocation
1	2	2	2	2

WORKER DETAILS

#	Name of Worker(s)	Worker signature(s)	Company
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No record found.