

Code of Safe Practices

Code of Safe Practices for erecting and dismantling vertical shoring

Give a copy of this document to your workers and post it on the job site.

It shall be the responsibility of all employers and users to read and comply with the following common sense guidelines, which are designed to promote safety in the erection, dismantling and use of vertical shoring. These guidelines are not all inclusive nor do they supplant or replace other additional safety and precautionary

measures to cover usual or unusual conditions. If these guidelines conflict in any way with any state, local, provincial or federal government statute or regulation, said statute or regulation shall supersede these guidelines and it shall be the responsibility of each user to comply therewith and also to be knowledgeable.

I. General Guidelines

- A) **Post these shoring safety guidelines** in a conspicuous place and be sure that all persons who erect, dismantle or use shoring are aware of them and also use them in Tool Box Safety Meetings.
- B) **Follow all state, local and federal codes, ordinances and regulations** pertaining to shoring.
- C) **Survey the job site.** A survey shall be made of the job site by a competent person for hazards, such as untamped earth fills, ditches, debris, high tension wires, unguarded openings, and other hazardous conditions created by other trades. These conditions should be corrected or avoided as noted in the following sections.
- D) **Plan shoring erection sequence** in advance and obtain necessary access equipment to accomplish the work.
- E) **Inspect all equipment before using.** Never use any equipment that is damaged or defective in any way. Mark it or tag it as defective. Then remove it from the jobsite.
- F) **A shoring drawing**, consistent with the shoring manufacture's recommended safe working loads, shall be prepared by a qualified person (or professional engineer where required), and used on the jobsite at all times.
- G) **Erect, dismantle or alter shoring** only under the supervision of a qualified person.
- H) **Do not abuse or misuse the shoring equipment.**
- I) **Inspect erected shoring:** (a) immediately prior to concrete placement; (b) during concrete placement; (c) while vibrating concrete, and (d) after concrete placement until concrete is set.
- J) **Never take changes if in doubt regarding the safety or use of the shoring, consult your shoring supplier.**
- K) **Use shoring equipment** only for the purposed or in ways for which it was intended. Use proper tools when installing equipment.

- L) **Erecting and dismantling of shoring** requires good physical condition. Do not work on shoring if you feel dizzy, unsteady in any way or are impaired in any way by drugs or any other substance.

II. Guidelines for Erection and Use of Shoring

- A) **Provide and maintain a solid footing.** The sills or cribbing for shoring shall be sound, rigid and capable of carrying the maximum design load without setting or moving.
- B) **Always use baseplates.** When sills or cribbing are used, base plates must be centered on them.
- C) **Adjusting screws shall be used** to adjust to uneven grade conditions. Maintain all screw adjustments within the recommended height for the design load.
- D) **Plumb and level all shoring frames and single post shores** as the erection proceeds. **DO NOT** force braces on frames. Level the shoring towers until proper fit can be made. Maintain all shoring towers plumb and level.
- E) **Maintain the shore frame spacings and tower heights** as shown on the shoring drawing. Where jobsite conditions require deviations from the shoring drawing, consult a qualified person.
- F) **Single post shores shall be stabilized in two directions.** Bracing shall be installed as the shores are being erected.
- G) **Single Post Shores More Than One Tier High** shall not be used. Where greater shore heights are required, consult the shoring supplier.
- H) **Adjustment of shoring to raise or lower formwork shall not** be made during concrete placement.
- I) **If motorized concrete equipment** is to be used, be sure that the shoring layout has been designed for use with this equipment and so noted on the layout, or drawing.
- J) **Use caution when erecting free-standing towers.** Prevent tipping by

- guying or bracing when height exceeds 4 times the minimum base dimension and at lesser heights when stability is a concern.
- K) **Give special consideration to temporary loading.** Areas where re-bar, material or equipment is to be stored temporarily may need to be strengthened to meet these loads.
- L) **Do not climb cross braces.**
- M) **Use special precautions** when shoring from or to sloped surfaces.
- N) **Shoring loads are intended to be carried by vertical legs.** Loading of horizontal members may require special consideration. Consult your shoring supplier for allowable loads on horizontal members.
- O) **Avoid eccentric (off center) loads** on U-Heads, top plates and similar members by centering stringer loads on those members.

III. Guidelines for Dismantling Shoring

- A) **Do not remove braces or back off on adjustment screws or post shores** until proper authority is given.
- B) **Dismantled equipment** should be stockpiled in a planned manner and distributed to avoid concentrated loads on the partially cured concrete.
- C) **Use proper access equipment** in the dismantling process.

IV. Guidelines for Reshoring

- A) **Reshoring procedure** should be approved by a qualified engineer.

These safety guidelines (**Code of Safe Practice**) set forth common sense procedures for safely erecting, dismantling and using shoring. However, equipment and shoring systems differ, and accordingly, reference must always be made to the instructions and procedures of the supplier and or manufacturer of the equipment. Since field conditions vary and are beyond the control of the S.I.A., safe and proper use of shoring is the sole responsibility of the user.

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