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METHOD STATEMENT TITLE	Rev. A
<p>Method Statement for Construction of new run-in to Work Area W7 for PMO construction</p>	

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Date:	12-April-2024	12-April-2024	12-April-2024	12-April-2024
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Date:	12-April-2024	12-April-2024	12-April-2024	12-April-2024

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**Document Revision:** A

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<b>1.</b>	<b>Introduction</b> (Same as Previous)																																		
	<p>This Method Statement is a safety working method &amp; procedures documents to describing the health, safety, environment &amp; quality requirements for carrying out the construction of new run-in to Work Area W7 for PMO construction under the Contract 1701. The methodologies of elimination, mitigation and control of risks shall be addressed.</p> <p>The details of the procedures contained herewith shall be reviewed periodically and updated based on the actual site conditions. The principle methods as described in the following sections are subject to review during construction and may be amended if required.</p>																																		
<b>2.</b>	<b>Reference Documents</b> (Same as Previous)																																		
	<ul style="list-style-type: none"> <li>● General Specification for Civil Engineering Works (NEC4) (MTR Corporation Limited - 2022)</li> <li>● Scope for Contract 1701.</li> <li>● Materials and Workmanship Specification for Civil Engineering Works.</li> </ul>																																		
<b>3.</b>	<b>Responsibilities for Activities described within Method Statement</b> (Amended)																																		
	<p>CSHK is responsible to inspect and carry out the construction works. The responsible persons are listed below and be responsible for the activities:</p> <table border="1"> <thead> <tr> <th>Name</th><th>Position</th></tr> </thead> <tbody> <tr> <td>Howard Siu</td><td>Construction Manager</td></tr> <tr> <td>CF Chan</td><td>Construction Manager</td></tr> <tr> <td>Lugman Yung</td><td>Construction Manager</td></tr> <tr> <td>Anthony He</td><td>Assistant Construction Manager</td></tr> <tr> <td>Nick Wang</td><td>Section Agent</td></tr> <tr> <td>Cai Jin Tian, Tim</td><td>Engineer</td></tr> <tr> <td>Andrew Mak</td><td>Engineer</td></tr> <tr> <td>Andrew Lo</td><td>Graduate Engineer</td></tr> <tr> <td>Charles Xu</td><td>Graduate Engineer</td></tr> <tr> <td>Leung Kwok Fung</td><td>Safety Manager</td></tr> <tr> <td>WK Hui</td><td>Safety Officer</td></tr> <tr> <td>Ernest Young</td><td>Assistant Safety Officer</td></tr> <tr> <td>Lau Yu Tat</td><td>Surveyor</td></tr> <tr> <td>Cheung Siu Kei</td><td>Superintendent</td></tr> <tr> <td>Ng Ho Lun</td><td>Senior Foreman</td></tr> <tr> <td>Singh Nirdeep</td><td>Foreman</td></tr> </tbody> </table>	Name	Position	Howard Siu	Construction Manager	CF Chan	Construction Manager	Lugman Yung	Construction Manager	Anthony He	Assistant Construction Manager	Nick Wang	Section Agent	Cai Jin Tian, Tim	Engineer	Andrew Mak	Engineer	Andrew Lo	Graduate Engineer	Charles Xu	Graduate Engineer	Leung Kwok Fung	Safety Manager	WK Hui	Safety Officer	Ernest Young	Assistant Safety Officer	Lau Yu Tat	Surveyor	Cheung Siu Kei	Superintendent	Ng Ho Lun	Senior Foreman	Singh Nirdeep	Foreman
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	<p>(a) Construction Manager Responsible for overall administration, monitoring, controlling progress and quality of works in a safe manner.</p> <p>(b) Site Engineer / Superintendent / Foreman Responsible for developing works procedures, controlling progress and quality of works in a safe manner. They also have to implement safety at works area for workers via guidance from safety officers.</p> <p>(c) Safety Manager/ Safety Officer Responsible for assessing working conditions of work areas in safety means. To prepare risk assessment before works, enforce safety works practice and environment in the workplace and work site.</p> <p>(d) Worksite Person In Charge (WPIC) WPIC is in charge of the work in the works areas, which are located at various positions of site. Site Supervisor is also responsible in implementing works control checklist. Additionally, the WPIC is tasked with delivering briefings to workers on site.</p> <p>(e) Registered Electrical Workers (REW) Workers who have valid certificate of registered electrical worker and completed MTR RSI training and obtain qualification.</p> <p>(f) Workers Workers who have completed RSI training and received a valid qualification.</p> <p>(g) Competent Person (CP(T)/CP(NT)) CP shall provide pre-work briefing to all workers and anyone work within the Railway Operation Area (Siu Ho Wan Depot). Briefing attendance records shall be kept on site for inspection. CP shall report to depot before works could commence.</p> <p>Emergency Team contact list is enclosed so that work can be safely arranged to suspend for contingency/ reasons. Please refer to <b>Appendix E</b>.</p>
4.	<p><b>Programme and Working Hours</b> (Same as Previous)</p>
	<p>The method statement is applicable for the Construction of new run-in to Work Area W7 for PMO construction under Contract 1701. The general working hours will be from 08:00 – 18:00 daily, from Monday to Saturday and expected to be completed within a week. It may be required to carry out works from 19:00 to 23:00 and Sunday and Public Holidays in case of essential speeding up of the working process. CSHK would check internally to fulfil the Construction Noise Permit Requirement.</p> <p>All the works shall be led by CP(T)/CP(NT) and supervised by WPIC during the approved working period at different areas, details are summarised in the below table. Competent Person for Underground Utilities Survey shall be assigned and in the presence of works.</p>

5.	<b>Plant, Equipment &amp; Material</b> (Same as Previous)
	<p>All equipment will be inspected prior to the mobilization on site to ensure that they are in good working condition and comply with the current regulations. The major equipment will be deployed to carry out the works are as follow and the technical specification is attached in <b>Appendix D</b>:</p> <ul style="list-style-type: none"> <li>● Hand tool for excavation.</li> <li>● Excavator (Backhoe mounted with beaker/bucket) or equivalent mechanical plant.</li> <li>● Crane Lorry</li> <li>● Concrete Truck</li> </ul>
6.	<b>Works Methodology</b> (Same as Previous)
	<ol style="list-style-type: none"> <li>1. <u>Fence off</u> the planter area;</li> <li>2. <u>UU detection and Trial pit</u> (Based on submitted Method statement under 1701-W-000-CSC-760-000095);</li> <li>3. <u>Site Clearance</u> will be conducted based on the previous approved submission for planter area;</li> <li>4. <u>Mobilization and Lifting</u> the 3Ton Backhoe Excavator to site;</li> <li>5. 3Ton Backhoe Excavator will be used to start <u>excavation &amp; prepare formation</u> for the skew run-in;</li> <li>6. <u>Formwork erection</u> &amp; wire mesh A393 <u>fixing</u>;</li> <li>7. <u>Concreting</u> by concrete pump trucks, compact fresh concrete using surface vibrator;</li> <li>8. <u>Formwork removal</u> after minimum strength achieved.</li> <li>9. <u>Strip relocation</u> will be carried out after the completion of the new run-in, involving the loosening of the bolts and nuts for the modular strip and moving it to the new location.</li> </ol>
7.	<b>Safety</b> (Same as Previous)
	<ul style="list-style-type: none"> <li>● All workers shall be equipped with reflective vests and safety helmets during operation. All workers must go through a briefing by the Construction Manager / Engineer / Safety Officer / Safety Supervisor before commencement of any works.</li> <li>● A pre-meeting will be arranged before commencement of the work among Survey Team, Construction Team and Safety Team to brief the nature of works, the safety aspects and the necessary safety requirements as identified in the Risk Assessment in <b>Appendix D</b>.</li> <li>● To ensure the worker carrying out the inspection pit excavation works are fully informed of the risks and they are aware of the measures to control those risks, the Briefing will be provided before operation commence.</li> <li>● Safety helmets fitted with chin straps must be worn within the site, safety boots, hearing protectors (if needed), high visibility jackets / sashes, reflective vests, goggles, gloves and full body harnesses for work at height will be provided to all staff working on site. Plastic barriers and reflective traffic cones will be prepared prior to work commencement to demarcate the working area.</li> <li>● Trial Pit shall be covered up with suitable planks and fenced off when not attended. It shall be inspected on a weekly basis by competent person and Form 4 – Excavation of Earthworks shall be filled in to ensure the inspection pit is in safe conditions.</li> </ul>



	<ul style="list-style-type: none"> <li>● Permit-to-Dig system shall be implemented and strictly followed to mitigate the risk of damages to underground utilities. Relevant valid underground utilities plans shall be obtained and cable detection shall be conducted by competent person before commencement of works. Briefing shall be conducted to workers to acknowledge them on the underground utility conditions at the works area and precautions required. The proposed working area should be marked physically on site by CP.</li> <li>● Proper ladder access should be landed on firm and level base for workers excavation works /Supervisors inspection in the Trial Pit. The ladder should extend 1m higher than the landing place.</li> <li>● Any emergency situation shall be reported to site supervisors (i.e. Construction Manager/ Engineer/ Foreman etc.) and Safety Department for prompt response. The emergency contact list is shown in <b>Appendix E</b>.</li> </ul> <p>The risk for the works shall be assessed and the Risk Assessment Analysis is shown in <b>Appendix C</b>.</p>
<b>8.</b>	<b>Environmental (Amended)</b>
	<p>The following mitigation measures will be followed:</p> <ul style="list-style-type: none"> <li>- General works shall be carried out during normal working hours (08:00 to 18:00). No works using PME will be carried out after 07:00pm on Sunday and public holiday without a valid construction noise permit.</li> <li>- Excavated soil shall be stocked pile at designated area and covered properly by tarpaulin or accepted means to prevent dust generation and reused on site prior to disposal.</li> <li>- ULSD Diesel will be used in all PME</li> <li>- Plant with QPME label will be employed if available</li> <li>- Only regulated NRMM with approved NRMM label to be used on site.</li> <li>- All chemicals will be placed on drip tray</li> <li>- Any wastewater produced during the work will be treated prior to disposal</li> <li>-The works shall follow relevant mitigation measures as required under the Environmental Permit (EP) / EP submission and <i>Contractor's</i> Environmental Management Plan (EMP)</li> </ul>
<b>9.</b>	<b>Quality Control (Same as Previous)</b>
	<p>Refer to <b>Appendix B</b> for Inspection and Test Plan.</p> <ul style="list-style-type: none"> <li>● Construction works shall be fully complied with Quality Plan.</li> </ul> <p>For work activity which is classified as "Quality Hold Point", no subsequent work can be started unless the former work activity was inspected and accepted by MTR's inspectorate.</p>
<b>10.</b>	<b>Appendices</b>
	<ul style="list-style-type: none"> <li>A. Proposed location plan for new run-in (Same as Previous)</li> <li>B. Inspection and Test Plan (ITP) (Same as Previous)</li> <li>C. Risk Assessment (Amended)</li> <li>D. Technical Specification for Equipment and Plants (Same as Previous)</li> <li>E. Emergency Contact List (Same as Previous)</li> <li>F. Logistic Plan (Amended)</li> </ul>