
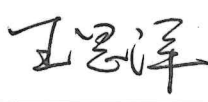




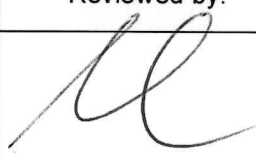
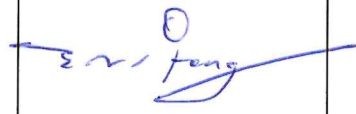


<b>MS Reference Number:</b>	<b>CSHK</b>	<b>CET</b>	<b>MS</b>	<b>C</b>	<b>2024</b>	<b>000109</b>
<b>ACC Reference Number:</b>	<b>1701</b>	<b>W</b>	<b>000</b>	<b>CSC</b>	<b>760</b>	<b>000507</b>

METHOD STATEMENT TITLE	Rev.
<p style="text-align: center;">Method Statement for Backfilling and Site Preparation Work for Mobilization of Crane in Western W7 Area</p>	

	Prepared by:	Checked by:	Reviewed by:	Reviewed by:
<b>Signature:</b>				
<b>Name:</b>	Tim Cai	Nick Wang	Leung Kwok Fung / Hui Wai Kwan	MH Isa / WH Lam
<b>Position:</b>	Engineer	Assistance Construction Manager	SM/SO	QM/QE
<b>Date:</b>	17/5/2024	18/5/2024	20/5/2024	20/5/24
	Reviewed by:	Reviewed by:	Reviewed by:	Approved by:
<b>Signature:</b>				
<b>Name:</b>	James Ma / Iris Ho	Yeung Wai Lun	Paul Freeman/ Mark McGleenon	Eric Fong
<b>Position:</b>	EM/EO	A. Project Director	Sr. Project Director / A. Project Director	Project Director
<b>Date:</b>	20/5/2024	21/5/2024	21/5/2024	22/5/24

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<b>1.</b>	<b>Introduction</b> (Overview of the operation/works)																																																		
	<p>This Method Statement is a safety working method &amp; procedures documents to describing the health, safety, environment &amp; quality requirements for carrying out backfilling and site preparation work for mobilization of crane in Western W7 Area. 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> (Identify relevant documents by name and reference number)																																																		
	<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>																																																		
	<p>CSHK is responsible to inspect and carry out the construction works. The following persons, as listed in the table below, will attend the specific tool-box talk and be responsible for the activities:</p> <table border="1"> <thead> <tr> <th>Name</th><th>Position</th></tr> </thead> <tbody> <tr><td>CF Chan</td><td>Construction Manager</td></tr> <tr><td>Anthony He</td><td>Assistant Construction Manager</td></tr> <tr><td>Nick Wang</td><td>Assistant Construction Manager</td></tr> <tr><td>WONG Yiu Ho David</td><td>Senior Engineer</td></tr> <tr><td>Tim Cai</td><td>Engineer</td></tr> <tr><td>Andrew Mak</td><td>Engineer</td></tr> <tr><td>LUAN Yin Zu</td><td>Engineer</td></tr> <tr><td>Charles Xu</td><td>Graduate Engineer</td></tr> <tr><td>Vincent Li</td><td>Construction Manager</td></tr> <tr><td>Nana Chung</td><td>Assistant Construction Manager</td></tr> <tr><td>Johnson Chun</td><td>Senior Engineer</td></tr> <tr><td>David Lam</td><td>Senior Engineer</td></tr> <tr><td>Man Hin Li</td><td>Assistant Engineer</td></tr> <tr><td>Ted Leung</td><td>Construction Manager</td></tr> <tr><td>Li Yuk Wa</td><td>Assistant Construction Manager</td></tr> <tr><td>Jack Wong</td><td>Senior Engineer</td></tr> <tr><td>Andy Lo</td><td>Engineer</td></tr> <tr><td>Edward Yang</td><td>Graduate Engineer</td></tr> <tr><td>Kyle Lai</td><td>Graduate Engineer</td></tr> <tr><td>Leung Kwok Fung</td><td>Safety Manager</td></tr> <tr><td>Hui Wai Kwan</td><td>Safety Officer</td></tr> <tr><td>Ernest Young</td><td>Assistant Safety Officer</td></tr> <tr><td>Lau Yu Tat</td><td>Senior Surveyor</td></tr> <tr><td>Cheung Siu Kei</td><td>Superintendent</td></tr> </tbody> </table> <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</p>	Name	Position	CF Chan	Construction Manager	Anthony He	Assistant Construction Manager	Nick Wang	Assistant Construction Manager	WONG Yiu Ho David	Senior Engineer	Tim Cai	Engineer	Andrew Mak	Engineer	LUAN Yin Zu	Engineer	Charles Xu	Graduate Engineer	Vincent Li	Construction Manager	Nana Chung	Assistant Construction Manager	Johnson Chun	Senior Engineer	David Lam	Senior Engineer	Man Hin Li	Assistant Engineer	Ted Leung	Construction Manager	Li Yuk Wa	Assistant Construction Manager	Jack Wong	Senior Engineer	Andy Lo	Engineer	Edward Yang	Graduate Engineer	Kyle Lai	Graduate Engineer	Leung Kwok Fung	Safety Manager	Hui Wai Kwan	Safety Officer	Ernest Young	Assistant Safety Officer	Lau Yu Tat	Senior Surveyor	Cheung Siu Kei	Superintendent
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	<p>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. WPIC/ Site supervisor shall attend pre-work briefing and deliver the work arrangement, included but not limited to proposed working area, sequence of works and safety precautions measures.</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 for Underground Utilities Survey and Trial Pit CP shall undertake the investigation for the purpose of ascertaining within the proposed works site and its vicinity the existence, alignment and depth of any cable and provision of a written report on the findings.</p> <p>(h) 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). Pre-work briefing shall cover the regulation within the proposed working area and relevant work safety precaution measures. Briefing attendance records shall be kept on site for inspection. CP shall report to depot before works could commence. CP(T)/CP(NT) is to ensure works are within CA area and any opening of the existing Manhole shall notify Depot relevant parties such as IMD in advance.</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>
<b>4.</b>	<b>Programme and Working Hours</b> (Start & finish date of operation/works)
	The work commencement is scheduled in late May 2024. The proposed tentative occupation period for the strip footing area is from 20/5/2024 to 20/2/2025 (~9 months). The general working hours will be from 08:00 – 19:00 daily, from Monday to Saturday. All the works shall be led by WPIC during the approved working period.
<b>5.</b>	<b>Plant, Equipment &amp; Material</b> (Identify type, model and specification of MAJOR plant & equipment)
	All plants and 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

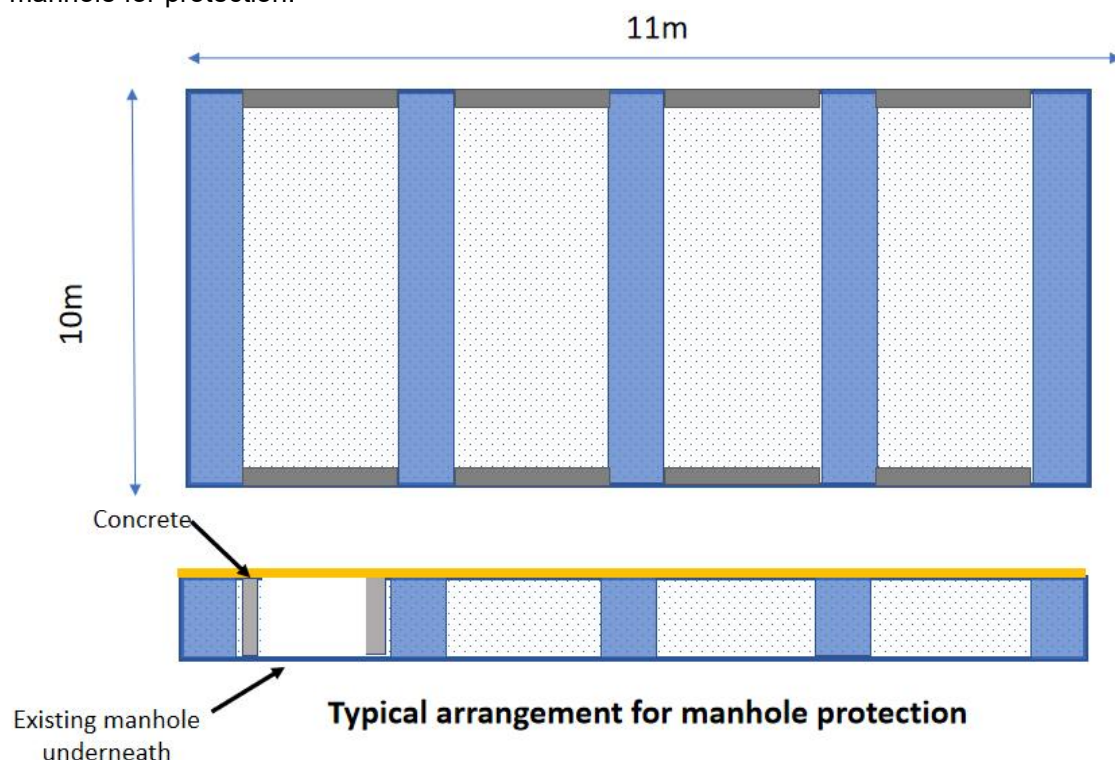
deployed to carry out the works are as follow and the technical specification is attached in **Appendix D**

The major plants and equipment will be deployed to carry out the works are as follow:

Plant / Equipment
Temporary water filled barriers
Grab-mounted lorry
Vibratory rammer
Steel Plates (20mm)
Lifting crane (60T)

## 6. Construction Methods / Construction Sequence Drawings

- All workers should have RSI training. A pre job briefing is required prior to the commencement of works between the CP workers and Site Engineers to ensure the workers are fully informed of the risks and they are aware of the measures to control those risks.
- Fencing off the works area by water filled barriers and set up warning signs. Unauthorized persons are not allowed to enter.
- Concreting at two side of the strips as a retaining wall. And concreting around the existing manhole for protection.



- Using PVC pipe as weep holes at the side of mass concrete to drain away excess water.
- Layered backfill upon the strip footings by a grab-mounted lorry. Backfill materials shall be temporarily stockpiled at proper areas and covered properly if backfilling can not be completed in time to prevent flying dust.

	<ul style="list-style-type: none"> <li>● All fill material shall be free from organic substances and all superficial materials such as vegetation and loose organic top soil should be removed before placement of fill.</li> <li>● Boulders greater than 150mm in diameter shall not be used as fill material.</li> <li>● Compact the soil by vibratory rammers and cover with a steel plate.</li> <li>● Formation of ramp for crane access.</li> <li>● Deliver Lifting crane.</li> </ul> <p>The proposed area for mobilization of crane is shown in the layout plans attached in <b>Appendix A</b>. The size shall be 11m × 10m and will be subjected to actual site conditions.</p>
<b>7.</b>	<p><b>Safety</b> (Risk Assessments)</p> <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 C</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>● 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>	<p><b>Environmental</b> (Environmental aspect &amp; impact identification as well as mitigation measures)</p> <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>- ULSD Diesel will be use in all PME;</li> <li>- Plant with QPME label will be employed if available;</li> <li>- Only regulated NRMM with 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>- Backfilled material will be stocked pile at designated area, covered properly to prevent dust generation and reused on site 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>



9.	<b>Quality Control</b> (Inspection and Test Plan including hold points)
	<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>To ensure the attainment of the required standard of works, the methods of working and the required works standards / acceptance criteria are defined in the method statement, inspection &amp; test plans, and are communicated to relevant staff and workers carrying out the works. Day to day routine inspections of the works will be carried out by the Construction Team Leader, Site Engineers and Foreman as appropriate, to ensure that all works are performed following the requirements of these documents.</p> <p>Specific quality checks shall be carried out in accordance with the approved Inspection &amp; Test Plan with “Hold Points” at critical elements for confirmation of compliance before proceeding further.</p> <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> <p>Request for Inspection and Survey Check (RISC) shall be issued to the RSS following inspection of the works by the CSHK’ s project team. The Inspection &amp; Test Plan for the works (Appendix B) will identify all Hold Points and Witness Points.</p> <p>Following the Inspection &amp; Test carried out, inspection and / or test records are to be prepared to indicate whether the specified requirements have been met. Records of Inspection and testing will be maintained and kept available for inspection and final handover as appropriate.</p>
10.	<b>Appendices</b> (Identify and include additional information in the submission package)
	<p>Appendix A - Layout Plan</p> <p>Appendix B - Inspection and Test Plan (ITP)</p> <p>Appendix C - Risk Assessment</p> <p>Appendix D - Catalogue for Equipment</p> <p>Appendix E - Emergency Contact List</p>