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ACC Reference Number:	1701	W	000	CSC	760	000111

METHOD STATEMENT TITLE	Rev. A

Method Statement for Site Clearance and Construction of Temporary Storage Areas A1, A2, B, C, D, E, F, K & J, Works Area W6A, W7, W10 And Relocation of Depot Materials from W5, W6A, W10

	Prepared by:	Checked by:	Reviewed by:			Approved by:
Signature:						
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Position:	Assistant Construction Manager	Construction Manager	SM/SO	QM/QE	EM/EO	Project Director
Date:	26/2/2024	26/2/2024	26/2/2024	26/2/24	26/2/24	26/2/24

CONTENT

1. Introduction (Overview of the operation/works)

This Method Statement gives a guideline for the execution of the site clearance and temporary concrete pavement procedure for Storage Areas A1, A2, B, C, D, E, F, K & J and works area W6A, W7 & W10, and the relocation of Depot Materials from W5, W6A, W10 under Contract 1701.

This document shall be distributed to relevant parties to introduce the work scopes, to present the sequence of works and to define the associated responsibilities to ensure the health, safety, environment and quality issues addressed. 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.

The general working procedures outlined in this method statement are applicable to the following scopes of work:

- Grass cutting and weed removal for material storage area A1, A2, B, C, D, E, F, K & J, Works Area W6A, W7 & W10
- Construction of temporary concrete pavement for Depot materials storage at A1, A2, B, C, D, E, F, K & J
- Relocation of Depot Materials from W5, W6A, W10

2. Reference Documents (Identify relevant documents by name and reference number)

- General Specification for Civil Engineering Works (NEC4) (MTR Corporation Limited - 2022)
- Particular Specification for Contract 1701.
- Materials and Workmanship Specification for Civil Engineering Works.

3. Responsibilities for Activities described within Method Statement

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:

Name	Position
Howard Siu	Construction Manager
CF Chan	Construction Manager
Luqman Yung	Construction Manager
Anthony He	Assistant Construction Manager
Nick Wang	Section Agent
Kanson Woo	Senior Engineer
Andrew Lo	Graduate Engineer
Charles Xu	Graduate Engineer
Leung Kwok Fung	Safety Manager
Ernest Young	Assistant Safety Officer
Lau Yu Tat	Surveyor
Cheung Siu Kei	Superintendent
Ng Ho Lun	Senior Foreman
Singh Nirdeep	Foreman

(a) Construction Manager
Responsible for overall administration, monitoring, controlling progress and quality of works in a safe manner.

(b) Site Engineer/ Assistant Engineer/ Site 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.

(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.

(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.

(e) Workers
Workers who have completed RSI training and received a valid qualification.

(f) 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.

Emergency Team contact list is enclosed so that work can be safely arranged to suspend for contingency/ reasons. Please refer to **Appendix C**.

4. Programme and Working Hours (Start & finish date of operation/works)

The tentative work commencement is scheduled in Mid-Feb 2024. The general working hours will be from 08:00 – 19:00 daily, from Monday to Saturday. However, 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.

All the works shall be led by CP(T)/CP(NT) during the approved working period at different areas, details are summarised in the below table. Competent Person for Site Clearance shall be assigned and in the presence of works.

Location of Works	Allowed Working Period	Remarks
Mainline	Non-Traffic Hour (02:00 – 04:00)	3 days per week
Test Track	Night Shift (Exact time to be coordinated)	3 days per week
Depo Track Area	Non-Peak Hour	

			(11:00 – 15:00) Night Shift (Exact time to be coordinated)	

5.	**Plant, Equipment & Material** (Identify type, model and specification of MAJOR plant & equipment)
	The major equipment will be deployed to carry out the works are as follow: - **For Removal of Grass cutting and Weed removal** ● 3 Ton Excavator ● Grab Lorry ● Sickle and Scythe or other hand-held tools **For Construction of Temporary Concrete Pavement** ● 3 Ton Excavator ● Vibrating compactor ● Polythene Sheeting ● A393 mesh reinforcement ● Concrete truck **For Lifting Operation** ● Crane Lorry
6.	**Precaution and Preparation Before Commencements of Works**
	● Fully Supervision at all times shall be provided at work fronts, especially for the location with significant interfaces with SHD daily operation or other construction works within depot. ● Water-filled barriers with plastic panels will be installed to isolate work fronts from MTR/s tracks in all works areas as required in the contract. ● Advanced coordination and communication shall be made with interfacing contractors to facilitate works nearby. ● For lifting works by grab lorry or crane, the operator shall ensure a clear and unrestricted view of the load carried in prior to lifting works. ● CP shall report to depot before works could commence and brief safety rules to workers before commencement of work.

7. Construction Methods

7.1 Methods for Grass Cutting and Weed Removal

7.1.1 UU Detection

The existing UU within the proposed working area will be detected and recorded in layout plan prior to works commencement. Appropriate tools for handling the plank cover should be utilized. Pre-work briefing will be conducted before works.

Figure: Sample of tools used for UU detection

7.1.2 Works Area Fence Off and Vegetation removal (Please refer to **Appendix A** for Layout Plan for Grass Cutting and Temporary Concrete Pavement)

Fence off the corresponding works area with water-filled barriers with plastic panels / Plastic Barrier.

Figure: Plastic barrier and Temp. Material Storage Area Layout at Area A1, A2, B

Figure: Water-filled barrier and Temp. Material Storage Area Layout at Area C, D, E, F and W7

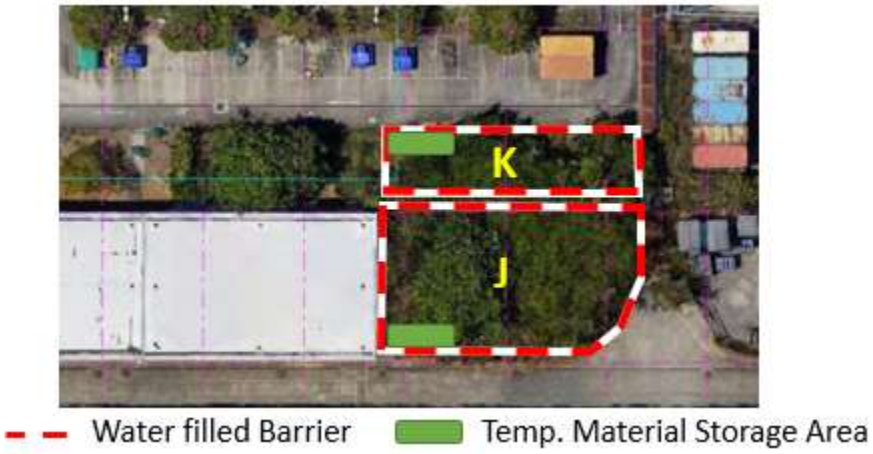


Figure: Water-filled barrier and Temp. Material Storage Area Layout at Area K and J

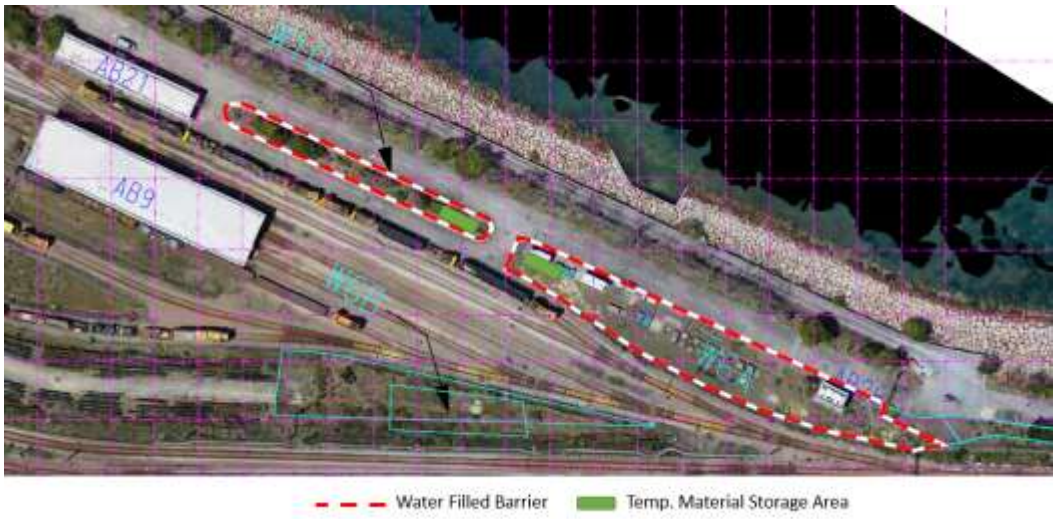


Figure. Water-filled barrier and Temp. Material Storage Area Layout at Works Area W6A and W10

7.1.3 Cut the grass and other vegetation using sickle and scythe or other hand-held tools.

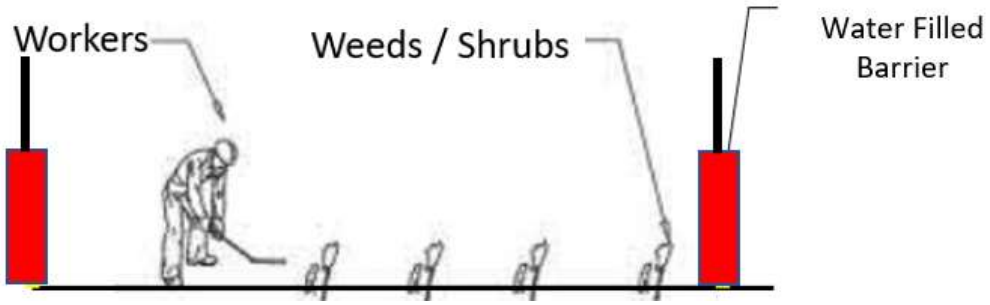


Figure. Typical Works arrangement for grass cutting for temporary storage area C, D, E, F, K & J, Works Area W7, W6A, W10

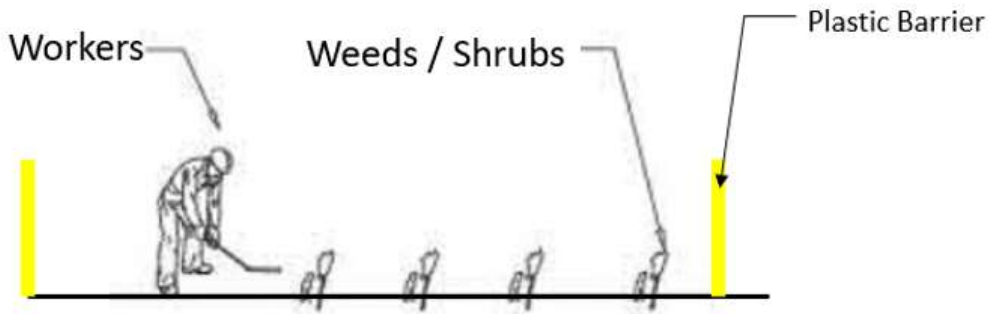


Figure. Typical Works arrangement for grass cutting for temporary storage area A1, A2, B

7.1.4 Excavate around the tree stumps using backhoe, and remove the tree stumps with 3-ton excavator or equivalent. If excavator is not applicable due to site constraints, excavate around the tree stumps by having manual cutting method. Worker will cut off tree stumps into small sized material. For lifting plan for the 3-ton excavator, please refer to **Appendix H**. Permit to dig system will be adopted and approved prior to work commencement, the template of Permit to Dig is attached in **Appendix F**.

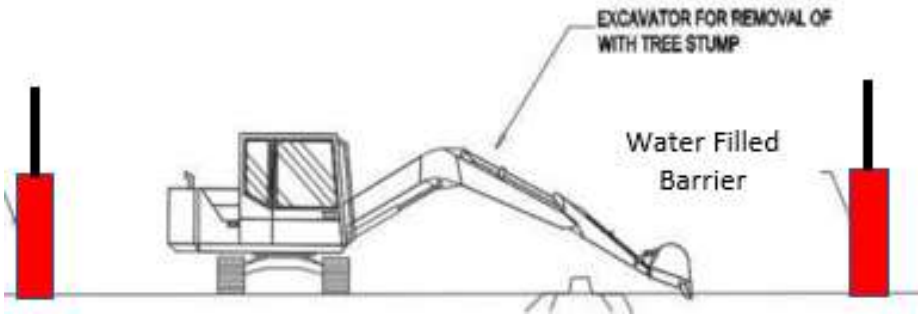


Figure. Illustrative Sketch for Removal of Tree Stumps

7.1.5 Group the removed Shrubs, Vegetation and Tree Stumps for maintaining decent site housekeeping practices. The removed materials shall not be placed at the location would potentially causing any blockage of the access path. Materials (fragments) shall be collected and removed off site in no more than 3 days. No Materials (fragments) will be unstably stacked to avoid harm to workers.

7.1.6 Use the grab lorry to remove rubbish, grouped shrubs, vegetation and tree stumps.

7.2 Construction of Temporary Concrete Pavement for Material Storage Area

Figure. Temporary Concrete Paving Area A1, A2 and B

Figure. Temporary Concrete Paving Area C, D, E, F, K and J

7.2.1	After site clearance for the areas, the formation will be compacted by vibrating compactor.

For Area C, D, E, F, the formation level to revive concrete pavement will be adjust to suit with the existing condition.

Figure. Typical Works Arrangement for Formation Level Adjustment for Area C, D, E, F

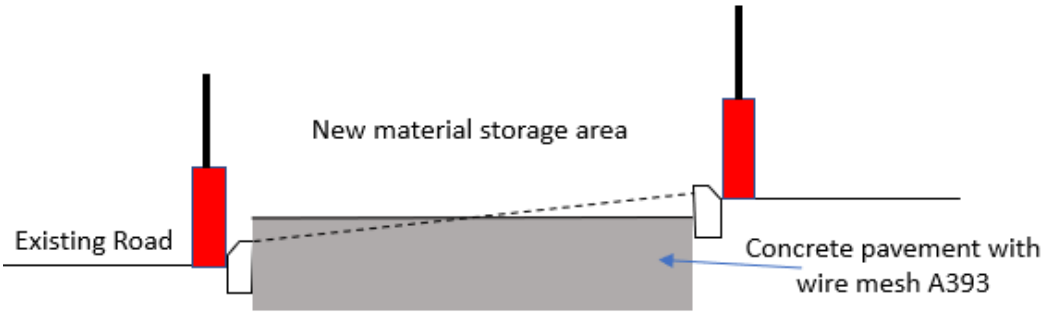


Figure. Proposed Temporary Concrete Pavement Level for Area C, D, E, F

7.2.2	Compact the cleared area by Vibrating compactor for the Temporary Storage Areas A1, A2, B, C, D, E, F, K & J.
7.2.3	Place Polythene Sheeting on the completed formation before placing concrete.
7.2.4	Place concrete for by concrete trucks to Areas A1, A2, B, C, D, E, F, K & J.

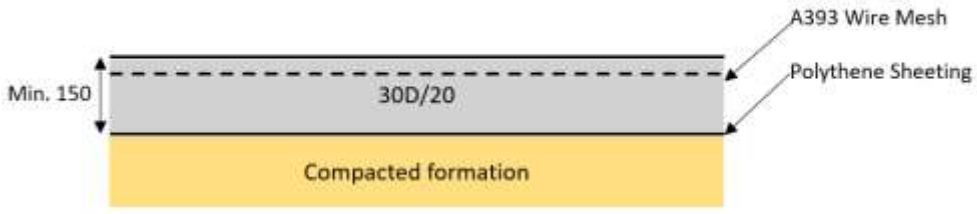


Figure. Typical Section for temporary concrete pavement for storage area

For Logistic Arrangement of concrete delivery please refer to **Section 7.3.**

7.3 Logistic Arrangement for Concrete Delivery

The proposed TTM shall be presented and coordinated in the advanced works weekly HKTS meeting, prior to implementation of the TTM.

7.3.1 Logistic Arrangement for Concrete Delivery to Area C and D:

Figure. Logistic Arrangement for Concrete Delivery to Area C and D

7.3.2 Logistic Arrangement for Concrete Delivery to Area A1, A2, E and F:

- The works will be commenced after 8:30 and clear before 16:00.
- The traffic lane will be temporarily occupied during the concreting process.
- Traffic controller will be provided at both ends to control the traffic flow.

Figure. Logistic Arrangement for Concrete Delivery to Area A1

Figure. Logistic Arrangement for Concrete Delivery to Area A2

Figure. Logistic Arrangement for Concrete Delivery to Area B

Figure. Logistic Arrangement for Concrete Delivery to Area E

Figure. Logistic Arrangement for Concrete Delivery to Area F

Please refer to **Appendix H** for detailed TTA arrangement.

7.3.3	Logistic Arrangement for Concrete Delivery to Area K:  *Figure. Logistic Arrangement for Concrete Delivery to Area K*
7.3.4	Logistic Arrangement for Concrete Delivery to Area J.  *Figure. Logistic Arrangement for Concrete Delivery to Area J*

7.4 Logistics Route for Plant & Material Delivery

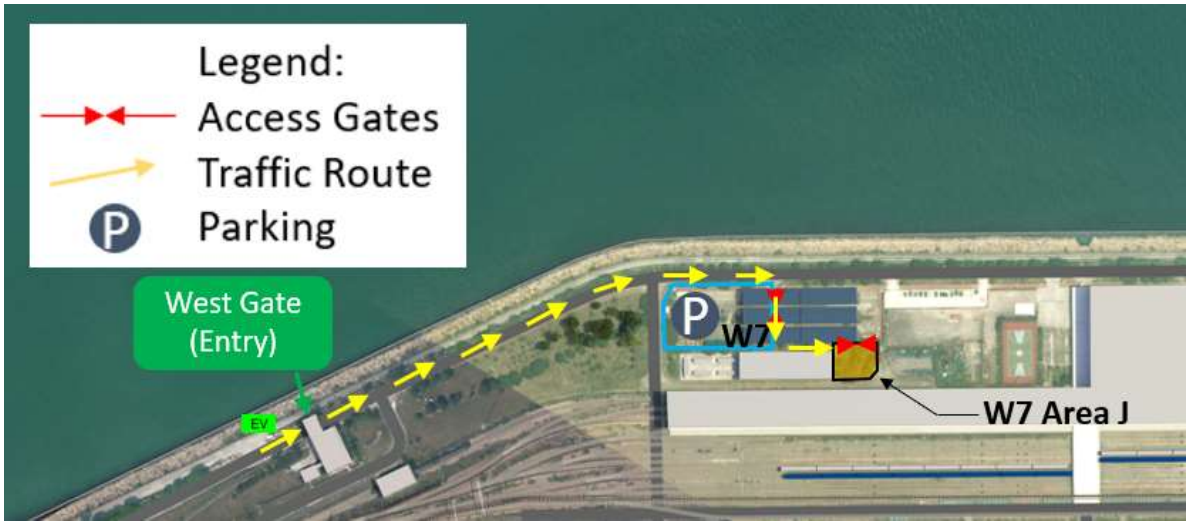


Figure. Access Route from west gate to W7 Area J

Figure. Access Route from west gate to W4

Figure. Access Route from west gate to W5

Figure. Access Route from west gate to W6A and W10

7.5 Relocation of Depot Materials

7.5.1 Relocation of Materials from W5

- 1701 to coordinate with HKTS to relocate the rail material to designated location
- The stored material shall be placed/ stored in a stable condition to prevent it collapse and prevent being blow away under strong wind condition.
- Water filled barrier will be erected to fence off the Works Area

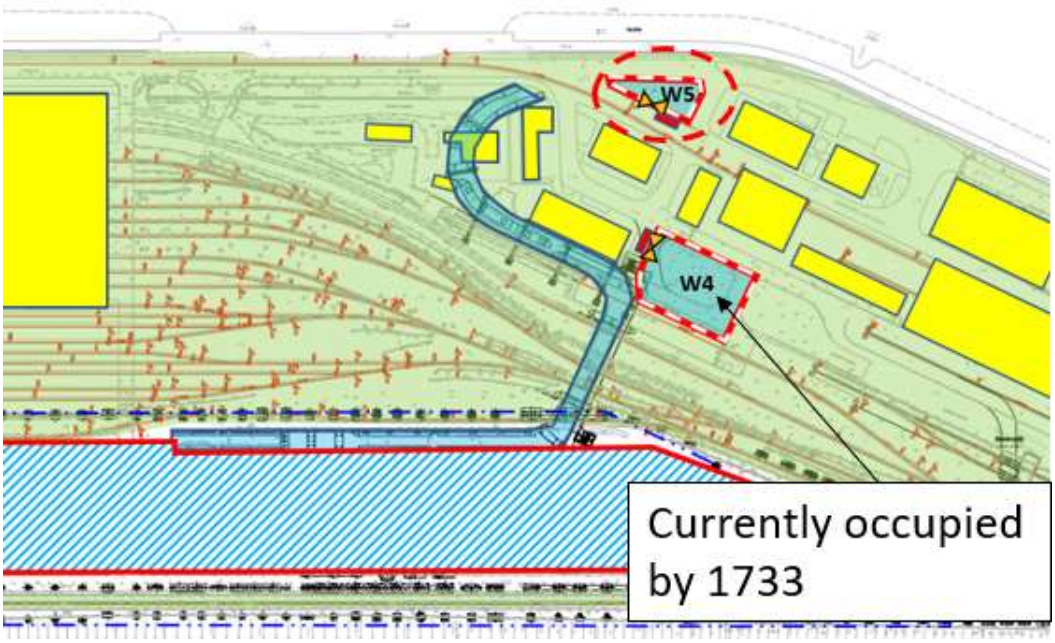
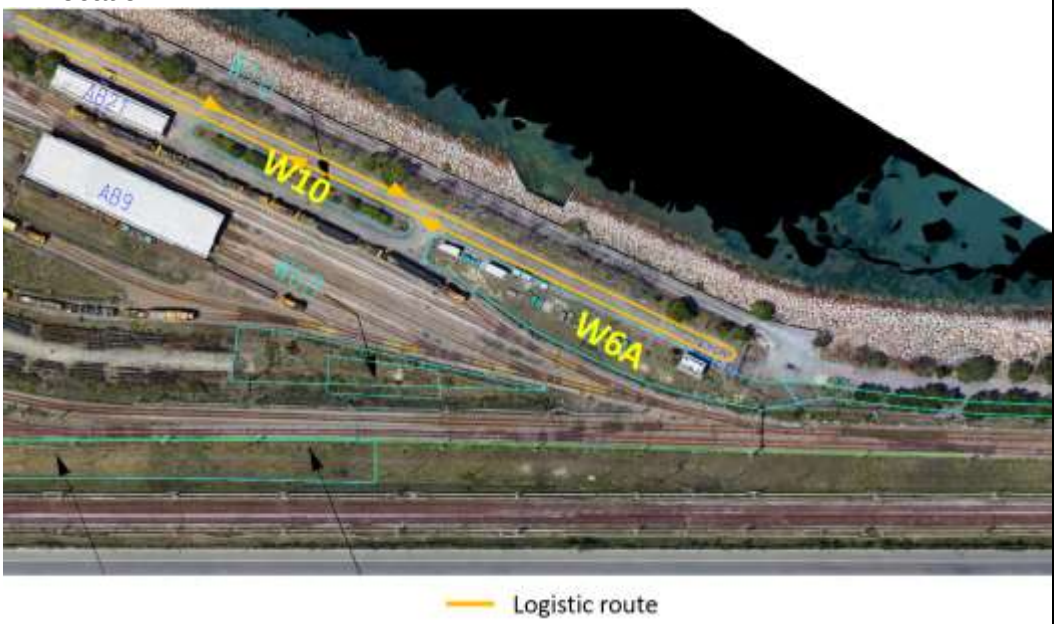
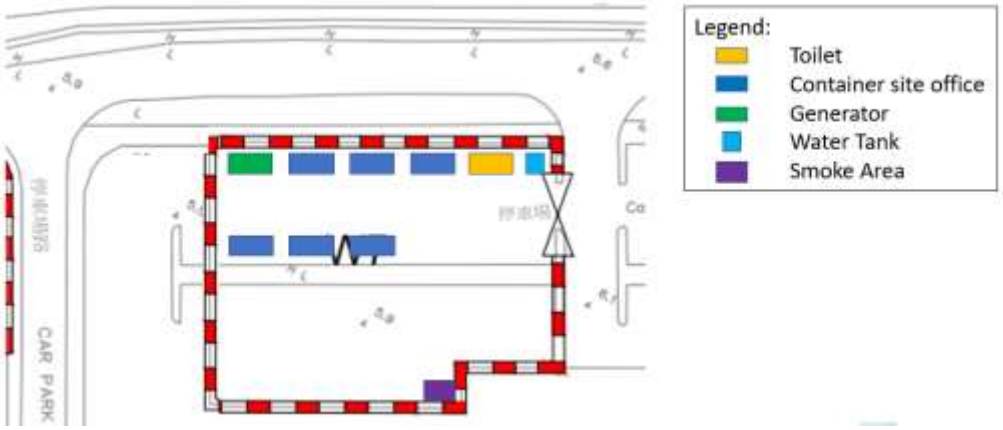


Figure: Water-filled barrier Layout at W5

	7.5.2	Relocation of Material from Area W6A, W10 ➢ 1701 to coordinate with HKTS to relocate the rail material to designated location  *Figure: Water-filled barrier Layout at W6A and W10*
8.	**Safety** (Risk Assessments)	
	8.1 General Safety ● All workers shall attend a site-specific induction course conducted by Safety Team. The Safety Officer shall explain the necessary safety requirements as identified in the Risk Assessment Record and the Construction Manager/ Engineer / Foreman in charge of the work shall explain the system of work to his supervisors and workers. ● All workers shall be equipped with reflective vests and safety helmets during operation. All workers must go through a briefing by the Construction Manager / Safety Officer / Safety Supervisor before commencement of any works. All workers on site shall obtain an approved "Mandatory Basic Safety Training Certificate". ● Toolbox talk training with reference to the recommended safety and environmental control measures after Construction Risk Assessment will be provided to the site personnel prior to commencing works. ● A pre-meeting will be arranged before commencement of the work among Foreman / Engineer / Construction Manager, MTR's representatives and Safety Department to brief the nature of works, the safety aspects and the requirements. ● Safety helmets fitted with chin straps must be worn within the site, safety boots, hearing protectors (if needed), high visibility jackets / sashes, reflective vest, goggles, gloves and full body harnesses for work at height will be provided to all staff working on site. Warning signs and barriers will be erected where necessary. ● Particular care needs to be taken when working on or near busy roads. No works will be undertaken unless safe access, including approved and fully implemented TTM / TTAs where necessary. The voltage of any handheld power tools should not exceed 110V and preferably be less than 24V	

	● Any emergency situation shall be reported to Subcontractor and Contractor (i.e. Construction Manager / Engineer / Foreman and Safety Department, etc.) for prompt response. The emergency contact list is shown in **Appendix C**. **8.2. For Works at Operating Railway Area** ● For those who carried out works at operating railway area, should have railway qualification of RSI and be supervised by CP(T). ● CP(T)/ CP(NT) shall be appointed to provide pre-work briefing to all workers and anyone work within the operation zone. ● All site staffs should wear the required PPE such as safety helmet, reflective vest and safety boots. ● Demarcate and barricade the operation zone with reflective cone and work within the barricaded area. e. For works within live track, authority shall be sought in prior commencement of any operation. ● Works could only commence under guidance of a CP(T)/ CP(NT) depending on the location. CP shall report to depot before works could commence. ● Any works within live track shall be carried out in Non-Peak hours. ● CP(T)'s instruction shall be obtained for west levelling crossing. ● 4m Height restriction for all transportation crossing west levelling. **8.3 Risk Assessment** The risk for the works shall be assessed and the Risk Assessment Analysis is shown in **Appendix D.**
9.	**Environmental**
	General Arrangement General works shall be carried out during normal hours form 08:00 am to 07:00 pm. No works will be carried out after 07:00 pm on Sunday or public holiday without approval construction noise permit. ● ULSD diesel will be used in all PME. ● Plant with QPME label will be employ, if available. ● Only plant with NRMM label will be used unless exempted. ● All chemicals will be placed on drip tray. ● For site clearance, water spray will be carried out during the work to prevent dust generation. ● Waste water will be treated prior to disposal. ● Water spray will be carried to suppress dust during excavation. ● Materials (weeds, fragments) shall be temporary stored in designated location (refer to **Section 7**) and removed off site in no more than 3 days. **Smoke Arrangement** All workers should possess the qualification Railway Safety training (RSI), and can only smoke at the smoking area that demarcated by CSHK.



Facilities for Smoke Area
-Cigarette Butt Receptacle
-Fire Extinguisher
-Sand Bucket

10.	**Quality Control**
	Refer to **Appendix E** for Inspection and Test Plan. The proposed construction of temporary concrete pavement is not under the permanent scope of works, but for temporary material storage for the Depot use. Thus, testing for materials (A393 wire mesh, concrete) is not required. Meanwhile, the workmanship should be fully complied with the relevant standard COP and specifications.
11.	**Appendices**
	A. Layout Plan for Grass Cutting and Temporary Concrete Pavement B. Technical Specification of Plant C. Emergency Contact List D. Risk Assessment E. Inspection and Test Plan (ITP) F. Permit to Dig G. TTA Arrangement for Storage Area A1, A2, B, E, F H. Lifting plan for 3-ton excavator