



Reference Number:	CSHK	CET	MS	C	2024	000034
ACC Reference Number:	1701	W	000	CSC	760	000177

METHOD STATEMENT TITLE	Rev. A
Method Statement for Site Clearance Work for the SSK Drive verge area	

	Prepared by:	Checked by:	Reviewed by:	Reviewed by:
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Date:	9/4/24	9/4/24	9/4/24	9/4/24



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1.	Introduction (Overview of the operation/works)																												
	<p>This Method Statement gives a guideline for the execution of site clearance work (weed removal) for the SSK Drive verge works area W8A under Contract 1701.</p> <p>The purpose of this document is to introduce work scopes, present the sequence of works, and define associated responsibilities to address health, safety, environment, and quality issues. The procedures outlined in this document will be reviewed periodically and updated based on actual site conditions. The methods described in the following sections may be subject to review during construction and amended if necessary.</p> <p>The general working procedures outlined in this method statement are applicable to the following scopes of work:</p> <ul style="list-style-type: none"> Grass cutting and weed removal for site clearance in the SSK Drive verge area. 																												
2.	Reference Documents (Identify relevant documents by name and reference number)																												
	<ul style="list-style-type: none"> General Specification for Civil Engineering Works (NEC4) (MTR Corporation Limited - 2022) Scope for Contract 1701. Materials and Workmanship Specification for Civil Engineering Works. 																												
3.	Responsibilities for Activities described within Method Statement																												
	<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>Howard Siu</td><td>Construction Manager</td></tr> <tr> <td>Anthony He</td><td>Assistant Construction Manager</td></tr> <tr> <td>Nick Wang</td><td>Site Agent</td></tr> <tr> <td>Andrew Mak</td><td>Engineer</td></tr> <tr> <td>Cai Jintian, Tim</td><td>Engineer</td></tr> <tr> <td>Andrew Lo</td><td>Graduate Engineer</td></tr> <tr> <td>Xu Wenxuan, Charles</td><td>Graduate Engineer</td></tr> <tr> <td>Leung Kwok Fung</td><td>Project Safety Manager</td></tr> <tr> <td>Hui Wai Kwan</td><td>Safety Officer</td></tr> <tr> <td>Ernest Young</td><td>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> <tr> <td>Ng Ho Lun</td><td>Senior Foreman (WPIC)</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/ 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</p>	Name	Position	Howard Siu	Construction Manager	Anthony He	Assistant Construction Manager	Nick Wang	Site Agent	Andrew Mak	Engineer	Cai Jintian, Tim	Engineer	Andrew Lo	Graduate Engineer	Xu Wenxuan, Charles	Graduate Engineer	Leung Kwok Fung	Project Safety Manager	Hui Wai Kwan	Safety Officer	Ernest Young	Safety Officer	Lau Yu Tat	Senior Surveyor	Cheung Siu Kei	Superintendent	Ng Ho Lun	Senior Foreman (WPIC)
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	<p>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.</p> <p>(e) Workers Workers who have completed RSI training and received a valid qualification.</p> <p>(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.</p> <p>Emergency Team contact list is enclosed so that work can be safely arranged to suspend for contingency/ reasons. Please refer to Appendix C.</p>
4.	Programme and Working Hours (Start & finish date of operation/works)
	<p>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.</p> <p>All the works shall be led by CP(T)/CP(NT) during the approved working period at different areas. Competent Person for Site Clearance shall be assigned and in the presence of works.</p>
5.	Plant, Equipment & Material (Identify type, model and specification of MAJOR plant & equipment)
	<p>The major equipment will be deployed to carry out the works are as follow: -</p> <p>For Removal of Grass cutting and Weed removal</p> <ul style="list-style-type: none"> ● 3 Ton Excavator ● Grab Lorry ● Sickle and Scythe or other hand-held tools <p>For Lifting Operation</p> <ul style="list-style-type: none"> ● Crane Lorry
6.	Precaution and Preparation Before Commencements of Works
	<ul style="list-style-type: none"> ● Plastic barrier will be installed to isolate work area from SSK Drive. ● Advanced coordination and communication shall be made with interfacing contractors to facilitate works nearby.

- For lifting works by crane lorry/grab lorry, the operator shall ensure a clear and unrestricted view of the load carried in prior to lifting works.
- CP shall brief safety rules to workers before commencement of work.

7. Construction Methods

7.1 Methods for Grass Cutting and Weed Removal

7.1 UU Detection

Refer to separate submitted MS under 1701-W-000-CSC-760-000095

7.2 Layout of the works area and fencing off works area in stage by plastic barrier

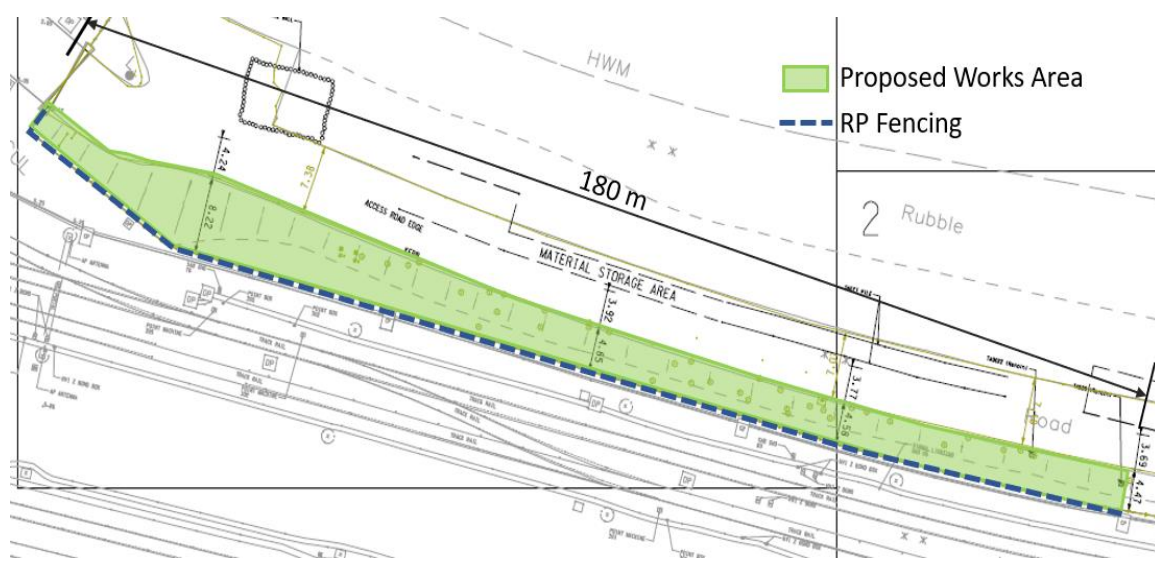


Figure: Works area for Site Clearance

Fence off the corresponding works area with Plastic Barrier in stages.

The works area can be divided into several work sections for different stages, e.g. every 30 meters. Specific separations may be adjusted based on construction conditions.

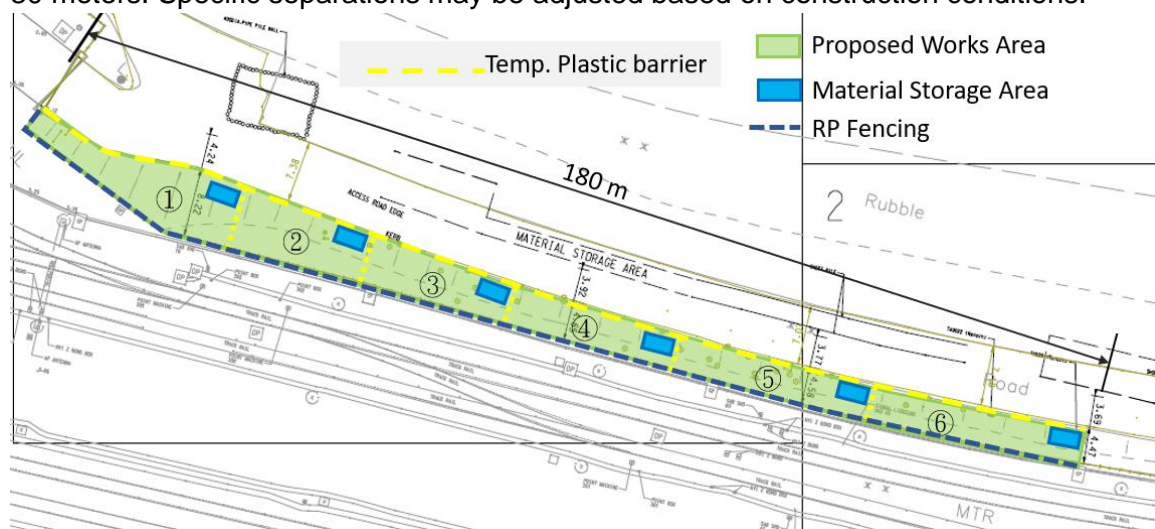


Figure: Work Sections Fenced Off in different stages by Plastic Barrier

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

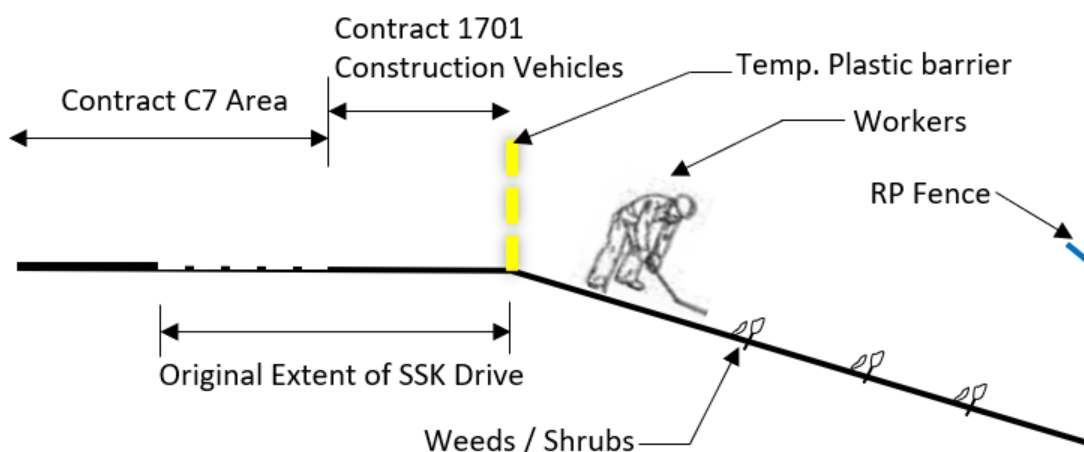


Figure. Typical Works arrangement for grass cutting for the SSK Drive verge area

7.4 Weed removal by grab lorry

- Coordination with contract C7 will be arranged to ensure no blockage of EVA.
- Plastic barrier will be placed min. 500mm away from existing RP fence to further notify the operators. The plastic barriers will be properly fixed with steel bar, and will not fix against to the RP fencing.

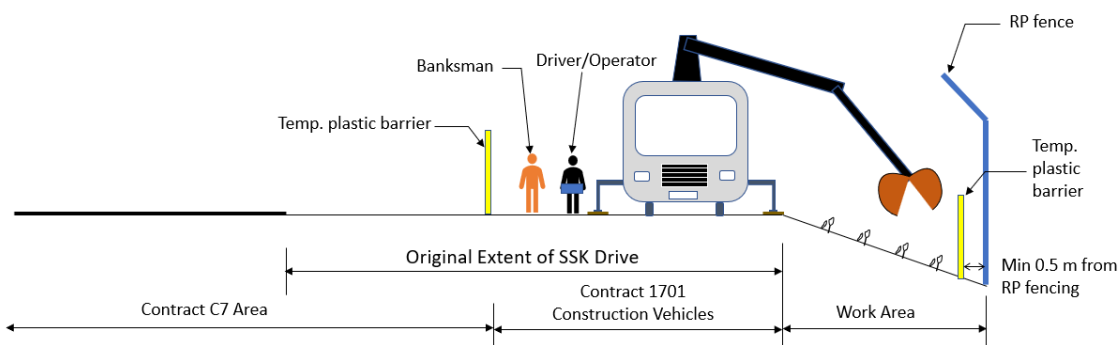


Figure. Works Arrangement for Grass Removal by Grab Lorry (Sectional View)

7.5 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.

An area of the slope will be levelled to allow the excavator to drive on it.

Permit to dig system will be adopted and approved prior to work commencement, the template of Permit to Dig is attached in **Appendix F**. For lifting plan for the 3-ton excavator, please refer to **Appendix G**.

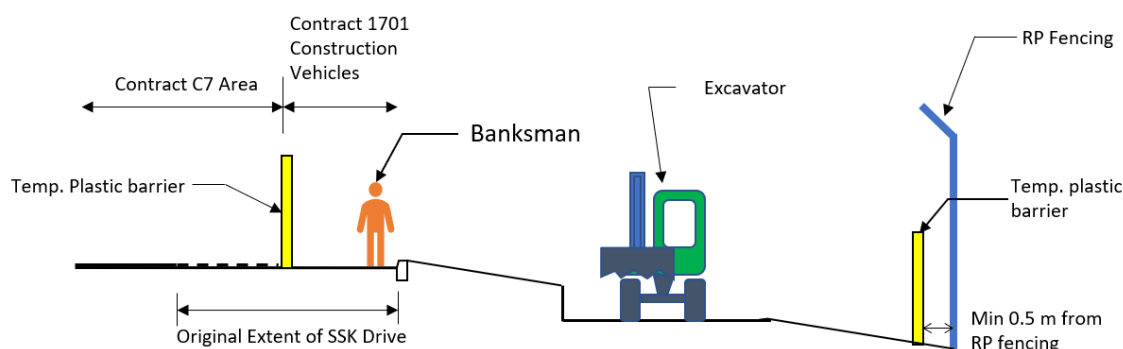


Figure. Illustrative Sketch for Removal of Tree Stumps

7.6 Group the removed Shrubs, Weeds, 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 daily. No Materials (fragments) will be unstably stacked to avoid harm to workers.

The layout of the Temp. storage location, please refer to 7.1.2.

7.7 Use the grab lorry to remove rubbish, grouped shrubs, weeds, vegetation and tree stumps daily.

7.8 After site clearance for SSK Drive verge area, the formation will be compacted by vibrating compactor.



8.	Safety (Risk Assessments)
	<p>8.1 General Safety</p> <ul style="list-style-type: none"> ● 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. <p>8.2 Risk Assessment</p> <p>The risk for the works shall be assessed and the Risk Assessment Analysis is shown in Appendix D.</p>
9.	Environmental
	<p>General Arrangement</p> <p>General works shall be carried out during normal hours from 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.</p> <ul style="list-style-type: none"> ● 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 and removed off site.

	<ul style="list-style-type: none"> The works shall follow relevant mitigation measures as required under the Environmental Permit (EP) / EP submission and Contractor's Environmental Management Plan (EMP)
10.	Quality Control
	<p>Refer to Appendix E for Inspection and Test Plan.</p> <ul style="list-style-type: none"> Construction works shall be fully complied with Quality Plan. The workmanship should be fully complied with the relevant standard COP and specifications.
11.	Appendices
	<p>A. Layout Plan for Site Clearance B. Technical Specification of Plant C. Emergency Contact List D. Risk Assessment E. Inspection and Test Plan (ITP) F. Permit to Dig G. Lifting Plan for 3-ton excavator</p>