



MS Reference Number:	CSHK	CET	MS	C	2024	000045
ACC Reference Number:	1701	W	000	CSC	760	000173

METHOD STATEMENT TITLE	Rev. A
Site Clearance at W11	

	Prepared by:	Checked by:	Reviewed by:	Reviewed by:
Signature:				
Name:	Joe Law	Ted Leung	Leung Kwok Fung /Hui Wai Kwan	MH Isa / WH-Lam
Position:	Assistant Engineer	Construction Manager	SM/SO	QM/QE
Date:	26-3-2024	26-3-2024	26-3-2024	26-3-2024
	Reviewed by:	Reviewed by:	Reviewed by:	Approved by:
Signature:				
Name:	MH Isa / Iris Ho	Yeung Wai Lun	Paul Freeman/ Mark McGleenon	Eric Fong
Position:	EM/EO	A. Project Director	Sr. Project Director / A. Project Director	Project Director
Date:	26-3-2024	26-3-2024	26-3-2024	26-3-2024



CONTENT

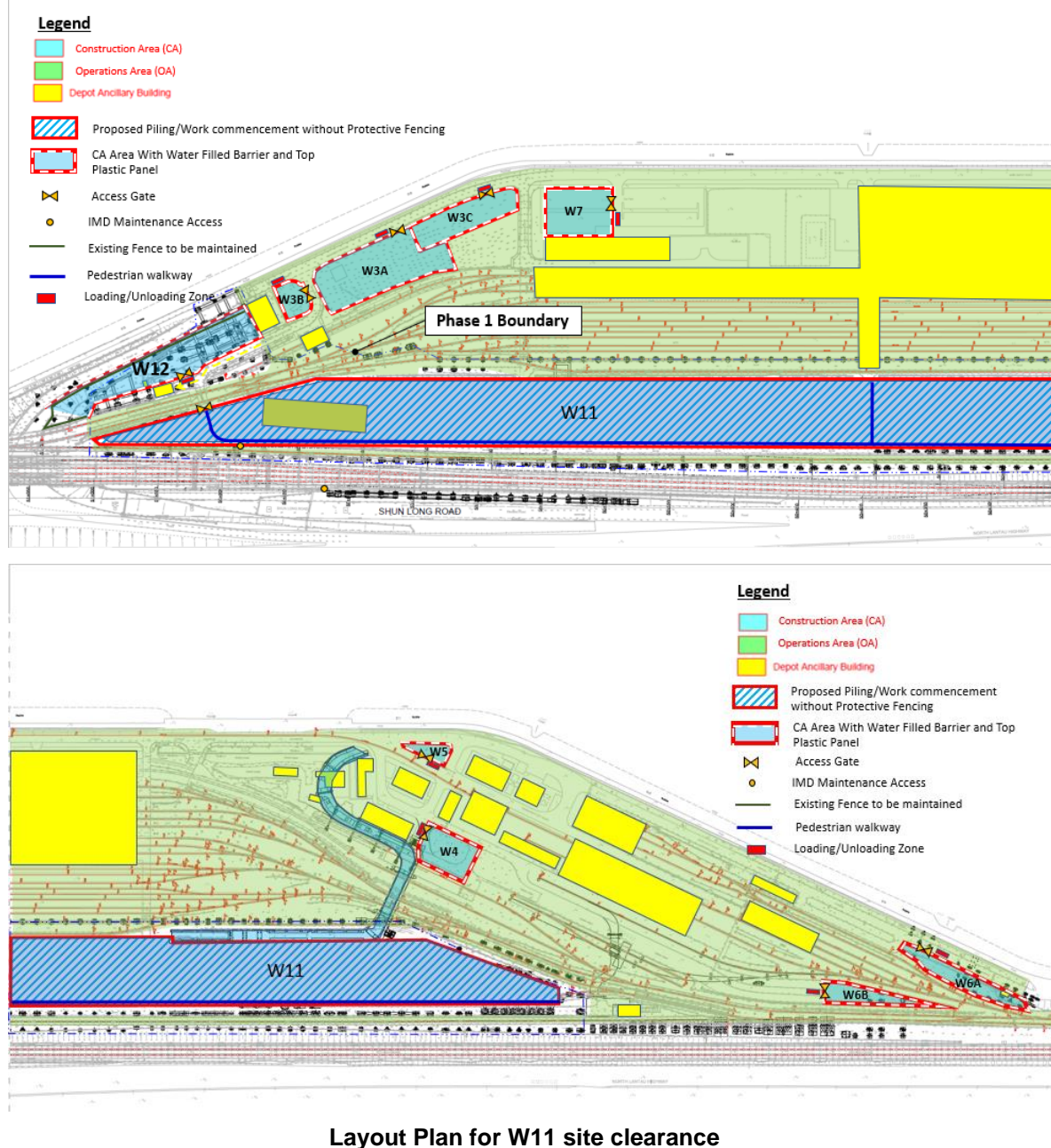
1. Introduction
2. Reference Documents
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1. Introduction (Overview of the operation/works)

This method statement describes the method and sequence of Site clearance at W11 area.

After handover work areas to CSHK, work areas shall be fenced off before construction works commence. Site clearance at W11 will commence using a 13-20 tons backhoe, grab lorry and crane lorry.

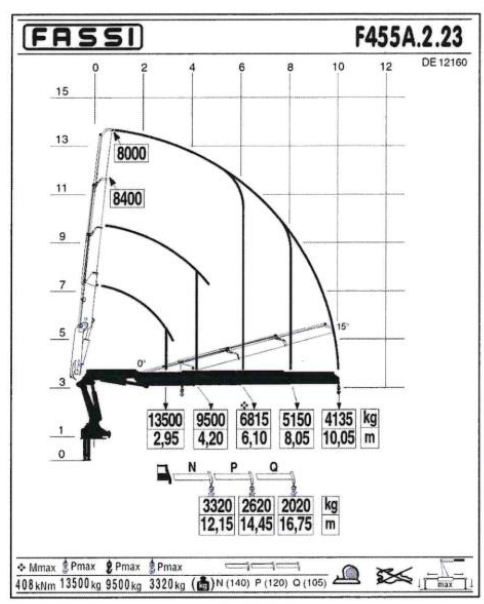
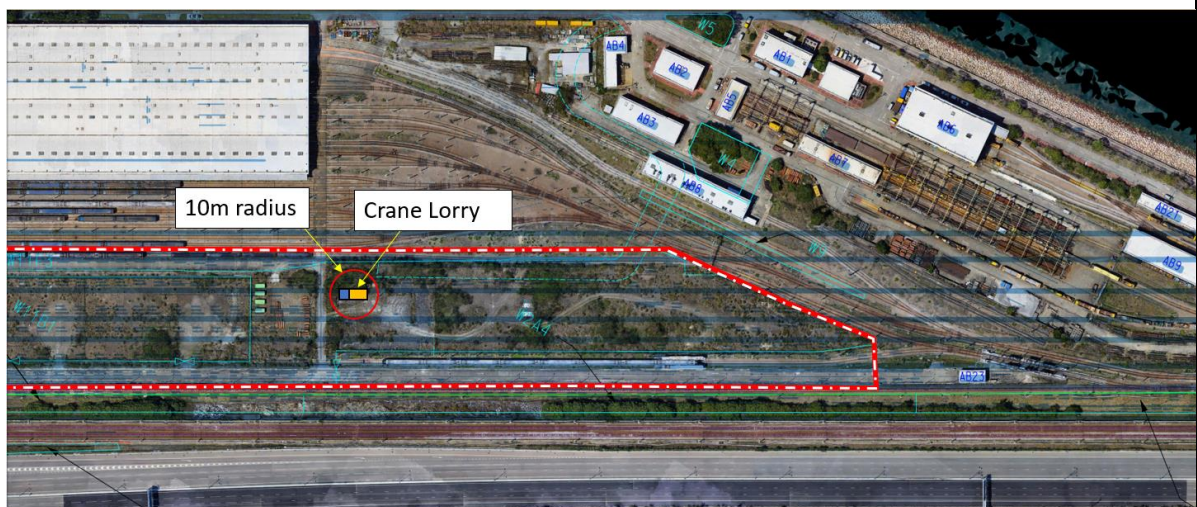
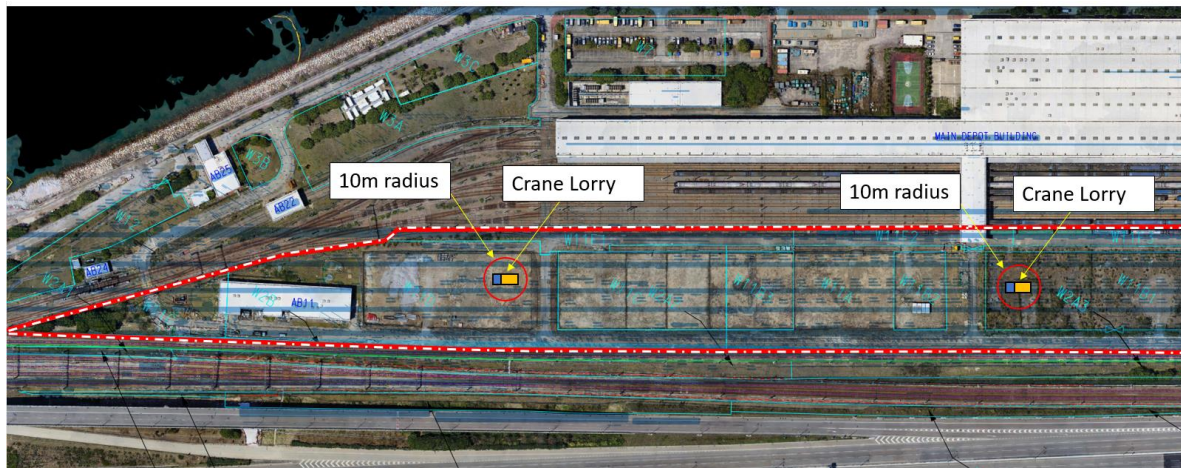
This document shall be distributed to relevant parties to introduce the work scopes, to present the sequence of works and to define the associated responsibilities to ensure the health, safety, environment and quality issues addressed. The details of the procedures contained herewith shall be reviewed periodically and updated base 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.

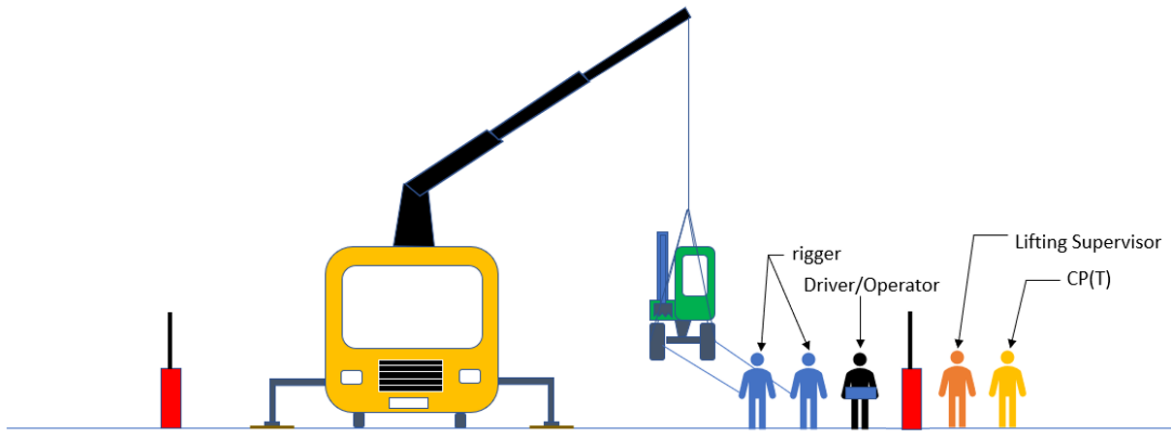


Layout Plan for W11 site clearance

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) - GS clauses G2.5.1 and G12.5.1 and scope S205.2.4 - Materials and Workmanship Specification for Civil Engineering Works. 																																																												
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	<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>Company</th><th>Name</th><th>Position</th></tr> </thead> <tbody> <tr><td rowspan="26">CSHK</td><td>Li Shek Chau, Vincent</td><td>Construction Manager</td></tr> <tr><td>Chung Ying Na, NaNa</td><td>Assistant Construction Manager</td></tr> <tr><td>Ng Chun Wah</td><td>Assistant Section Agent</td></tr> <tr><td>Lam Toi Wai, David</td><td>Senior Engineer</td></tr> <tr><td>Chung Hong Wing, Johnson</td><td>Senior Engineer</td></tr> <tr><td>Tsang Kwok Ming</td><td>Engineer</td></tr> <tr><td>Li Man Hin</td><td>Graduate Engineer</td></tr> <tr><td>Zhao Jing</td><td>Assistant Engineer</td></tr> <tr><td>Ted Leung</td><td>Construction Manager</td></tr> <tr><td>YW Li</td><td>Assistant Construction Manager</td></tr> <tr><td>Jack Wong</td><td>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>Cheung Siu Kei</td><td>Superintendent</td></tr> <tr><td>Wong Yu Fung</td><td>Senior Foreman</td></tr> <tr><td>Pun Chi Ho</td><td>Foreman</td></tr> <tr><td>Howard Siu</td><td>Construction Manager</td></tr> <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>Site Agent</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>Ernest Young</td><td>Assistant Safety Officer</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>	Company	Name	Position	CSHK	Li Shek Chau, Vincent	Construction Manager	Chung Ying Na, NaNa	Assistant Construction Manager	Ng Chun Wah	Assistant Section Agent	Lam Toi Wai, David	Senior Engineer	Chung Hong Wing, Johnson	Senior Engineer	Tsang Kwok Ming	Engineer	Li Man Hin	Graduate Engineer	Zhao Jing	Assistant Engineer	Ted Leung	Construction Manager	YW Li	Assistant Construction Manager	Jack Wong	Engineer	Andy Lo	Engineer	Edward Yang	Graduate Engineer	Kyle Lai	Graduate Engineer	Cheung Siu Kei	Superintendent	Wong Yu Fung	Senior Foreman	Pun Chi Ho	Foreman	Howard Siu	Construction Manager	CF Chan	Construction Manager	Anthony He	Assistant Construction Manager	Nick Wang	Site Agent	Andrew Lo	Graduate Engineer	Charles Xu	Graduate Engineer	Leung Kwok Fung	Safety Manager	Ernest Young	Assistant Safety Officer	Cheung Siu Kei	Superintendent	Ng Ho Lun	Senior Foreman	Singh Nirdeep	Foreman
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4.	Programme and Working Hours (Start & finish date of operation/works)																														
	<p>The works target to be commenced on end of Feb 2024.</p> <p>The works will be carried on day time from 08:00 am to 07:00 pm, Monday to Saturday.</p> <p>The works shall obtain Depot YM's prior permission. The works will be applied through ETMS and once approved, the CP will obtain permission from the DOC for works to commence.</p>																														
5.	Plant, Equipment & Material (Identify type, model and specification of MAJOR plant & equipment)																														
	<p>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.</p> <p>The major plants and equipment will be deployed to carry out the works are as follow:</p> <p><u>For Site Clearance at W11</u></p> <table border="1"> <thead> <tr> <th>Plant / Equipment</th><th>Quantity</th></tr> </thead> <tbody> <tr> <td>Crane Lorry</td><td>3</td></tr> <tr> <td>3ton – 20ton Backhoe</td><td>6</td></tr> <tr> <td>Grab Lorry</td><td>6</td></tr> <tr> <td>Trailer</td><td>3</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Plant / Equipment</th><th>Quantity</th></tr> </thead> <tbody> <tr> <td>Handheld breaker</td><td>2</td></tr> <tr> <td>Cordless grass trimmer</td><td>3</td></tr> <tr> <td>Handheld tools including (hammer driver drill, angle grinder, demolition hammer cutter, scraper x1, circular saw, wrench, screwdriver, jig saw, cut-out tool. etc)</td><td></td></tr> <tr> <td>Portable Generator</td><td>3</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Manpower</th><th>Quantity</th></tr> </thead> <tbody> <tr> <td>General Labour</td><td>10</td></tr> <tr> <td>Driver</td><td>6</td></tr> <tr> <td>Rigger</td><td>10</td></tr> <tr> <td>Operator</td><td>6</td></tr> </tbody> </table> <p><u>Lifting Arrangement</u></p> <p>- Lifting plan for 3ton-20ton Backhoe 45 tons Crane Lorry 10m radius: 4.135 ton * 0.8 safety factor = 3.3 ton > 3 tons = OK</p>	Plant / Equipment	Quantity	Crane Lorry	3	3ton – 20ton Backhoe	6	Grab Lorry	6	Trailer	3	Plant / Equipment	Quantity	Handheld breaker	2	Cordless grass trimmer	3	Handheld tools including (hammer driver drill, angle grinder, demolition hammer cutter, scraper x1, circular saw, wrench, screwdriver, jig saw, cut-out tool. etc)		Portable Generator	3	Manpower	Quantity	General Labour	10	Driver	6	Rigger	10	Operator	6
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	 <p style="text-align: center;"><u>Work Area W11</u></p>
6.	Traffic and Security Management
	<p><u>Contractor Vehicle Arrangement</u></p> <ul style="list-style-type: none"> Pre-registration of the car plate and driver information will be provided to the Security Operation Centre (SOC) to obtain the entry permit through the west gate. Contractor Vehicle should display the entry permit, a label with the wordings '1701 contractor vehicle' and location plan, and the destination on the windscreen. CSHK will report the total number of workers In/Out Records to SOC Daily. Reregistered vehicles shall not carry unauthorized/unregistered passengers. Before entering the west gate, CSHK, CP(T) will measure the height of vehicle, ensure the height is within 4m. After entering the west gate, the Contractor Vehicle will be accompanied by the escort vehicle with CP(T). No vehicle over 4m high and below 4.5m high is allowed unless a Permit-to-Move is issued by CWBU to DCC for approval. Vehicle height measurements/ checks shall be conducted by CP(T)s before entering depot areas and passing thru the west level crossing. When accessing west level crossing, escort car of CPT shall communicate with DCC in order to get permission to drive across the level crossing. CPT shall inform DYM when vehicles passing through the yellow line underneath the height restriction gauge, and within the double white zone No vehicle Reversing is allowed. Permitted vehicles must be driven through level crossings at a speed of not over 10kph. All vehicles, except shuttle bus for staff and workers, shall not be entered from West gate from 7:30am to 8:30am in order to minimize the track jam. For details of traffic and security management plan shall refer to separate submission. All security guard shall have RSI training. <p><u>Worker Verification</u></p> <ul style="list-style-type: none"> All workers will be picked up at designated area such as Tung Chung Station.



- During boarding the shuttle bus, hand-held facial recognition will be performed to verify the worker's qualification.
- The facial recognition system will check if the person has passed the RSI and possesses a green card.
- List of workers shall be submitted for MTR for registration before starting of works, the list shall be updated weekly and available for MTR as requested.

Uniform and Safety Equipment: All workers shall wear PPE and the standard uniform and safety helmet for easy recognition by security guards and YM.



Contract 1701 中國建築工程(香港)有限公司
分判商Contractor: _____
姓名Name: _____
綠卡號碼 Green Card no.: _____
MTR COM28: _____
MTR RSI: _____
入職訓練 Site Induction Training: _____
到期日 Expiry date: _____

Template of Label for Safety Helmet



Identify the color for the Safety Helmet



Reflective Vest (MTR Approved Type) 反光衣(港鐵指定款)

7. Construction Methods / Construction Sequence Drawings

Preparation

- All works before commencement must contact depot YM to get approval first.
- Identify the existing MTR facilities at or within construction site, such as manhole cover, OHL portal. Carry out the condition survey and photographic record to locate the UU before any excavation works. Permit to dig system will be implemented to ensure protection system to the existing UU before commencement of works. The method statement will be submitted separately.
- If condition survey found MTR existing equipment/material, we will fence off the existing MTR stuff first and have protection. After condition survey, we will give the results to depot and liaise about the existing MTR stuff.
- All workers should possess the qualification Railway Safety training (RSI), and can only smoke at the smoking area that demarcated by CSHK.

- Prior to commence the works, CSHK will provide the information to MTR CWBU Inspector, in order to submit the work notice to SOC/DCC every Friday.






For Crane Lorry and Lifting Gear





- 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., all statutory forms/certificates of Lifting Appliances (LA) and Lifting Gear (LG) must be valid
- If they are in good working condition, CSHK will arrange the plants mobilization to site
- Before operation of the plant, CSHK will arrange a plant inspection with MTR CWBU inspector.
- If they are in good working condition, CSHK will submit the permit to lift (for crane lorry, grab lorry lifting gear) and plant permit (for backhoe).
- The Safe Working Load (SWL) is required to be shown on lifting appliance or to lifting gear.
- All lifting work is to be in accordance with the F&IU (lifting appliance and lifting gear regulations)


Lunch Arrangement for CSHK workers

If number of workers less than 10 people, worker can have their lunch at depot canteen after 12:30pm, if number of workers more than 10 people, worker will go out the site for lunch or arrange meal box to them.

The sequence for site clearance at W11 is shown in the following table

Step	Activity	Picture
1	Fence off the site clearance area / crane operation area by plastic barrier. Deploy grab lorry or 13ton/20ton backhoe(s) to remove weeds and garbage. The backhoe will be transport on site by trailer. Weeds shall be removed away from Depot asap as it will catch fire easily. Fire fighting equipment must be provided.	
2	-To remove the garbage, CSHK will provide the information for MTR CWBU inspector to fill in the material transfer record sheet to the SOC. -CSHK will arrange the grab lorry to transport the garbage to the waste disposal.	
3	The existing UU within the proposed working area will be detected and recorded in layout plan prior to works commencement. Existing drainage manhole cover will also be opened to inspect the condition. Please refer to the method statement of General Underground Utility Survey for Construction Area (CA) for details.	  

		If there are other utilities/ services found on site but not shown in the available drawing, a further investigation and confirmation with MTR is required. The	
4		Submit the UU detection report and railway facility & manhole drainage report to MTR. The limitation will be clearly stated in the UU detection report, e.g. survey unreliable or survey not successful with appropriate safety protective measures. Ground Penetration Rader shall be considered in high risk area advised by CP.	
5		Utilizing plastic barriers will be provided to protect existing UU covers and enhance protection.	
6		Site inspection will MTR / HKTS representative will be carried out to identify whether if these covers and other existing facilities, e.g. existing pole, to be retained or not. The summary of remove / retain facilities will be submitted separately.	
7		Site inspection will be carried out with MTR and HKTS representative to identify which material to be relocated / removed.	

8	<p>After inspection, the material will be relocated to the designated area or to be removed according to the instruction of MTR / HKTS representative. The summary of remove / relocate material list will be submitted separately. Crane lorry will be deployed for relocation of material.</p> <p>To remove the abundant material, CSHK will provide the information for MTR CWBU inspector to fill in the material transfer record sheet to the SOC.</p>	
9	<p>After the completion of step 3 to 8, Permit to dig will be issued. Safety briefing will be conducted by CP before the existing the hard paving / abandon covers and facilities removal works. The excavation / hard pave removal works will be limited to 300mm depth from ground. Excavators will be deployed to remove the hard paving and abandon facilities.</p>	
8. Safety (Risk Assessments)		
<p>Lifting zone must be fenced off by fencing before lifting. All personnel cannot stay in the lifting zone until the lifting item placed on the ground.</p> <p>Outrigger of the crane lorry must be fully extended. Appropriate dimension of parts must be used. The ground stability must be checked before lifting.</p> <p>Risk Assessment attached in Appendix A has been prepared for all general activities. Specific safety procedures and precautions have been developed for all site operatives to follow. The Construction Team Leader together with the RSO, will supervise the implementation and make adjustment according to the actual site operations, in order to maintain a safe and amicable working environment.</p>		
9. Environmental (Environmental aspect & impact identification as well as mitigation measures)		
<p>The works shall follow relevant mitigation measures as required under the Environmental Permit (EP) / EP submission and Contractor's Environmental Management Plan (EMP).</p> <p>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.</p> <ul style="list-style-type: none"> - ULSD diesel will be used in all PME. - Plant with QPME label will be employ, if available. - 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 discharge. - Noise emission label will be affixed to the handheld breaker. - Only plant with NRMM label will be used unless excepted. 		

10	Quality Control (Inspection and Test Plan including hold points)
	Inspection and Test Plan (N/A).
11	Appendices (Identify and include additional information in the submission package)
.	Appendix A – Risk Assessment Appendix B – Catalogue for Equipment Appendix C – Layout Plan Appendix D – Lifting Plan Appendix E – Emergency contact list