

John Henry Group	JHG Operations Method Statements	
Reference Number: PRO-JHG-MS201	Version Number: 2	
Published Date: 24/08/2023	Next Review Date: 24/08/2024	
Document Owner: Head of Health & Safety	Approved By: HSEQ Director	

F-JHG MS04: Box Building

Scope of Works

Method for Building Joint boxes, using concrete blocks.

Note: A Site-Specific POWRA to be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.

Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with job pack
- Check and ensure that all relevant site access permits, safety cards, paperwork and full job pack is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Complete a visual inspection of the area, survey the area of approx. 3- 5 meters around the site for the present of street lighting, joint boxes chamber, reinstatement scars etc.
- Adhere to HSG47 at all times.
- Detect underground services using your Cable Avoidance Tool (CAT)
- Mark all detected services and compare with Utility Stats.
- Hand dig pilot hole.
- Ensure minimum distance is kept from underground plant.
- Excavate to the required dimensions for box according to specifications using either hand tools or mechanical means where applicable.
- Ensure task specific PPE is worn at all times.
- Use concrete sections or concrete shuttering (or concrete blocks) to build box (as per client specification (ISIS Doc)
- When concrete sets remove shutter.
- Screed floor & fit frame & cover.
- Excavations greater than 1.25m deep or in poor ground to be correctly shored using timber/trench box.
- Reinststate to permanent standard to match existing surface.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

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Plant & Equipment and Certification Required

CAT, mini digger & hand tools.

All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture.
Any electrical tools required will all be 110v in line with the current regulations.

Staff Involved and Certification Required

Only trained, competent authorised personnel shall be permitted to carry out works. All Construction workers must have the required basic legislative health and safety training and Manual Handling Training:

Each crew collectively should have a combined training of:

- Sign, lighting and guarding,
- 1st aid training
- Street works Course
- Avoidance of Under Ground Services

Access and Egress Points

Only permitted access/egress points will be used

Interface with Public

All required third party notification will be addressed by the Site Supervisor.

Working hours

Normal Working Hours will be 08.00-1700. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.