



## Pre-Cast Concrete Beam and In-fill Block Installation Method Statement

[Company]  
[Company Address]  
[Company E-mail]  
[Company Phone]

<b>Doc Ref #</b>	XYZ/IMS/HSE/MS/00
<b>Issue Date</b>	DD-MM-YYYY
<b>Rev #:</b>	00
<b>Pages</b>	9

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Logo	<b>Pre-Cast Concrete Beam &amp; Block Installation</b>	<b>Doc Ref #:</b> XYZ/IMS/HSE/F/00 <b>Issue Date:</b> DD-MM-YYYY <b>Rev #:</b> 00 Page 1 of 9
	Method Statement	
	<b>Organization Name</b>	

**Revision Summary**

S/#	Date	Rev	Revision Description	Revised By & Title
1				
2				
3				
4				
5				

Logo	<b>Pre-Cast Concrete Beam &amp; Block Installation</b>	<b>Doc Ref #:</b> XYZ/IMS/HSE/F/00 <b>Issue Date:</b> DD-MM-YYYY <b>Rev #:</b> 00 <b>Page 2 of 9</b>
	Method Statement	
	<b>Organization Name</b>	

## Contents

1. Purpose	4
2. Scope	4
3. Terminologies	4
4. Roles and Responsibilities	4
4.1. CEO/MD	4
4.2. Safety Officer	4
4.3. Site Supervisor & Foreman	4
4.4. Project Engineer	5
5. Material Supply, Storage & Handling	5
5.1. Material Selection & Approval	5
5.2. Material Delivery, Inspection, Storage, & Handling	5
5.3. Material Control and Release	5
7. Installation Procedure	6
7.1. Methodology	6
8. Final Acceptance Test (FAT)	6
9. Health and Safety Guidelines (HSG)	7
10. Waste Removal and Disposal Arrangements	7
11. Work Permit System (WPS)	7
12. Training Requirements	7
13. Manpower	7
14. PPE Requirements	8
15. Material, Tools & Equipment	8
16. Emergency Response Procedure (ERP)	8
17. Relevant Documents	8

Logo	<b>Pre-Cast Concrete Beam &amp; Block Installation</b>	<b>Doc Ref #:</b> XYZ/IMS/HSE/F/00 <b>Issue Date:</b> DD-MM-YYYY <b>Rev #:</b> 00 <b>Page 3 of 9</b>
	Method Statement	
	<b>Organization Name</b>	

Project Credentials	
Project Name	
Project Ref #	
Site Name	
Location	

Client Credentials			
Client Name			
Address			
Contact #			
Concerned Person		Designation	

Contractor Details			
Contractor Name			
Contractor Ref #			
Address			
Contact #			
Concerned Person		Designation	

Other Details	
Onsite First Aider	
First Aid Kits Location	
Fire Extinguishers	
Site Supervisor Name	
Project Engineer Name	
Project Safety Officer	
Emergency Contact #	
Hospital Contact #	
Rescue Service #	
Police Station #	

Logo	<b>Pre-Cast Concrete Beam &amp; Block Installation</b>	<b>Doc Ref #:</b> XYZ/IMS/HSE/F/00 <b>Issue Date:</b> DD-MM-YYYY <b>Rev #:</b> 00 <b>Page 4 of 9</b>
	Method Statement	
	<b>Organization Name</b>	

## 1. Purpose

The primary purpose of the Method Statement titled as **Pre-Cast Concrete Beam and Blocks Installation** is to provide the guidelines, information, and instructions on installation of the pre-cast concrete beam and block during the civil construction work.

## 2. Scope

The scope of the method statement titled **Pre-Cast Concrete Beam and Block Installation** is applicable to everyone within the organization, involved in the project and all those contractors and sub-contractors working on the worksite.

## 3. Terminologies

S/#	Term	Description
1	CEO	Chief Executive Officer
2	MD	Managing Director
3	HSE	Health and Safety
4	HIRA	Hazard Identification & Risk Assessment
5	HSG	Health and Safety Guidelines
6	WPS	Work Permit System
7	PPEs	Personal Protective Equipment

## 4. Roles and Responsibilities

### 4.1.CEO/MD

- Guide the staff and junior management to plan the job before start of the project.
- Provide resources and information to plan and execute the activities.
- Consultation and information exchange to ensure all of the hazards are identified and countered.
- Implement inspection, testing, and maintenance of the workplace and equipment
- Chair the meetings on regular basis to review the performance and improvement suggestions.
- Incident investigation launch to ensure the reoccurrence is prevented.

### 4.2.Safety Officer

- Provision of the guidelines and information to plan and execute the work activities.
- Identification and controls of hazards and corresponding risks.
- Inspection and testing of the work equipment and tools to ensure they are safe for use.
- Monitoring of the workplace, work activities and ensure workers are aware of their responsibilities.
- Develop and implement work procedures and methodologies.
- Incident investigations and reporting to the higher management.
- Emergency response planning and implementation.
- Training and development of the workforce to ensure they are competent enough to perform the job.
- Other tasks assigned by the top management.

### 4.3.Site Supervisor & Foreman

- Manage the workplace and work activities.
- Ensure workplace is safe for use and free of hazards.
- Ensure the implementation of the work methods and organizational policies.
- Report any kind of incident, accident, hazard to the higher management and safety department.

Logo	<b>Pre-Cast Concrete Beam &amp; Block Installation</b>	<b>Doc Ref #:</b> XYZ/IMS/HSE/F/00 <b>Issue Date:</b> DD-MM-YYYY <b>Rev #:</b> 00 <b>Page 5 of 9</b>
	Method Statement	
	<b>Organization Name</b>	

- Participate in toolbox talks, emergency drills, meetings, and trainings.
- Participate in Incident investigations on regular basis.
- Record management and daily work reporting to the higher management.

#### 4.4. Project Engineer

- Planning of work and guidelines to perform the job.
- Assistance in Risk Assessment, Hazard Identification, Controls suggestion, as well as accident investigations.
- Deciding and implement training plans of the workforce so that they are trained and competent to do job.
- Monitoring of work activities to ensure they are performed as per plan and agreed standards.
- Other tasks allocated by the management.

### 5. Material Supply, Storage & Handling

#### 5.1. Material Selection & Approval

Contractor and client together will decide the types of material suitable for the work activity and the quality of the material.

#### 5.2. Material Delivery, Inspection, Storage, & Handling

The material shall be delivered to the worksite using the lorries and trucks. The material will be loaded and unloaded on these lorries using truck mounted crane, forklift and other accessories used for lifting purpose. The material will be secured on the lorries after loading, using the straps and ropes to prevent any kind of independent movement and fall as well.

The beams should be delivered using the flatbed trailers to ensure the load doesn't exceed the trailer length. The site supervisor/foreman will receive the material at the worksite main gate and inspect the load thoroughly for quality, physical damage as well quantity. Material manifest should be used for the quantity.

The material should be unloaded using the forklift, crane, or any hoist. Use inspected and well-maintained relevant lifting accessories for unloading the material at worksite. The material will be stored at a safe location away from the fence, in a designated area.

Metal pallets and wood blocks should be used to ensure the beams are placed on a safe location away from the water, liquids, and lubricants that can damage the beams and blocks. The blocks will be stacked at a flat ground away from the liquids, lubricants etc.

#### 5.3. Material Control and Release

- Project Engineer will launch the request for the release of the material for the work activity.
- Site supervisor will release the material for the work activity and send to worksite and keep record of the released material.
- Material will be prioritized as per the requirements and use at the worksite.
- Site supervisor/foreman will ensure the top management is alerted about the ending stock earlier to maintain the smooth suppl chain.
- If the material is found damaged, or of poor quality, the management and supplier will be notified immediately.
- Use of damaged and poor quality material is discouraged to use.

Logo	<b>Pre-Cast Concrete Beam &amp; Block Installation</b>	<b>Doc Ref #:</b> XYZ/IMS/HSE/F/00 <b>Issue Date:</b> DD-MM-YYYY <b>Rev #:</b> 00 <b>Page 6 of 9</b>
	Method Statement	
	<b>Organization Name</b>	

## 7. Installation Procedure

### 7.1. Methodology

- The Project Engineer, Site Supervisor/ Foreman will reach the worksite and the terms and conditions will be imposed to ensure the worksite is safe for the job, relevant equipment and tools are present, safe for use, material is delivered and ready to be use.
- Workers will be provided with the induction, toolbox talk, guidelines and instruction to perform the job safely, the relevant hazards, and control measures to reduce the risk level.
- Workers will prepare the worksite, tools, and material for the work activity.
- Lifting equipment will be used to lift the beam and place in position, tag lines shall be used to prevent any independent movement.
- Site supervisor/foreman will direct the lifting equipment and help in getting correct position to rig up the beam and place in position.
- Workers with the help of the crane/lifting equipment operator will lift the beam and place on footings in a parallel position.
- Operation will be repeated until the last beams have been placed in parallel position.
- Distance between the both two beams will be maintained with respect to the project drawing.
- After setting the beams, infill blocks shall be placed between the both beams to cover the gap.
- The blocks will be transported on lorry to the worksite for placement.
- Worker will lift one block at a time only.
- Blocks at height will be shifted using lift, hoist, crane basket etc., manual handling is not allowed.
- The process of placing blocks will be repeated until all blocks have been placed and gap is filled.
- On completing the job, the lorries and lifting equipment shall be removed from the worksite and parked at safe location, designated for the vehicle parking.
- At finishing, the edge blocks shall be placed, where necessary, the cutting process be executed and grouting will take place to fill the gap between the blocks.
- The block cutting can be done using the powered disc cutter, angel grinder, or traditional manually operated block split cutter.

## 8. Final Acceptance Test (FAT)

Once the job has been done, the client, contractor joint team will carryout the workplace inspection and check the effectiveness of the work done to ensure the product is complying with the standards agreed between both stakeholders.

- The correct quality of the material is used in job execution.
- The workplace is safe and free of hazards after work is done.
- The workplace/ area is neat, clean, tidy as per requirements.
- The stains of grout have been removed using the wet clothing.
- The gap between blocks, and beams is correctly filled using grout.
- Residual, debris, equipment, tools have been removed from the worksite and stored at a safe location.

Once the area is found clear, the contractor will seek the client's approval and handover the area to the client for regular use.

If anything is missing or not done as per the requirements, the client will provide the necessary information to the contractor and the wrong elements will be corrected as per the requirements.

Logo	<b>Pre-Cast Concrete Beam &amp; Block Installation</b>	<b>Doc Ref #:</b> XYZ/IMS/HSE/F/00 <b>Issue Date:</b> DD-MM-YYYY <b>Rev #:</b> 00 <b>Page 7 of 9</b>
	Method Statement	
	<b>Organization Name</b>	

## 9. Health and Safety Guidelines (HSG)

- Worker's will use the PPEs all the time, during the work activity execution.
- Work at height is subject to the Permit to work system.
- Work near the overhead power lines is restricted at all.
- Workers will be furnished with the relevant training, information, guidelines, instruction and support.
- Newly inducted employees will be given induction training and information.
- Hazard Identification, Risk Assessment, Controls will be provided to the workers to ensure they are aware of the identified hazards, and relevant controls that are in place to reduce the risk level.
- Workplace will be inspected for the hazards and compliance with the safety standards.
- Workers will be provided with the correct work platforms to perform the work at height.
- Emergency response plan will be implemented at worksite alongside the emergency arrangements.
- First aid, firefighting, and emergency vehicle will be available all time onsite.
- Any kind of hazard, near miss, accident will be reported to the site management for investigation.
- Emergency trainings and drills will be conducted on regular basis.

## 10. Waste Removal and Disposal Arrangements

Use organizational waste removal procedure to ensure the waste is secured and discarded safely in compliance with legislative requirements.

## 11. Work Permit System (WPS)

S/#	Permit Detail	Permit Duration		Issued By	Status
		Issue Date	End Date		
1	Permit 1				
2	Permit 2				
3	Permit 3				
4	Permit 4				
5	Permit 5				

## 12. Training Requirements

S/#	Training Requirements	Training Date & Location	Trainer	Status
1	Training Topic 1			
2	Training Topic 2			
3	Training Topic 3			
4	Training Topic 4			
5	Training Topic 5			

## 13. Manpower

S/#	Manpower	Qty
1	Project Manager	
2	Project Engineer	
3	Safety Officer	
4	Site Foreman	
6	Mason	
9	Workers	
10	Helper	



Logo	<b>Pre-Cast Concrete Beam &amp; Block Installation</b>	<b>Doc Ref #:</b> XYZ/IMS/HSE/F/00 <b>Issue Date:</b> DD-MM-YYYY <b>Rev #:</b> 00 <b>Page 8 of 9</b>
	Method Statement	
	<b>Organization Name</b>	

<b>Total Manpower</b>	
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## 14. PPE Requirements

S/#	PPEs	Qty.
1	Masks/ Respirators	
2	Gloves	
3	Helmets	
4	Coveralls	
5	Safety shoes	
6	Goggles/ Face Shields	
7	Ear Muffs/ Ear Plugs	
<b>Total Quantity</b>		

## 15. Material, Tools & Equipment

S/#	Material, Tools & Equipment	Qty.
1	Material, Tools & Equipment 1	
2	Material, Tools & Equipment 2	
3	Material, Tools & Equipment 3	
4	Material, Tools & Equipment 4	
5	Material, Tools & Equipment 5	
6	Material, Tools & Equipment 6	
7	Material, Tools & Equipment 7	
<b>Total Quantity</b>		

## 16. Emergency Response Procedure (ERP)

The Organization's Emergency Response Plan shall be used to ensure the workers are aware of their responsibilities in case of emergency, the arrangements made to counter emergency are relevant, implemented, and reviewed on regular basis.

## 17. Relevant Documents

1. Worksite layout
2. Civil drawings
3. PTW Forms
4. Workplace Inspection Checklist
5. Training Record
6. Risk Assessment