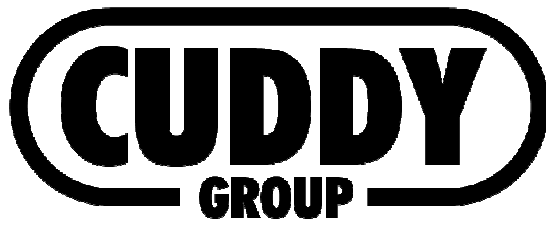


## **Appendix 10.1 Import of Material Management Details**



# JOB METHOD STATEMENT

**Number:** C2123

**Site:** Barry Waterfront

**Project phase:** Surcharge – Import material and management

Version no.	Date	Drafted by	Signed by	Checked by	Signed by
C	Sept 2012	JM			

# JOB METHOD STATEMENT



<b>1. Contractor company</b>	<b>2. Site where work is to be done</b>
Cuddy Group	Barry waterfront

<b>3. Exact location of work:</b>	<b>4. Order number:</b>
site wide	2123

<b>5. Exact description of work to be undertaken:</b>
Surcharge, material to be imported / acceptable fill is available on site.

<b>6a. Anticipated start date:</b>	<b>6b. Anticipated end date:</b>	<b>7. Duration of work</b>
Sept 2012	Dec 2013	4 months

<b>8a. Access and egress:</b>	(To and from the normal place of work. This <b>MUST</b> be specific as all other areas become prohibited)
Access and egress to be maintained by Cuddy Group	

<b>8b. Assembly point:</b>	(Indicate egress to and location of the assembly point in the event of an emergency and means of raising the alarm)
Site car park as per Cuddy site induction.	

<b>9. Number of employees</b>	<b>10. Emergency telephone number (24 hours):</b>
30	J Mears 07739469573

<b>11. Public and employers liability insurance:</b>
Photocopies of current Public and Employers Liability insurance certificates must be attached to this Job Method Statement

# JOB METHOD STATEMENT



## 12. Equipment:

(Valid certificates (where applicable) must be supplied with any equipment to be used)

### a. To be used:

### b. Safety precautions required:

360° Excavator

Machine to be certified and in good working order.  
Machine to be operated by a competent person.

Air monitoring equipment

Must be in good state of repair, regularly inspected and maintained.  
Must be certified

Greco

Must be in good state of repair, regularly inspected and maintained.

Dumpers

Machine to be certified and in good working order.  
Machine to be operated by a competent person.

Hand Tools

Must be in good state of repair, regularly inspected and maintained.

CAT Scanner

Machine to be certified and in good working order.  
Machine to be operated by a competent person.  
Fire ext present in cab  
Weekly Plant checks required

Trench Compactor

Must be in good state of repair, regularly inspected and maintained.

Landpac rig

Machine to be certified and in good working order.  
Machine to be operated by a competent person.  
Fire ext present in cab  
Weekly Plant checks required

Water bowser

Machine to be certified and in good working order.  
Machine to be operated by a competent person.  
Fire ext present in cab  
Weekly Plant checks required

Grass cutter

Machine to be certified and in good working order.  
Machine to be operated by a competent person.  
Fire ext present in cab  
Weekly Plant checks required

## 13. Personal protective and respiratory protective equipment (PPE & RPE) to be used:

### a. Type

### b. Make and model:

### c. To protect against:

Hard Hat

Head injuries from falling objects

Ear Defenders (where required)

Noise when working on or near plant

High Visibility Waistcoats / Jackets

Vehicular Movement at ground level

# JOB METHOD STATEMENT



Safety Glasses		Wind borne dust/ particles
Safety Gloves		Cuts / Abrasions with hands
Safety Boots / Steel Toe Wellingtons		Bruising or crushing of feet
Air-fed Breathing Equipment / Respirators		Fumes, vapours, gases, lack of oxygen or other respirable hazards where required
Metec Cat 3 Type 5/6 protective Coveralls suits		Asbestos suits
Disposable masks	As determined at "face fit"	Asbestos masks
Air monitoring & personals		Airborne fibres

## 14. Hazardous substances to be used:

a. Hazardous substance:	b. Risk to health?	c. Controls required:
Concrete	Dermatitis	See COSHH  Impervious gloves to be worn, hands to be washed and dried after work.
Asbestos	Death	Specific training to be provided by Cuddy and ASM. Relevant PPE to be worn.

## 15. Subcontractors to be used:

(all must be Cuddy approved and have their own job method statements)

ASM Asbestos consultants  
Life Environmental

## 16. Technical content of the job:

Import material to stockpile, surcharge

# JOB METHOD STATEMENT



## 17. Safety risk assessment of the work to be done. What/who are the:

a. Hazards	b. Risk to people	c. Controls to be used:
Ground contamination	Cuddy operatives and others	Vigilance must be kept at all times whilst excavating for any visible discolouration within the ground and any distinctive smell. Upon discovering a suspect material all works must stop, the supervisor notified, and the area fenced off until further investigation has taken place.
Asbestos contaminated soils	Cuddy operatives and others	Regular air monitoring will be carried out to establish exposures to site personnel A competent asbestos specialist to be on site full time to provide/oversee all relevant works and provide advice on managing the risks. Works to follow ASM rams on asbestos works
General public	Others / cuddy	Pedestrian route and signage has been formed at powell duffryn way with signage for pedestrian safety, max speed limit is 5mph
People / injury on site	Cuddy Operatives, Plant Operatives and Others.	All works to be fenced with pedestrian or herras fencing and the edge protection to trench.  All manoeuvres to be controlled by banks men.  When out of hours, precautions must be taken to prevent people from falling into excavations. All excavations must be fenced off, backfilled or securely covered and banks man in attendance at all times.  If members of the general public come onto site, stop all works and escort the to the nearest site exit via the safe pedestrian route.
Underground Services	Cuddy Operatives	Before starting the excavation, look for obvious signs of underground services, e.g. valve covers or patching of the road surface.  Permit to dig following examination of service drawings.(must be in place) and SIC to manage risk.

# JOB METHOD STATEMENT



		<p>Use CAT to trace any services. Mark the ground accordingly.</p> <p>When digging close to services, hand tools e.g. pick or fork must not be used as they can cut the services. Spades or shovels only to be used. Hand dug trials to be done within 1m of services.</p> <p>The supervisor of the excavation must have the service plans and know how to use them.</p> <p>No lone working.</p> <p>No work to be carried out around the rising main if a leak has been detected, DCWW must be contacted at once, the area cordoned off and DCWW repair the line.</p> <p>Work can only be carried to the area of the rising main once this RAMS has been approved, or comments and instruction are given by DCWW. Access over the rising main via the crossing point only.</p>
<p>Access / Egress</p>	<p>Cuddy Operatives and Others</p>	<p>At the site induction all operatives will be made aware of the segregation footpath provided. It is positioned from the site compound running adjacent to the tarmac one way system and safely leading the workforce to their zone of work.</p> <p>The provision of a good standard of access/egress is also important. A one way system is provided for plant movements, which will be explained at the site induction. A traffic management plan will be available and pinned up in the canteen and in the engineers office illustrating relevant routes.</p> <p>At the site entrance an operative will be present manning the gate, ensuring no general public can enter the site and also controlling the delivery of materials. Also, a responsibility of this operative is to carry out a routine fence check,</p>

# JOB METHOD STATEMENT



		where if any areas are damaged it will be repaired accordingly.
Fumes	Cuddy Operatives	<p>Consideration to be given to the potential presence of fumes which can cause asphyxiation and/or poisoning.</p> <p>An assessment must be carried out before work starts to identify the risk of toxic gas, oxygen deficiency and fire or explosion.</p> <p>The atmosphere must be tested before entry into the manhole and suitable ventilation equipment to be available when working in areas of poor ventilation.</p>
Plant / Vehicle Movements	Cuddy Operatives and Others	<p>Vehicle routes should be carefully planned so that plant does not have to approach close to the contaminated areas.</p> <p>These routes need to be clearly marked as per the TM plan which will be advised at the site induction / TBT.</p> <p>Concrete apron to be constructed to minimise the risk of damage to the RM</p>
Vehicle/plant Defects	Cuddy Operatives	Drivers must carry out a daily inspection and record any defects in the vehicle defect report book.
Vehicle contamination	Cuddy operatives and all	All vehicles and plant leaving the site shall be inspected or cleaned and shall not leave until the ASM has approved
Explosion of rising main	Cuddy operatives / other	<p>Safe working practices to be adhered to including the pressure of the main being reduced whilst working close or adjacent to the line.</p> <p>Notification to DCWW to be made prior to all works starting within the area for approved DCWW to repair the main.</p> <p>Pumps on stand by to over pump the rising main to an agreed location provided by DCWW whilst the main is leaking.</p>
Overturn of Lorry/plant	Cuddy operatives, lorry drivers & others	Tipping operations should be carried out on ground that is level and stable.



# JOB METHOD STATEMENT



		<p>The vehicle should remain level if it is moved forward during tipping.</p> <p>At sites that are not level and stable the site manager/ supervisor will need to ensure that tipping faces are suitable and safe for vehicles used in tipping operations, for example by ensuring that the faces are compacted, and that there are no significant side slopes.</p> <p>Before tipping operations start, the driver may need to check that the load is evenly distributed across the vehicle. This is particularly important where the load may have slipped sideways or too far forward, risking overloading of the tipper gear.</p> <p>If the vehicle begins to topple over, the driver should brace him/herself against the back of the driver's seat and hold firmly onto the steering wheel. The driver should never try to jump out of a lorry that is falling over.</p>
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## 18. Environmental risk assessment of work to be done. What are the:

a. Hazards?	b. Risk to the environment?	Controls to be used?
Fuel spillage	Fuel Spillage	Double bunded storage tanks & spillage kits to be in place Concrete wagons to wash out in designated areas.
Explosion of rising main	spillage	If the main explodes, the area is to be cordoned off and fenced. Ensure none of the sewerage goes into the watercourse
Sewerage	Leakages	To be repaired immediately and relevant PPE worn
Asbestos	contamination	Risks for all asbestos to be advised by Asbestos consultants on site (ASM)
Cross contamination of suitable material	contamination	Terram interface / break barrier between materials

## 19. Lifting operations

# JOB METHOD STATEMENT



a. Is there a lifting operation involved?      Y      **N**      **If no go straight to section 20**

b. Lifting device to be used:	Crane	Y	<b>N</b>	<b>If a crane is being used for the lift, a specific lift plan is required</b>
	HIAB	Y	<b>N</b>	
	Tele-handler	Y	<b>N</b>	
	Excavator	Y	<b>N</b>	

c. What item(s) is being lifted? \_\_\_\_\_

d. Is the lift greater than 1 tonne?      Y      **N**      **If no, go straight to question f**

e. <b>If any of the req'd. items are not present, lift cannot proceed</b>	Radius load indicator		Check valves		Rating table	
	Required	Fitted	Required	Fitted	Required	Fitted
	Telehandler	Y		Y	Y	
	Excavator	<b>Y</b>		<b>Y</b>	<b>Y</b>	
	HIAB	N		Y	Y	

f. What is the estimated weight of the lift?      900kg

g. Tick what lifting accessories are to be used:						
D shackle(s)	x	3 leg chain sling	x	Polyester sling		
Bow shackle(s)	x	4 leg chain sling	x	Round polyester sling		
Lifting head(s)		Single rope sling		Guide ropes		
Container lifting lugs		2 leg rope sling(s)		Pipe grab		
Single leg chain	x	3 leg rope sling(s)		Spreader beams		
2 leg chain sling	x	4 leg rope sling				

h. Operatives required for lift operations:	Slinger/signaller	Y		N
	Banksman(men)	<b>Y</b>		N
	Guide(s)	Y		N

i. Are copies of lifting accessories test certificates (in g) on site?      **Y**      N

j. Are copies of operative's competency certificates (in h) on site?      **Y**      N

k. Are all ground conditions suitable for the machine to carry out the lifting operation?      **Y**      N

**For i, j and k, if 'NO', the lift cannot go ahead**

l. Has the area around the lift operation been secured?	Fenced	<b>Y</b>		N
	Banksman(men)	<b>Y</b>		N

m. Has the communication method been agreed?	Verbal	<b>Y</b>		N
	Hand signals	Y		N
	Two way radio	Y		N

n. Who will control the lift(s)?      Name: \_\_\_\_\_

Names of operatives: \_\_\_\_\_      Location of the lift: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site supervisor: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 20. Safety content of the job:

# JOB METHOD STATEMENT



(using ALL the controls listed in 8, 12, 13, 14, 15, 16, 17, 18 & 19 describe clearly, step by step, how you are going to complete the work)

Cuddy Personnel engaged in this work shall have completed the following and hold a valid CSCS card;

- Cuddy Site Induction.
- Copies of operatives training records are available and kept in the site office for inspection, along with all relevant COSHH, HAV assessments.
- For daily/weekly safety inspection carried out by the Cuddy GF please see Cuddy site safety file.
- Signed up to and understood the specific RAMS.
- Relevant PPE.
- All testing is to carried out as per the legal agreement
- Specific mask fit testing
- Asbestos training

NO ACCESS ON SITE WITHOUT ANY OF THE ABOVE AND FOLLOWING.

Works undertaken shall comply with the Site Safety Rules for Contractors.

All persons engaged in this work shall be competent and have had the necessary training to undertake the work, with all training records available for inspection.

Prior to commencement, Cuddy are to be in possession of all relevant information, namely:

- Information relating to ground conditions.
- Service Plans.
- Permit to work
- Permit to dig and SIC by Cuddy – Copy to be kept with Machine operator.
- Line and level of RM and pressure
- Clear understanding of the risks identified for working with Asbestos .
- All ASB protocols are to be as POW and ASM RAMS.

*All operatives will be CPCS trained.*

*All plant will have thorough examination certification.*

*All lifting equipment to be certified*

All vehicular movements to be agreed between nominated Cuddy operative and Client representative. Where required, Cuddy will provide banks men to control the working area. 5mph max speed limit for site and deliveries via Powell duffryn way. No vehicles from the “clean” area can enter the “dirty” area of the site, this is highlighted at inductions unless they have washed. Delivery vehicles must follow the clean route as highlighted within the TM plan.

Air monitoring will be undertaken before any works is to be started and whilst works are in progress with results being notified to site to ensure it is safe to work

All Cuddy employees are to complete the signing in and out book daily within the Cuddy designated area.

All Cuddy employees to wear appropriate asbestos PPE whilst on site and use the decon units for access to dirty portion of site and from the site. The route to this is via the pedestrian route with asbestos PPE and masks present, access is then through the decon unit where the masks and red “dirty blue” suits are put on with all asbestos gloves and masks. The pedestrian route is to be followed to the place of work where all operations are to accompanied by an asbestos consultant as part of a watching brief. If any asbestos is identified, the works must stop, the area fenced off and protocol of the consultants adhered to.

Refuelling of plant will be as follows , -

The machines will not enter the clean area which is de marked by the TM plan. The 9T dumper with

towable bowser will be towed the fuel cube and will stop at the dirty area fence, and the hose be fed from the clean area to the bowser. The hose must then be cleaned before once the fuelling has been completed before the hose is passed back through to the clean cube.

Any plant that must enter the area for maintenance etc, must be washed down via the jet wash point prior to leaving the dirty area. Any plant required to leave the dirty area must be cleaned prior to entering the clean area. This operation is to be as ASM decontamination RAMS.

All washing points and fuelling areas will be clearly marked on TM dwg Rev C.

Crossing points are to be constructed with 350mm structural concrete with 2 layers included of mesh thus transferring the loads horizontally outside of the 12m protection zone and causing no immediate point loadings onto the rising main. All plant / deliveries must cross the main via the crossing points

All operations described as to be carried out under strict guidelines for safe working around Asbestos as per the ASM RAMS and the POW which will entail training, relevant PPE and decontamination for all parties. It is recommended that breaks are staggered to reduce the numbers at decontamination units.

Prior to any works starting, all areas of the working site will be water suppressed to eliminate any dust. If dust is present, the works must stop immediately.

All areas are to be compacted by Landpac within the areas set out by the Engineer, who will carry out the compaction of all areas as set out by the Engineer. The areas to be compacted must have dust suppression to eliminate the risk of fibres entering the air from contaminants. Landpac will carry out 10 – 20 passes of all areas to reach compaction and produce an as built record of all areas and results.  
*See Landpac RAMS for compaction works.*

## **1.IMPORTING MATERIAL**

Material is to be imported to site via Powell Duffryn Way along the clean haul road to the stockpile area as denoted on the TM plan as clean “ Stockpile areas.” The lorries will travel along the slab to the clean area as directed by the banks man and loaded to the clean area. This area has been washed and cleaned prior to the material being delivered, and will be monitored via air monitoring.

1. Safe delivery of material into a clean area ( stockpile area / slab )
2. Management of imported material to avoid contamination at stockpiled areas.
3. Deterioration of material.

### **1. Safe delivery of material into a clean area compound.**

The material is to be hauled to the slab off powell duffryn way as denoted as “clean stockpile “area on the TM plan. Speed limit for delivery of all materials is 5MPH as pedestrians are present There is an operative there to bank the wagon into the stockpiled area. No material is to be hauled on the weekend. This area will be constantly suppressed to eliminate dust. If the wagons go onto site, these will be washed prior to leaving the area. Air monitoring will continue throughout the operation. All movements of vehicles are to be banked at all times. Signage will be erected on the fencing to warn of the danger of moving plant. The routes for all vehicles is shown on the TM plan attached..

## **2. Management of imported material to avoid contamination at stockpiled areas.**

All imported material is to be kept within the clean areas of the site. All areas are to be washed and cleaned to form a clean area or a break barrier placed. The materials will be contained and demarked via herras fencing. No imported material is to be placed to a dirty area. All plant at the clean areas will be washed and inspected prior to tracking onto the material. No lorries or dumpers if contaminated will enter this area.

## **3. Deterioration of material**

All material delivered to site will be sealed on arrival to protect against the elements and degrading.

### **SUPRESSION**

The bowser is to cover all areas until it is wet before landpac continue the works. Landpac are to check at all times if dust is evident. If dust is evident, all operations must stop.

If dust is present – stop all work.

### **WASHING DOWN**

All plant to be washed down at the wash out, this is to be as per the ASM protocol.

### **ECOLOGICAL**

For the remainder of the ecological works, guidance will be sort from the employers representative.

### **CROSSING POINTS.**

Engineer to CAT scan the area and issue the relevant paperwork. The top soil is to be stripped and hauled to the nearest fence line for bund. A vibrating roller is to compact the ground and mesh placed on polyphone ready for concrete. The concrete will be left for 14 days to cure before plant can cross the main, a temporary Mabey bridge system will be used initially. This will be placed via a suitably sized excavator and certified chains, no standing below loads is permitted. A slip trench is to be excavated to dissipate the vibrations from the landpac plant and protect all services. Any services in the road is to be protected also against horizontal vibrations.

### **PEDESTRIAN / PLANT ROUTES**

Engineer to CAT scan the area and issue the relevant paperwork. The top soil is to be stripped and located the nearest bund. Road pins are to located to the traffic side of the footway to protect the pedestrians from the plant. Pedestrians are to follow the pedestrians signage until they reach their place of work, information should then be sought from the site supervisors for risks at the workplace and plant movements and safe access to the works.

### **EMERGENCY SERVICES**

For access for the emergency services, they will be briefed and accompanied to site where masks will be provided. The vehicles will then be washed on departing the site

For the management of the asbestos and to ensure it does not contaminate other areas, all materials, pipe

work manhole rings etc will be brought to the area of works to ensure contaminated plant do not leave containment area.

A designated Asbestos supervisor shall be on site to monitor the works, and will be at hand if required to identify contaminants and manage accordingly. The area will be fenced off until further notice and works stopped. Testing of the material shall be carried out to determine the nature of the material. The excavated material will then be disposed off appropriately off site, or stored for remediation, it shall not be returned to excavations as backfill. For the safe protocol for dealing with asbestos, this is highlighted within the ASM and POW.

All excavations are to be suitably fenced and signed at all times not to be left unattended. Service drawings, permits to dig and SIC are to be present in all excavators at all times.

## **Following Works**

Decontamination of personnel. In designated area –

Clean boots with damp rag

All staff to shower when entering the decon unit to ensure all dirty clothes are left at the unit

Using ‘ buddy ‘ system, pat down coveralls with damp rag (rubbing can disturb fibres )

Peel off coveralls so that they are inside out and dispose straight to provided waste container.

Remove and dispose disposable respirator

Proceed through changing cabin to washing facilities.

Decontamination of plant and tools. Any plant and equipment leaving the work area will be cleaned down in a designated area via jet wash.

## **PPE Asbestos**

Metec Cat 3 Type 5/6 protective Coveralls suits ( or similar )

Mask Pro3L mask / as per Face Fit( or similar )

Asbestos bags

Nitrile disposable gloves ( or similar )

Shower towels

## **Plant**

Plant will not be permitted outside of the site and outside of the re fuelling dirty areas. If plant is leaving site it needs to be jet washed and inspected by consultants

## **Decon Unit**

A Decon unit will be placed at entrance to dirty area of site as per TM plan Rev C, all staff are to white suits at the clean area and place on blue suits entering dirty area through decon. This is to be worn with relevant PPE until they return to the Decon unit where a shower or wash down and dirty suits are to be left at the dirty area with boots and gloves. Split breaks are to be carried out so as not to over load the unit.

## **Quick hitch - Bucket Changing**

Please note that all quick hitch bucket changes need to be changed in the designated bucket change zone.

No buckets are to be changed outside of this area or until they read and understood the quick hitch risk assessment and has been briefed and has signed up to a specific TBT.

# JOB METHOD STATEMENT



Empty box for job method statement content.

## 21. Contractor signature:

(Contractor MUST print name, sign and date the job method statement)

Print name:

Signature:

Date:

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# JOB METHOD STATEMENT

