

	WORK INSTRUCTION: Cement and concrete batching.		DOC # SHEQ-AR-001
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Method Statement: Cement and Concrete Batching

1. Purpose

To outline the safe and efficient method for cement and concrete batching on site, covering storage, handling, washing, and disposal of materials, and equipment involved in the process. This method ensures adherence to safety, environmental, and quality standards.

2. Scope

This method statement applies to all batching activities on-site, including storage of cement and aggregates, mixing, washing, disposal of spills and rubble, and management of tools and plant.

3. Responsibilities

- **Site Supervisor:** Ensures the method statement is followed and that all workers are aware of their responsibilities.
- **Safety Officer:** Monitors compliance with health and safety standards, provides PPE, and oversees safe handling and disposal practices.
- **Batch Plant Operator:** Operates batching equipment safely and efficiently, adheres to all handling and disposal procedures, and conducts maintenance on batching machinery.

4. Location

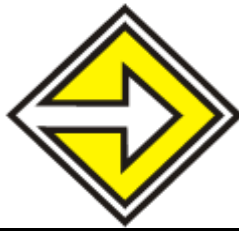
Batching activities are located within the designated batching area, chosen to:

- Minimize dust, noise, and contamination risk.
- Be close to supply lines to reduce material handling.
- Provide containment systems for runoff and spillage.

Boundary markers are placed to restrict unauthorized access to the batching area.

5. Storage of Cement and Aggregates

- **Cement:** Stored in waterproof, covered silos or bags within a sheltered storage area to prevent contamination and moisture absorption. A label indicating the cement type, delivery date, and batch number is affixed to each silo or batch of bags.
- **Aggregates:** Stockpiles are located on hard, non-porous surfaces and covered with tarps when not in use to prevent dust emissions and contamination.
- **Admixtures and Chemicals:** Stored in a ventilated area, away from flammable substances, with containers clearly labelled.



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6. Batching Process

- **Mixing:** The batch plant operator weighs and mixes materials according to the project specification, ensuring consistency in concrete quality. The batching process is monitored to avoid excessive dust emissions.
- **Batching Records:** Records of each batch, including time, date, and batch components, are kept for quality control.

7. Handling Cement Spills and Rubble

- **Spills:** Immediate cleaning of any cement spill using vacuum or sweeping to prevent environmental contamination. Spills are collected in designated waste containers, sealed, and stored for disposal by a licensed waste contractor.
- **Rubble:** Concrete waste is kept in designated bins or skip bins until disposal. Waste is not stored directly on the ground to avoid soil contamination.

8. Washing and Cleaning

- **Washing Facilities:** Designated washing area with bunding to contain wash water, equipped with a filtration system to capture cement particles before discharge. The washing area is positioned to prevent contamination of natural water bodies.
- **Tools and Equipment:** Wash-down of tools, concrete mixers, and batching equipment is done daily in the washing area. Residue is captured for proper disposal.

9. Disposal of Waste Materials

- **Cement Slurry and Wash Water:** Treated in the filtration system before being recycled where feasible or disposed of through licensed waste disposal services.
- **Concrete Rubble:** Collected in sealed skips, stored temporarily, then transported to an approved disposal or recycling facility.
- **Packaging Materials:** Packaging waste (such as plastic or paper cement bags) is stored separately and disposed of in accordance with environmental regulations, ensuring they are not mixed with general waste.

10. Tools, Equipment, and Plant

- **Concrete Mixer:** Inspected and maintained regularly, ensuring all safety features are operational.
- **Weigh Batcher:** Calibrated regularly for accuracy in batching.
- **Storage Bins:** Secure, weatherproof bins used for cement and admixtures.
- **Safety Equipment:** All personnel are provided with PPE, including masks, gloves, safety glasses, and high-visibility vests.

11. Environmental and Safety Controls

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- **Dust Control:** Dust suppression techniques, such as wetting and covering materials, are used to minimize airborne particles.
- **Spill Prevention:** Storage containers are inspected for leaks, and containment systems are in place to manage spills.
- **Waste Management:** All waste materials are disposed of according to local environmental regulations to avoid site contamination.

12. Emergency Procedures

- **Spill Response:** In the event of a large spill, work is stopped immediately, spill kits are used, and waste is contained and disposed of by licensed contractors.
- **Emergency Contacts:** An emergency contact list is available on-site for rapid response.

13. Documentation and Records

- Daily logs of batching activities, including storage, mixing, and disposal, are maintained.
- Records of waste disposal receipts, calibration certificates, and maintenance checks are filed.

14. Training and Communication

All workers involved in cement and concrete batching receive training on this method statement, health and safety protocols, and environmental guidelines. Toolbox talks are conducted regularly to reinforce safety and environmental practices.

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