

	WORK INSTRUCTION: Construction lay down areas.		DOC # SHEQ-AR-001
			REV: 05
	Page 1 of 4		

Method Statement: Construction Lay Down Areas

1. Scope of Work

This method statement provides guidelines on establishing, managing, and maintaining construction lay down areas, including receiving, handling, storing, and organizing construction materials, tools, and equipment to ensure safe and efficient operations throughout the project.

2. Purpose

To ensure that construction lay down areas are set up in a manner that supports efficient material handling, minimizes environmental impact, and upholds health and safety standards.

3. Responsibilities

- **Project Manager:** Overall responsibility for setting up and approving the lay down area. Ensures the area meets site and environmental requirements.
- **Construction Supervisor:** Supervises activities in the lay down area, ensures compliance with safety measures, and maintains organization.
- **Safety Officer:** Conducts risk assessments, implements safety measures, and monitors compliance with health and safety regulations.
- **Environmental Officer:** Monitors environmental impacts, such as waste management and pollution prevention within the area.

4. Materials and Equipment

- Barriers, fences, or cones for area demarcation
- Fire extinguishers and spill kits for emergency response
- Signage for hazard awareness
- Portable lights for night-time visibility
- Pallets, shelves, and bins for material storage
- PPE: Hard hats, gloves, high-visibility vests, safety boots

5. Work Procedure

5.1 Site Selection and Preparation

- Identify a suitable location for the lay down area, considering access, proximity to work areas, and ground conditions.
- Conduct a site survey to assess potential hazards and environmental impacts.
- Level and compact the ground, if necessary, to ensure a stable surface for storage.
- Install fencing or barriers to secure the area and control access.

	WORK INSTRUCTION: Construction lay down areas.		DOC # SHEQ-AR-001
			REV: 05
	Page 2 of 4		

5.2 Establishing the Lay Down Area

- **Access Routes:** Designate clear paths for vehicles and personnel, marked with appropriate signage.
- **Signage:** Post clear signs indicating material types, hazards, PPE requirements, and emergency procedures.
- **Storage Areas:** Allocate zones for different materials (e.g., flammable materials, heavy equipment) based on compatibility, weight, and size.
- **Drainage and Pollution Control:** Implement measures to prevent pollution, such as drainage ditches, spill containment, and designated waste areas.

5.3 Material Handling and Storage

- Store materials on pallets or shelves to prevent direct contact with the ground.
- Stack materials properly to avoid toppling and damage. Ensure that storage heights do not exceed recommended limits.
- Label materials clearly to prevent misplacement or confusion.
- Use appropriate lifting equipment for heavy materials, such as forklifts or cranes, operated only by trained personnel.

5.4 Waste Management

- Set up bins for segregated waste collection, including recyclables, non-recyclables, and hazardous materials.
- Dispose of waste regularly, adhering to local waste management regulations.

5.5 Fire Prevention and Emergency Preparedness

- Keep flammable materials separate from ignition sources.
- Maintain firefighting equipment within easy reach and ensure it is in good working condition.
- Conduct emergency drills with all personnel to ensure preparedness in case of fire or other emergencies.

5.6 Security Measures

- Control access with entry/exit points for authorized personnel only.
- Keep the area well-lit, especially during night shifts, to deter unauthorized access and improve safety.
- Regularly inspect the area for signs of theft or tampering.

6. Health, Safety, and Environmental Considerations

	WORK INSTRUCTION: Construction lay down areas.		DOC # SHEQ-AR-001
			REV: 05
	Page 3 of 4		

- **Personal Protective Equipment (PPE):** Ensure all personnel wear required PPE, including hard hats, gloves, and high-visibility vests.
- **Manual Handling:** Train personnel on proper lifting techniques to prevent injuries.
- **Traffic Management:** Use spotters when moving large materials or equipment within the lay down area to avoid collisions.
- **Environmental Protection:** Implement erosion control and spill containment measures to protect local soil and water resources.

7. Risk Assessment

- Identify potential risks such as fire hazards, manual handling injuries, and environmental contamination.
- Develop mitigation measures for each identified risk, including safe work practices, PPE, and emergency response plans.

8. Quality Control

- Inspect materials upon arrival to ensure they meet specified quality standards.
- Perform regular inspections of the lay down area for compliance with safety and organizational standards.
- Document any non-compliance or incidents and address them promptly.

9. Emergency Procedures

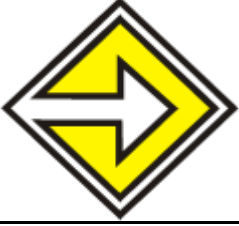
- In case of fire, evacuate the area immediately and contact emergency services. Use fire extinguishers if safe to do so.
- In case of a spill, contain and clean it according to the spill response procedure. Notify the Environmental Officer.

10. Monitoring and Review

- Conduct weekly inspections to ensure ongoing compliance with safety, environmental, and organizational requirements.
- Review the lay down area setup periodically to identify and implement any necessary improvements.

11. Documentation

- Daily activity logs
- Inspection checklists
- Incident reports
- Training records

	WORK INSTRUCTION: Construction lay down areas.		DOC # SHEQ-AR-001
			REV: 05
	<i>Page 4 of 4</i>		

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