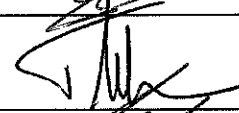


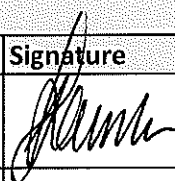
	SHEC MANAGEMENT SYSTEM	Doc no:	SHEC 3.2
		Rev no:	001
	3. SAFE OPERATING PROCEDURES & METHOD STATEMENTS	Rev date:	25/10/2021
		File name:	214 - MS-003-Material Handling

Contract no: #214

Contract name: Hemel en Aarde

METHOD STATEMENT 003 – MATERIAL HANDLING

BASELINE CIVIL CONTRACTORS (PTY) LTD SUBMISSION FOR ACCEPTANCE				
	Name	Designation	Date	Signature
Prepared	Christoff Els	Site Agent	29/10/21	
Approved	Thomas Moolman	Contracts Manager	24/10/2021	
Submitted	Christoff Els	Site Agent	29/10/21	

ENGINEERS APPROVAL				
	Name	Designation	Date	Signature
Engineers Acceptance	G. LAUNOER	SUPERVISOR	02/11/2021	 ACCEPTED
Environmental Acceptance				

WHAT work is to be undertaken?

Transport, handling, use and storage of construction materials.

WHERE are the works to be undertaken?

Hemel en Aarde (Hermanus) and Caledon

WHEN are the works to start, what is the anticipated finish date?

November 2021 - December 2022

HOW are the works to be undertaken?**Resources**Labour

- Labourers;
- Operators;
- Supervisors.

Plant and equipment

- LDV's;
- TLB's;
- Excavators;
- 3 m³ tipper trucks;
- 10 m³ tipper trucks
- Grader;
- Water truck;
- Trailers.

Material

- Firefighting equipment (on plant);
- Adequate warning signage on site;
- Water for dust control.
- Various material (concrete stone, 7mm stone, sand, 12mm stone, base course material, etc.)

PPE

- Overall (if labourer or operator)
- Safety boots
- gloves
- reflective vest
- dust mask (if windy and dusty)
- Safety glasses (if windy and dusty)
- Ear plugs in areas with high noise volumes
- Hand protection

Method description

1. The works

1.1. Cut to stockpile of materials on site

- 1.1.1. Plant in a good working condition will be used to handle and transport materials
- 1.1.2. We will separate the litter (domestic waste) and building rubble from the stockpile area or the area to be cleared as instructed by the Supervisor and spoil it at approved spoil sites before cut to stockpile activity start.
- 1.1.3. The material to be stockpiled will be classified into topsoil, spoil, filling and road layer works material by the Supervisor before stockpile activities start.
- 1.1.4. Stockpile areas shall be approved by the Supervisor before any stockpiling commences
- 1.1.5. We will plan the construction activities in such a manner that the material will be hauled in the shortest possible way.

1.2. Importation of materials

- 1.2.1. Imported materials shall be free of foreign matter, litter and contaminants.
- 1.2.2. Sources of imported materials shall be listed and approved by the Supervisor.
- 1.2.3. We will provide samples to the Supervisor for approval.
- 1.2.4. Delivery areas will be approved by the Supervisor before any delivery commences.

2. Health and safety

- 2.1. All employees will be inducted prior to site access.
- 2.2. The required PPE for the job description will be provided to all site personnel during their induction.
- 2.3. Risk assessments will be used to train all site personnel on all risks within their working area.
- 2.4. Machine operators will be medically tested and deemed fit.
- 2.5. All machine operators will be licensed, competent and authorized / appointed in writing.
- 2.6. Daily, weekly and monthly monitoring, reviewing and reporting will be done on site.
- 2.7. Weekly site conditions and behaviour based inspection reports to be compiled, submitted to client Supervision for monitoring and management purposes.
- 2.8. Emergency contact numbers and procedures will be readily available on site at all times.

3. Environmental

- 3.1. All employees will be inducted prior to site access
- 3.2. All work areas will be pre-approved by the ECO, GNEC and Supervisor and no plantation or topsoil will be removed without prior consent from ECO, GNEC.
- 3.3. Signage will be placed and displayed at identified no-go areas.
- 3.4. Construction activities will be done at a safe distance from all natural water sources.
- 3.5. All works will be monitored and controlled by site Supervision and appointed DEO.