

# Work Method Statement for Concrete Pouring

## 1. Project Details

Project Name	
Location	
Date	
Prepared By	
Approved By	

## 2. Scope of Work

This Work Method Statement describes the methodology and process for the pouring of concrete in [Project/Area] in accordance with project specifications and safety requirements.

## 3. Responsibilities

- Site Engineer:** Supervise and ensure the work is performed as per method statement and drawings.
- Safety Officer:** Monitor safety compliance during all activities.
- Skilled Workers:** Carry out the concrete pouring works under supervision.

## 4. Tools and Equipment

- Concrete mixer truck
- Vibrators
- Wheelbarrows
- Shovels and trowels
- Measuring tape
- Leveling tools
- PPE (helmets, gloves, boots, safety goggles, etc.)

## 5. Materials

- Ready-mix concrete
- Water
- Curing compounds/plastic sheets
- Formwork materials

## 6. Procedure

- Ensure all formwork and reinforcement are inspected and approved prior to pouring.
- Verify that the area is clean and free of debris or water.
- Position concrete mixer trucks as close as practicable to the pouring area.
- Start pouring concrete uniformly, using chutes/hoppers where needed.
- Distribute the concrete evenly and compact with vibrators to avoid air pockets and voids.
- Level and finish the surface as per specification.
- Protect poured concrete from direct sunlight, rain, and mechanical disturbance.
- Begin curing process after final setting.

## **7. Safety and Environment Control**

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- Ensure all staff wear appropriate PPE.
- Follow site safety rules and procedures.
- Maintain good housekeeping at all times.

## **8. Inspection and Records**

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- Concrete delivered and poured should be accompanied with delivery notes and test certificates.
- Work shall be inspected and accepted before proceeding to the next activity.

## **9. Attachments**

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- Approved drawings
- Material test certificates
- Inspection and test records

## **10. Approval**

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<b>Name</b>	<b>Signature</b>	<b>Date</b>