

# 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

1. Ensure all formwork and reinforcement are inspected and approved prior to pouring.
2. Verify that the area is clean and free of debris or water.
3. Position concrete mixer trucks as close as practicable to the pouring area.
4. Start pouring concrete uniformly, using chutes/hoppers where needed.
5. Distribute the concrete evenly and compact with vibrators to avoid air pockets and voids.
6. Level and finish the surface as per specification.
7. Protect poured concrete from direct sunlight, rain, and mechanical disturbance.
8. 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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| Name | Signature | Date |
|------|-----------|------|
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