

Method Statement for the Erection of Pre-Cast Balcony Units with end bearings.

Scope

This method statement details the procedure to be adopted by site persons placing pre-cast balconies.

Responsibility

It is the responsibility of the Erection Supervisor to ensure that this procedure is complied with in full.

Applicable Documents

Method Statement, Company Safety Statement relative to Site activities and Flood Flooring layout drawings.

Delivery

Company employees or sub-contractors employed by Flood Flooring Ltd will deliver balcony units to site on rigid bodied trucks or articulated trailers.

Erecting units into place

Assess the site in accordance with the **Site Inspection Sheet** and complete the **Pre-Erection Check**. All Propping has to be in place prior to fitting and be signed off by Forman or site Manager in Pre-Erection Sheet.

It is the responsibility of the Site Agent to ensure that the operatives of other sub-contractors are vacated from the sling areas while Flood Flooring is erecting balconies.

Prior to placing the units the erection supervisor will ensure:

- That both himself and his fellow erector are wearing the correct PPE applicable to the operations being carried out. Hard hats, Steel toe capped boots, High Vis. Vests, Harnesses and Fall Arrestors.
- He shall check that safety guard-rails are in place at all areas where required. Anchor points must be available where required and capable of taking a **10 KN** load. He shall bring any shortcomings, which may be obvious to the attention of the Site Agent.
- He shall ensure all tools that are required to erect the balconies are safe for use.
- He shall ensure that all obstructions in the erection are removed prior to commencing the placing of units.
- He shall check with the Site Agent (Or Mobile Crane driver if applicable) to confirm that the Crane is capable of safely lifting the balcony units.
- He shall ensure that chains and lifting hooks are certified as adequate to lift the balcony unit and those are being used correctly.
- Should it be necessary to store units on site on level ground, they shall be placed on timber skids no more than 3 No. High, in a safe place designated by the Site Agent.



**Always read Work Drawing and its Notes of job
before you start work!**

Erection of Units

After reading Work Drawing check that propping is in place as required by drawing layout. Also look if props are plumb and stabilised.

1. Complete Pre-erection sheet and get same signed off by Forman or Site Manager. When complete and signed start erection.
2. Set crane in position to reach load and final location of balconies.
3. Create exclusion zone around crane and its working radius.
4. Park truck with balcony load in a suitable position for easy unloading by the crane.
5. Create level and safe storage area near final position of the units, or take of trailer as required, if trailer is parked on site for the duration of the placing of balconies.
6. Units are unloaded in horizontal position and placed on level skids on the ground.
7. Erectors will position themselves on the previous placed wide slab and secure themselves with harness and reel to lifting hooks of the slabs.
8. Slinger on truck will hook up balcony with ring clutches and give signal to banksman when clear for lifting.
9. Banksman will instruct crane to lift balcony and lower it over final position.
10. Erectors will position on floor and guide balcony into final position.
11. After balcony is placed and chains lowered, erectors will check levels on balcony.
12. If shims on inside are required, thickness of shim packs required have to be measured.
13. For this the balcony has to be lifted and moved out of way and relocated on top of shims.
14. If level adjustment on the outer edge of balcony is required this has to be carried out by lowering or raising of props.
15. From there erectors will move to new location to place next balcony.
16. Erectors require to be hooked on at all times if working in an unsecured area.
17. Erectors will repeat sequence for placing of next balcony in new position.
18. This procedure will be carried out until all balconies are in place.