



Integrated Management System

Contractor Management Guidance Document

Pouring Concrete

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1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
 - Effectively described; and
 - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

Note 1.2: Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding the **Pouring of Concrete** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

Note 2.1: If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via HSE_Team@Motorfuelgroup.com.

3. GENERAL GUIDANCE

3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform work activities within excavations and trenches that may include confined space entry which has been identified as potentially involving significant risk (**Major Works**). This guidance document details expectations for **Pouring Concrete**.

3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify the risks associated to the proposed work tasks and determine the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 RISK ASSESSMENT & METHOD STATEMENT

Contractors will carry out a hazard inspection of the work site and determine the risk reduction measures (i.e., controls) required when pouring concrete following breaking ground activities (i.e., excavation and trenching). Consideration will be given to:

- The scope of work and associated tasks, for example:
 - Access and egress, including work site security
 - Mechanical plant to be used, for example:
 - Concrete delivery vehicle
 - Dumper truck; and
 - Mechanical equipment to be used, for example
 - Concrete mixer
 - Pump
 - Non mechanical hand tools, including access ladders
- Location of the work activity (i.e., workplace hazards)
 - Traffic movement
 - Flammable liquids and vapours
 - Infrastructure (i.e., dispensers, valeting, LPG, retail building and Food to Go)
 - Activities of other (i.e., customers, visitors, etc.); and
 - Overhead hazards (i.e., powerlines)

Note 3.3.1: The presence of overhead electrical cables presents a risk of electrocution, for 230 kV cables the recommended minimum safe working distance is four (4) metres (13.1 feet) and for 50kV cable the minimum safe working distance is three (3) metres (9.8 feet).

- Duration of the work
- Confined space entry consideration (i.e., deep excavations)
- Condition and stability of existing surfaces, including ground conditions
- Physical capabilities of the workers; and
- Emergency procedures required in the event of an incident

Contractors will formally record the assessment findings as part of the task-specific Risk Assessment and Method Statement, which will include as a minimum:

- Hazards
- Associated risks to people, the environment and assets
- Risk ranking for existing risks (e.g., High, Medium or Low)
- The risk reduction measures (i.e., controls) required to reduce the existing risks
- A residual risk ranking following implementation of controls(e.g., High, Medium or Low); and
- Step by step description of how work tasks will be performed safely

Note 3.3.2: If residual risk is determined after implementation of additional risk reduction measures (i.e., controls) to remain **High Risk**, work cannot begin. Further assessment is required to identify other controls that, following implementation, will residual reduce to an acceptable level.

4. PREPARING TO POUR CONCRETE

The Contractor (i.e., Job Supervisor) will confirm:

- Excavation is safe in all aspect for entry, for example:
 - The removal of:
 - Slip, trip, and fall hazards
 - Waste materials; and
 - Excessive levels of water
 - The provision of suitable and safe means of access and egress; and
 - Availability of suitable risk reduction measure designed to prevent wall collapse

Note 4.1: Excavations deeper than 1.52 metres (5 feet) are considered a confined space and require the issue of a Work Control Permit (WCP) allow entry into the excavation. Additionally, if workers are required to in a crouched or kneeling position to perform work within an excavation, a Work Control Permit (WCP) will be required at a reduced depth.

- Availability of:
 - Sufficient:
 - Concrete, of the correct specification; and
 - Worker resource, to safely complete the assigned work(s)
 - The tools and equipment necessary to safely and efficient pour concrete
- Manage and coordinate the pouring of concrete
- Review the Risk Assessment and Method Statement (RAMS) for the work, to:
 - Ensure full understanding
 - Confirm suitable for the proposed work; and/or
 - Identify and record any required amendments to the RAMS
- Review the Work Control Permit (WCP) if required, with the designated MFG Representative
- Prepare a Clearance Certificate
- Communicate the content of the Work Control Permit and Clearance Certificate to the Job Crew and other affected personnel (i.e., Pre-Job Safety Brief) and confirm mutual understanding of:
 - Risk Assessment and Method Statement (RAMS)
 - Work Control Permit (WCP) if required; and
 - Clearance Certificate
- Assign duties to each member of the Job Crew and confirm their responsibilities
- Verify that the:
 - Risk reduction measures (i.e. controls) regarding pouring concrete, including confined entry where necessary, are implemented; and
 - Mobile plant and equipment being used is properly inspected, certified as fit for purpose, and is available for use

Note 4.2: The Contractor will perform a risk assessment to determine if atmospheric monitoring (i.e., gas testing) required at the work site. Gas testing mandatory if mechanic plant or equipment capable of producing an ignition source is used in a Classified Hazardous Area (DSEAR) or confined space entry is required.

Note 4.3: Gas testing will be performed by an Authorised Person to confirm the work site is within acceptable tolerances for potentially hazardous atmospheres, see below:

- Oxygen: 19.5% to 23.0%
- Flammable Vapour: Less Than 5% LEL (<5% LEL)
- Hydrogen Sulphide: Less Than 10 ppm (<10 ppm H₂S)

- Carbon Monoxide: Less Than 30 ppm (<30 ppm CO); and
- Other identified vapours of concern: Within Published Worker Exposure Limits (WEL's)
- Ensure that:
 - Equipment to be used for concrete pouring activities is inspected and confirmed fit for purpose, for example:
 - Motorised Plant (e.g., concrete delivery vehicle, dumper truck, etc.)
 - Concrete forming frames
 - Mechanical hand tools; and
 - Non-mechanical hand tools
 - Plant and equipment operators are trained and competent to perform their assigned duties
 - The work site is safe in all aspect to allow the pouring of concrete to proceed; and
 - The Job Crew are ready in all aspects to proceed with the work

5. POURING CONCRETE

The Contractor (i.e., Job Supervisor) will:

- Confirm that:
 - The work site(s) is(are) effectively secured against unauthorised access
 - There is good access (into) and egress (form) the work site(s) for the concrete delivery vehicle
- Meet the concrete delivery driver on arrival at site and provide relevant instructions regarding:
 - Vehicle parking location(s)
 - Vehicle safety and security while on site
 - Site safety rules and regulations; and
 - Concrete pouring and safe handling expectations
- Review the driver's delivery documentation and confirm the:
 - Quantity / volume of concrete delivered; and
 - Concrete specification
- Confirm that the concrete delivery vehicle is equipped with suitable concrete discharge facilities
- Clearly identify the:
 - Specific site for each of the required pouring operations; and
 - Proposed sequence of pouring operations

The Contractor (i.e., Job Supervisor and Job Crew) will confirm:

- Concrete delivery vehicle is safely positioned at the correct work site
- Concrete type and quantity meet advised specifications
- Concrete pouring equipment and assigned workers are available to perform the work
- Work site(s) is(are) safe in all aspect to allow the concrete pouring activities to proceed; and
- Delivery driver and job crew:
 - Have been advised of their duties; and
 - Are ready in all aspects to proceed with the work

The Concrete Delivery Driver will:

- Control all aspect of the vehicle delivery process during the pouring activities; and
- Ensure:
 - Effective communication with the Job Crew
 - Provide instruction and guidance to the Job Crew regarding concrete delivery

- Proper alignment of the concrete delivery system to the nominated work site
- Concrete is safely delivered to the specified work site
- Continually monitor the transfer of concrete
- Respond to instructions from the Situ job crew during the pouring activities; and
- Take immediate action if an unplanned event occurs during the pouring activities

The Contractor (i.e., Job Crew) will:

- Confirm that the:
 - Excavation is safe to enter, for example:
 - Safe means of access and egress
 - Slip, trip, or fall hazards removed or highlighted
 - Windblown rubbish removed
 - Waste items removed; and
 - Excessive levels of standing water corrected
 - Concrete delivery system is:
 - Correctly aligned to the nominated forming frame; and
 - Secured against:
 - Potential spillage/leakage of concrete; and
 - Unauthorised access
 - The equipment and work site are ready in all aspect for the pouring activities to proceed
- Instruct the Concrete Delivery Driver:
 - To initiate the transfer of concrete at a reduced rate, while the system integrity is confirmed
 - Increase the rate of concrete delivery to the work site when integrity is confirmed; and
 - To continuously monitor the transfer of concrete to the work site
- Ensure:
 - Proper manual handling techniques (including lift assessment) are used throughout the concrete pouring activities; and
 - Concrete is safely and effectively transferred to the forming frame, for example:
 - Sequence of pouring
 - Continuous flow to avoid cold joints
 - Maintaining the required slump throughout the process
 - Technique(s) for proper concrete placement, such as:
 - Using vibrators to consolidate the concrete
 - Avoiding segregation; and
 - Ensuring adequate compaction
- Continue to pour concrete until the required quantity has been transferred to the forming frame
- Instruct the delivery driver to:
 - Stop the transfer of concrete to the forming frame; and
 - Secure the concrete delivery system
- Ensure the concrete:
 - Is properly compacted in the forming frame; and
 - Surface is finished in accordance with design specification, for example:
 - **Trowel Finnish**
After the concrete is poured in the formwork and levelled, a trowel is used to smooth and fine-level the surface of concrete. Trowelling is performed either manually (i.e.,

handheld trowel) or mechanically (i.e., mechanised trowel with blades sitting directly against the concrete).

- **Brush Finish**

Broom finish is rough textured finished obtained by dragging a broom on the trowelled surface of the concrete while the concrete is still fresh to create small ridges that provide for traction control and slip resistant.

Note 5.1: Safe manual handling techniques (including lift assessment) to be used when surface finishing concrete.

- Advised the Job Supervisor that the concrete has been poured, finished and ready for inspection

Note 5.2: If further concrete pouring activities are required at other work site (i.e., other forming frames) the driver will be requested to relocate the concrete delivery vehicle, prior to repeating **Steps 5** above.

6. MONITORING WORK PERFORMANCE & WORK COMPLETION

The Contractor (i.e., Job Supervisor) will:

- Monitor work activities related to concrete pouring activities to ensure:
 - Work activities are carried out in accordance with the work control documentation
 - Any required field checks (e.g., alignment, etc.) are performed and recorded
 - Concrete is poured in accordance with design specifications (i.e., drawings or plans)
 - Shape
 - Depths
 - Contour; and
 - Reinforcing wire (i.e., re-bar) requirements
 - Waste is correctly stored or disposed of off-site
 - When not in use:
 - All mobile equipment is parked safely and secured; and
 - All handheld tools are removed and stored securely
 - Forming frames are correctly secured within excavations that are:
 - Protected against collapse
 - Properly protected (e.g., fencing, warning tape and lighting); and
 - Safe in all aspects to allow:
 - Concrete pouring
 - Local compacting of the sub-soil; and
 - Safe removal of the forming frames

Note 6.1: Until excavated areas have been fully restored to **ground level** the work site must remain secured against unauthorised access (e.g., fencing, warning tape and lighting).

- On completion of the concrete pouring activities confirm:
 - All waste and/or excess materials are removed from the work site
 - Mobile equipment is parked safely or removed from site
 - Handheld tools are removed and stored securely
 - Barriers, warning tape, flagging, signage, and floodlighting remain in place; and
 - The work site is safe and ready in all aspects, for any required further work
 - Arrangements for the following at in place:
 - Safe removal of the concrete forming frames
 - Compaction of the area around the poured concrete

- Final surface finish of the work site

Note 6.2: Work requirements post concrete pouring will be defined in a Safe Method of Working Statement (supported by a Clearance Certificate) or RAMS, and as detailed the construction phase information pack.

- Sign-off the relevant work control documents, for example:
 - Clearance Certificate; and
 - Work Control Permit, when required