CONTENTS

Preface v

Acknowledgements vii

- Introduction 1
 Productivity and the standard of living 1
 Productivity of the construction enterprise 3
 Work study and the construction industry 7
 The techniques of work study 9
- 2. Method study 13 Basic procedures 13 Select the work to be studied 14 Obtain and record the facts 17 Examine the facts 29 Develop the new idea 31 Install the new method 32 Maintain the new method 33 Site layout 33
- Work measurement 41
 Uses and techniques 41
 Time study equipment 43
 Making the time study 46
 Relaxation allowances 51
 Derivation of standard times 54
 Excavation and loading of soils by hand 61
 Activity sampling 61
 Feedback of output data 69
 Using the output data 73
- 4. Work study the general approach to some major construction operations 77
 Plant utilisation 77
 Machine excavation 80
 Concreting operations 81
 Formwork manufacture, erection, removal, cleaning and salvaging 82
 Steel reinforcement 83
 Control of materials 86
- 5. Motivation and incentives 91 Productivity of labour 91



The human factor 91 The competence of site management 91 Motivation of workers 92 Financial incentive schemes 94 Task work 100 Advantages and disadvantages of financial incentive schemes 101 Rules to be observed in operating financial incentive schemes 102

- 6. Organising for work study 103
 Stages of a construction project 104
 General management structure of the enterprise 104
 Role of the work study engineer 105
 Work study technicians 106
- Practical examples 109 Multiple activity chart – Pouring concrete upper floor slab 109 Gang balance 114 Site layout 117 Rated activity sampling 123