

# METHOD STATEMENT

SITE NAME:

JOB NO: J

DESCRIPTION OF WORK :

LOCATION:

Date:

Program Start Date:

Completion Target Date:

## **Objective**

The objective of this method statement is to provide and document a safe working procedure for employees of 1a Instalec Ltd. Consideration has also been given in respect of persons who may be affected by our work.

## **General**

- This method statement must be read in conjunction with the associated risk assessment.
- This method statement must be verified by the Foreman / Supervisor / Chargehand and Customers safety representative prior to commencement of work on site.
- This method statement will be revised when there is a requirement to change the working method, for any reason.
- The information contained in this method statement and associated risk assessment will be imparted to the employees during the site specific induction/ tool box talk and thereafter will be reinforced when there is a change to the method of work.
- A copy of this method statement and any subsequent revisions, where applicable, will be issued to the customer contact or health and safety representative.
- Due consideration has been given to the competency of our work force who we consider to have adequate training, knowledge, experience and the appropriate personal qualities to carry out the work specified within the scope.

*On Behalf of 1a Instalec Ltd*

*Name: Jamie Swan*

*Signed*

## **Method of Work**

The method of work which will be employed is split down into the following areas:-

- Delivery, Off-Loading and Storage of materials
- Permit to Work
- Transit of materials from storage to work place
- Installation / application of materials
- Inspection and test of installation / application
- Personal protective equipment
- Tools and equipment used
- Housekeeping

## **DELIVERY, OFF-LOADING AND STORAGE OF MATERIALS**

All equipment/tools and access equipment is to be kept on vehicles or within suitable storage areas, as directed by the customer or site contact. This will be confirmed by our engineers on site induction.

## **PERMIT TO WORK**

Engineers must sign a permit to work system that is in place or obtain permits as necessary before work can commence.  
All engineers are to have a site induction prior to commencement of any works carried out.

Engineers must refer to the property's Asbestos Log Book before commencement of any work.

## **TRANSIT OF MATERIALS FROM STORAGE TO WORKPLACE**

All equipment and materials will be delivered to our office and kept on our vehicles until required and therefore no storage facility will be necessary.

## **INSTALLATION /TESTING/ APPLICATION OF MATERIALS**

All installations are to be carried out by suitably trained engineers with all engineers are to be competent and fully qualified, and all trainees / apprentices to be supervised by a qualified engineer at all times.

## **INSPECTION AND TEST OF INSTALLATION / APPLICATION**

Upon completion of all works appropriate certification and test results will be sent to the duty holder accompanied by a list of any failed items that have been tested. Updated drawings will be provided upon completion and records added to fire safety log book as necessary.

## **PERSONAL PROTECTIVE EQUIPMENT**

All engineers carry the necessary PPE at all times for all situations.

*On Behalf of 1a Instalec Ltd*

*Name: Jamie Swan*

*Signed*

