



1/2/2008

General Method Statement

- 1) Engineers to attend site.
- 2) Engineers to report to the security lodge/ (to obtain relevant passes / security clearance).
- 3) Engineers and vehicle are to attend the relevant location point, ensuring that during the period that they are on site any site limits and safety instructions are strictly adhered to.
- 4) Once the location point is reached, the vehicle is to be parked in an area which will not -
 - a) Cause an obstruction to or interfere with the client's own production requirements.
 - b) Cause an obstruction to any pedestrian walkways or fire exits.
- 5) Prior to commencement of works the engineers must ensure that all the correct safety clothes and equipment are being worn i.e.
 - a) Overalls (clearly marked with company name and logos)
 - b) Hi-visibility vests
 - c) Safety shoes
 - d) Safety headgear.
 - e) Eye and ear protection
 - f) All portable tools used will be either 110v or battery operated.
- 6) Prior to commencement of the installation or repair to the specific equipment, the engineers must report to the local area supervisor, to ensure that all operatives within the vicinity of the works are fully aware of the engineer's presence.
- 7) On removal of tools and equipment is not deposited in position which is likely to cause a hindrance / obstruction to either pedestrian or vehicular traffic.

- 8) Prior to carrying out any works either, to the mechanical or electrical systems of the equipment, the engineers must ensure that both the following procedures are strictly adhered to:
 - a) The power supply is rendered isolated by means of the control switch situated on the main control panel.
 - b) The main fuses for the relevant piece of equipment are removed from the electrical distribution board.

- 9) When engineers are required to carry out works at high level, which in turn would necessitate the use of ladders (all IDS ladders are fitted with rubber anti-slip feet), then the engineers must ensure that these items are erected in a manor which conforms to current health and safety regulations.

If this work is to be carried out in an area where the floor is particularly hazardous then the engineers would either -

- a) Securely lash the ladders to nearby steelwork, utilising the webbing lashings carried on the vehicle.

OR

- b) One engineer would foot secure the ladder for the second engineer carrying out the works.

- 10) Once the work element has been completed, then the equipment can be tested and left in the operating mode.
- 11) All none recyclable rubbish and redundant materials will be removed from the work area and will be placed in the relevant skip designed for that purpose.
- 12) The engineers would report their completion, firstly to the local area supervisor who in turn would inform the relevant personnel, and secondly to the engineering department contact, or Company personnel.
- 13) All tools and equipment would be removed from the work area and reinstalled into the vehicle.
- 14) Once the client is satisfied regarding the works that have taken place, then the engineer's work sheet will be signed, and copy left with the client.
- 15) The engineers will report back to the security lodge and surrender their clearance passes.
- 16) The engineers will leave site.
- 17) During all work and site attendance the engineers will ensure that both of the following documents are strictly adhered to:
 - a) Conditions of Contractor Employment and Site rules for Contractors on the Company Site.
 - b) Method Statement, Site Safety, as detailed herewith.