**Method Statement**

**Scope of Work:**

**Site & Specific Area:**

**Start Date:**

**Materials to be used:**

**Equipment to be used:**

**Safety Equipment Required:** Hardhats, Safety Shoes, High Visibility Vests, Ear & Eye Protection, Gloves

**Training Required:** Medical Certificate of Fitness for Working at Heights / Machinery Licenses

**Documentation Required:** Site Safety File

**Description of work to be carried out:**

**Site Rules:**

**ALL PERSONNEL WORKING ON ANY CONSTRUCTION SITE AS AN EMPLOYEE OR REPRESENTATIVE OF OUR COMPANY WILL ADHERE TO THE FOLLOWING RULES:**

* Delivery of Materials: Delivery vehicle to be parked in demarcated area. Do not park on blind corners when offloading is done.

All employees must report to security for arm banding. Site Safety rules and Regulations will be adhered to at all times

Appropriate PPE to be issued and worn during work. No Person will work without wearing HARD HAT, HIGH VISIBILITY VEST & SAFETY SHOES.

Tools, equipment and procedures are to be followed and used in accordance with the risk assessment control measures, SOP’s and Toolbox talks.

Maintain good housekeeping principles at all times. On completion of the job, the area must be inspected to ensure that all equipment, materials, tools and debris has been removed.

* All of our employees will cooperate with the Principal Contractor’s site management team.
* No smoking allowed in or around FLAMMABLE STORES or on site within the building.
* All rubbish will be cleared as the team moves from area to area on site and all rubbish, debris or rubble generated during the installation process will be removed for site and disposed of in the areas allocated as waste disposal bins or skips by the Principal Contractor.
* All working areas are to be kept free of excess rubble.
* No person will work on a scaffold structure unless it is marked as “safe for use”.
* No faulty or damaged ladders will be used.
* No faulty portable electrical power tools will be used on site.
* Any extension lead with more than 3 joints will be discarded.
* No employee will be forced to or expected to enter any work area deemed to be unsafe.
* Employees are not permitted to work next to any unprotected edge or opening unless they have a harness or similar means of preventing a fall while performing the required work.
* No “FIREARMS” or illegal weapons are allowed on site.
* No FIGHTING will be tolerated on site.
* All eating areas are to be kept neat and clean.
* No person will use an ANGLE GRINDER, HILTI GUN or JACK HAMMER without eye protection.
* No employee may loan out or borrow equipment from or to other contractors on site.
* Any person found to be intoxicated or smoking intoxicating substances will be removed from site.
* Any materials delivered to site must be neatly stacked.

Signature Date