



METHOD STATEMENT

- 1. Ensure that the correct equipment for each job.
- 2. All tools and machinery properly guarded.
- 3. Ensure operators are trained to use the tools, equipment and machinery
- 4. Provision to be made to safely store or dispose of waste / off-cuts.
- 5. Ensure enough work space around machinery.
- 6. Ensure all tools, equipment and machinery is regularly maintained.
- 7. Ensure there is a process to ensure that tools and machinery are switched off before maintenance and cleaning is carried out and cannot be inadvertently started by other workers during maintenance

and cleaning.

- 8. Unsafe or faulty tools, equipment or machinery should be tagged out, removed from use until they are repaired or replaced.
- 9. Machine repairs to be always carried out by authorised and competent persons only.
- 10. Ensure health and safety risks are considered before modification or alteration of any tools, equipment or machinery.
- 11. Ensure appropriate fall prevention methods been implemented for all tasks that are undertaken for work at height. (e.g. guard rails, scaffolds, harness systems)
- 12. Ensure to conduct pre-operational checks.
- 13. Ensure Safe work procedures are in place.
- 14. Ensure appropriate PPE is provided and used wherever applicable.
- 15. Ensure Outlets, plugs, sockets, leads and power points are in good condition.
- 16. Ensure Power circuits are protected with appropriately rated fuses or circuit breakers.







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- 17. Electrical equipment is never used in 'wet' areas.
- 18. LockOut Tag Out system to be used for the machine maintenance.
- 19. Welding equipment if used then it should be used according to the manufacturer's recommendations.
- 20. Non-flammable welding screens/partitions are used.
- $21. Signs warn that welding is taking place, and entry to the work area is\ restricted$ and ensure there is adequate ventilation.
- $22. \ Fire \ Extinguishers \ are \ kept \ ready \ on \ the \ work \ site \ in \ case \ of \ fire \ hazard.$
- 23. Ensure all safety and work permits are issued by the concerned authorities on the worksite.





