

	ENVIRONMENT, HEALTH & SAFETY Standard work Procedure (Work Method Statement)			
Prepared By	Checked by	Approved by	Date	Revision
Name of Plant		Work Location		

Description of work			
Scope of work			
Drawing reference / technical document ref		Group Risk Assessment (GRA) Ref	
Code of Practice (COP) reference Sheet		Any other reference, Pls mention	

1 Working activity description

Sr. No.	Sequence of activity in chronological order	Hazard Associated	Sequence of control Measure using Hierarchy
Location Safety Induction			
01	The employee working for this job would be working in assembly area		
02	In case of any emergency <ul style="list-style-type: none"> ▪ Emergency siren will be sounded in wailing mode for 1 min. ▪ Take nearest exit / emergency exit and reach nearest assembly point with help of signage. ▪ Walk fast, don't run in emergency. ▪ Wait for instruction at assembly point 		
03	In case you observe any emergency <ul style="list-style-type: none"> ▪ Report emergency through Nos. ▪ from local phones with location and type of emergency. Dialing for mobile : ▪ Keep away from emergencies like fire and explosion 		

Sr.	Sequence of activity in	Hazard Associated	Sequence of control Measure
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No.	chronological order		using Hierarchy
1	<p>Pole installation by Digging up to 3 ft *1 Ft manually in soft soil Terminations and Installation of Light on Pole</p> <ul style="list-style-type: none"> Identified the place for pole foundation with company execution team. Always conduct a comprehensive site inspection to identify services that will be affected by proposed works and location of proposed works and any nearby services Consider all possible services such as phone and optical cables, water and sewerage, gas, electricity, storm water drainage, irrigation and indirect services, survey marks and street lighting electric cables. Manually excavation / or Piling approximate for 3ft*1ft. Shifting of pole from storage location to the place where to fix. Assemble Pole ,Arms and fitting on the ground Fixing of light fixtures on the pole subject to availability of the light fixture from company. Laying of flexible wire / cable in the pole from the 	<ul style="list-style-type: none"> Electrical shock or breaking of under ground utility. Major/minor cut injury with rough edge or by the hand tools used for the excavation. Cut injury due to the sharp surfaces of the pole during laying of flexible cable in the pole for light fixtures. Chance of fallen of MS pole during manual installation. Chance of Fall from Boom lift , JLG or MS ladder during the installation of fixture . Cut injury in the fingers during the installation of MCB / Connectors and wires. Electrical shock when giving power to lightening the light fixtures. 	<ul style="list-style-type: none"> Marking at identified place where pole is going to erect. Signing of protocol along with ABB Electrical / Project / Civil team. Work area shall be cordoned off with caution tape & signage to restrict unauthorized entry of people. All hand tools used for excavation to be in good condition with proper grip like, insulated arm, proper tightness of MS part with wooden part, no crack in wooden part as per standard. Wearing of cut injury gloves during laying of flexible wire / cable in the pole. Trained and sufficient nos. of manpower to handle the process of installation. Mobile not allowed for using during the work. Trained manpower and uses of proper hand tools for the installation of connectors and channel. Power supply to be used through 30 ma ELCB /RCCB & overhead double insulated cable and with metallic extension board with metal stand, male female weather proof socket and no joints in cable. Issue the work permit to

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	<p>position of light fixtures to the junction box.</p> <ul style="list-style-type: none"> ● Installation of Pole Manually in the digged area. ● Putting 1:2:4 ratio PCC around pole ● Putting Support Pipe or angle for Pole ● Pole has to installed in line and parallel with each other. ● Installation of MCB and Elemex connector in Pole's junction box ● Installation of Light fixture on Pole with the help of Boom Lift , Manual elevated lift or JLG. 		<p>contractor supervisor by company engineer, only after physical verification of work location.</p> <ul style="list-style-type: none"> ● All workmen planned for this work shall be screened for medical fitness and deploy only if found medically fit by qualified doctor ● Contractor engineer/supervisor needs to be present at work spot for continuous supervision till completion of work. ● Ensure work specific tool box training to all the workmen conducted by contractor Engineer in presence of company. ● PPE Cotton Hand Gloves, Safety Helmet use for this activity ● Safety belts properly hooked with railing Boom Lift , Manual elevated lift or JLG. ● Driver is properly trained for Operation of Boom Lift or JLG. ● Tied spanners with thread to prevent fall down from Boom Lift, Manual elevated lift or JLG.
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STOP Take – 5








1	<p>Think through the task (Work scope, Safe working procedure, Required permit(s) to work obtained, You and co-workers are suitably trained for the task, Correct safety</p>	NIL	NIL
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	equipment available, Correct PPE available		
2	Observe the work area and surroundings (Required physical isolations used (e.g. Lockout Tagout, stored energy), Work area clearly identified (barriers, signs), Work area is safe (e.g. housekeeping, lighting, temperature etc), Equipment in work area is in safe condition		
3	Check what else is happening in the work area today		
4	Identified any new hazards, that not on risk assessment		
5	Satisfy yourself that it is safe to proceed		

Clearly identify the Mandatory PPEs requirement

Helmet	Safety Shoes and gumboot	Type of Hand gloves with description	Face mask / face shield	Safety harness	Hearing protection	Safety goggles	Any other PIs specify
							
Yes	Yes	Yes	Yes	No	No	Yes	Reflective Jacket

Type Does work require work permit							Cold Work, Height work
Use of hazardous chemical / Material							No
							NA
Acute Toxic	Health Hazard	Corrosive	Dangerous For the environment	Oxidising	Highly flammable	Explosives	
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
Does any activity requires emergency rescue especially for height works?							Allu. Ladder, scaffold ladder

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Main Emergency contact No.	
Maintenance Contact No.	

Revisions History

Rev. No.	Rev. Date	Revision details

Communication of method statement and signing off register:

Communicate to all relevant parties (via a toolbox talk) and ensure it is signed by all Personnel.

I undersigned have read, discussed and fully understand the above Standard work procedure will adhere to all method of work and condition set down.

Name	Name of company	Designation	Date	Signature	Training
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