

METHOD STATEMENT FOR FIRE AND SAFETY WORK

A

Job Description: Fire System Servicing (Testing and refilling if Fire Extinguisher, fire hydrant system, Fire Alarm etc.)	
Area/ Location: Plant- ETL Group	
Aux Permit Type:	General Work permit, Work at Height and Hot permit Emergency Work permit etc.

B

Major hazards associated with the job: <ol style="list-style-type: none"> 1. Electric Shock 2. Fire and Explosion 3. Slip, Trip and Fall hazard 4. Fall from height (if height work is carried out) 5. Falling Object. 	<ol style="list-style-type: none"> 6. Body injury during Hot work 7. Eye and Cut injury During cutting work 8. Dust Fumes inhalation during refilling work. 9. Body injury during Material handling 10. Human Injury 11. Any Other.
What Worst can Happen? <ol style="list-style-type: none"> 1. Fatality or permanent disability due to Electric Shock, Falling from Height, explosion of fire extinguisher etc. 	

C

PPE's Required for Jobs: Safety Shoes, Hard helmet, full body safety harness, Scaffolding / ladder, Safety glasses, cut resistance Hand Gloves , etc.
Resources /Tools Required for the Job: Pneumatic Hand Tools, Spanners, chisels Weight balance. etc.

D

Activities Sequence: (What, Who & How?)				
S. No	Activity	Who Will do	Risk involved	Risk Mitigation / Control Measure
1	Take work Permit as per requirement – General, Emergency, Hot or Height etc.	Executor will take the permit signed by respective authorities	Nil	Full Compliance to PTW process
2	Provide the training for the persons who will work Fabrication /Partition work /	SHE Officer/ Site Engineer Area Owner, Shift In charge	Nil	Training to cover all the associated risks and job details/method, PPE usage training, Tool box talk shall be

	plumbing work/ Floor repairing & tiles work activity.			taken before start the activity. Only experienced persons would be selected for the job
3	Assessment of the work area before job starting	Area Owner	Slip Trip Fall etc.	Assessment of the job area to ensure area must be cleaned for work.
4	Take all the hand tools and equipment's required for hot work at site	Approved Contractor	Trip hazard due to improper handling Equipment's and machines.	Ensure that the m/c machine are properly carried.
5	Start the required fabrication/ partition work/ Plumbing work/ Floor repairing Tiles work work process	Trained and experienced persons from contractor	As per attached hazards categories.	Ensure that all work must be done by train person.
6	Removal of scraped material after work completion.	Contract Employees	Cuts due to sharp edges of scrap material	Safety shoes, cotton hand gloves, safety helmets.
7	Closing of permit	Permit Executor and Contractor	Violation of permit	The permit should be handed over after getting it signed from Executor.
8	Assessment of the Hot work area after job completion	Area Owner	Smoldering, fire risk. Ensuring Area is cleared of Debris.	Assessment of the job area 1 hour after job completion to ensure that there is no smoldering and the area has been cleared of all debris

E

Special Instructions/Note:

1. Get the Permit to work along with height work permit from authorized person.
2. Follow all the work instructions strictly as per work permit.
3. The switch board used must have ELCB
4. No Cable joints in portable electric equipment is acceptable.
5. Close Supervision while performing the work.



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