Unit 105: Protecting health, safety and the environment when working in the construction and built environment sector

# Worksheet 12: Method statement information (tutor)

1. Method statements are required to give everyone a step-by-step process for how to carry out a task safely. Below in bold are generic titles for what to consider when preparing a method statement. Read the titles and add information on/consideration of what you feel would be needed under that heading for a foundation concreting activity on a construction site. (tutor can alter the activity to suit)

The main hazards to your safety and health to be considered are:

1. Contact with live services underground.
2. Trench/excavation collapse
3. Falls into trenches, equipment falling
4. Injury to operators and others from contact with heavy machinery
5. Injury from incorrect manual handling.
6. Injury from slips trips and falls.
7. Risks from leptospirosis (Weil’s disease) and other water-borne diseases
8. Injury from the incorrect actions of other contractors on site.
9. Injury to members of the public during operations.

**Personal protective equipment**

All site workers will wear hard hats, safety boots, hi-visibility vests and protective clothing, at all times, other items of PPE such as eye protection, and gloves are available to be worn as and when necessary.

1. Safety glasses
2. Dust mask
3. Overalls
4. Gloves
5. Safety boots

**Environmental protection measures you must take**

You must dispose of waste and spoil to the designated area or skip provided for waste. Adhere strictly to the following procedure to ensure quality of service. If in doubt, contact your manager for clarification before proceeding.

**Staff and training**

All members of staff are experienced tradespeople with previous experience of this type of project. A site manager will be appointed to each contract that will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

**Preparation and induction**

All members of staff required to work on this contract will be given copies of risk assessments and method statements; any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff will be inducted onto each site by the principal contractor or contract manager, and will follow all site rules and safety procedures.

**Welfare**

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

**First aid**

It is the responsibility of all sub-contractors to ensure adequate first aid provision for their staff. Adequate means provision of suitable first aid equipment and the provision of an appointed person at the minimum.

**Site Access and egress**

The principal contractor is responsible for providing safe access and egress to the site, the contractor will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained.

**Material handling**

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

All staff and contractors have been instructed on the potential dangers of manual handling and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to identify and control potentially dangerous manual handling situations as they occur on site on a day-to- day basis.

**Contractor/visitor safety**

Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

**Portland cement**

Portland cement is a light grey powder that poses little immediate hazard. A single short-term exposure to the dry powder is not likely to cause serious harm. However, exposure of sufficient duration to wet Portland cement can cause serious, potentially irreversible tissue (skin or eye) destruction in the form of chemical (caustic) burns. The same type of tissue destruction can occur if wet or moist areas of the body are exposed for sufficient duration to dry Portland cement.

All persons exposed to Portland cement must ensure that they have sufficient protection from the caustic effects of cement. Staff will wear impervious gloves overalls and wellington boots; eye protection must be used during mixing, working and laying of concrete.

**Machinery safety**

Specific hazards of working with heavy machinery:

Workers on foot are struck by equipment, usually when it's backing up or changing direction.

Equipment rolls over and kills the operator while on a slope or when equipment is loaded or unloaded from lorries.

Operators or mechanics are run over or caught in equipment when the brakes are not set, equipment is left in gear, wheel chocks are not used, or the equipment and controls are not locked out.

Workers on foot or in a trench are crushed by falling equipment loads, backhoe buckets, or other moving parts.