Method statement

Title:

Site details

Contractor name and contact details: Project name and site address:

Site manager name and contact details:

Transfer of information from client / contractor to relevant sub-contractor

Attendances

Work activity

Pre-start checks:

Description of the contract:

Sequence of work:

Plant details:

Deliveries and site access:

Personnel

Foreman:

Operatives eg. driver, plant operator, banksman etc.: Training:

Appointed person (if appropriate):

Other site operations / third parties:

Health and safety management and control measures

Personal protective equipment: Site rules:

Specific site hazards: Access to the work area:

Welfare facilities:

Amendments and additional information

# Amendments to the method statement:

Should any part of this method statement require amendment or alteration, this must be notified for agreement to all relevant parties prior to it being enforced.

# Communication of method statement:

Communicate this method statement to all relevant parties (via toolbox talk) and ensure it is signed by all personnel.

This method statement was prepared by: Date:

Method statement record

Please sign to confirm you have read and understand this method statement.

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| --- | --- | --- | --- |
| **Name:** | **Company:** | **Signature:** | **Date:** |
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