

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.

