

Method Statement (MS) Template



Company/ Organisation	
Address	

Project/Task	
Location	
Project/Task number	

RA Number	
RA Date	

MS number	
MS date	

Project/task description Provide a brief description of task and its expected duration	
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Known hazards List hazards identified in the risk assessment and those hazards associated with project/task's proximity to other activities	
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Responsible person(s)	
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<p>Monitoring</p> <p>How will you monitor the project/tasks health & safety and environmental performance? Are workers aware of the STFC SHE incident reporting process.</p>	
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<p>Operational Sequence</p> <p>How will the work be structured & organised to be carried out in a safe manner? How controls detailed in the RA will be implemented. What PPE will be required.</p>	
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<p>Permits/ Authorisations</p> <p>Are any special permits required, e.g. hot works, confined spaces, statement of services etc.?</p>	
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<p>Labour</p> <p>List competency & relevant qualifications of labour you are using.</p>	
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<p>Plant/ Equipment</p> <p>Detail the equipment to be used explaining safe working practices, statutory checks and relevant</p>	
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operator training qualifications.	
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Materials Identify materials to be used and potential safety issues such as manual handling & storage and disposal.	
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Deliveries Identify routes and drop locations	
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Emergency arrangements Identify first aid and fire or other emergency procedures, first aiders and location of first aid and fire equipment.	
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Environmental issues Detail controls of harmful emissions to air, water & land.	
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Name	
Date	
Position	
Signature	