

**GALLDRIS GROUP LIMITED**  
**SAFETY MANAGEMENT SYSTEM**  
Procedure 12

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| <b>Method Statements / Safe Systems of work</b> |
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### 1.0 Definitions

**Significant risks** - means those risks that are liable to arise because of, be compounded by or where there is evidence of significant relevance to, the work activities.

**Written method statement, works package plan or documented safe system of work** - means a plan that sets out the sequence of working and the control measures necessary to reduce and manage the specified risks involved. It should be concise, with simple sketches where appropriate and may identify the need for 'permits to work'.

### 2.0 Producing a safe system of work

There are standard formats for Network Rail (works package plan) and LUL (QUENSH) however, 'all' safe systems of work should include where appropriate, details of:

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| <b>what</b> is to be done?               | <i>the precise scope of the work.</i>  |
| <b>where</b> it is to be done?           | <i>the precise location.</i>   |
| <b>when</b> it is to be done?            | <i>either in relation to other activities/events or dates and times where relevant e.g. railway possessions, including lead or lag times etc.</i>  |
| <b>who</b> is to do it and supervise it? | <i>the number and type of personnel including any specific skills, fitness levels, training or qualifications required.</i>  |
| <b>how</b> is it to be done safely       | <ul style="list-style-type: none"><li>• the plant, equipment and materials required, including the access equipment and materials storage and handling</li><li>• a safe means of access to the work</li><li>• a safe place of work e.g. where to stand</li><li>• the precise method and sequence of operations including any 'hold' points</li><li>• specific limitations or constraints upon the job e.g. adverse weather, out of sequence working</li><li>• systems for prompt and appropriate removal of any waste generated</li><li>• emergency procedures (including all contact details for individuals and emergency services).</li></ul> |
| <b>risk</b> assessments                  | <i>list the identified hazards, (including those health-related), who might be harmed and the control measures to be taken.</i>  |
| <b>review</b>                            | <i>when it should be reviewed and any updates necessary due to changing circumstances.</i>   |

### 3.0 Consultation with Workers

- Site Managers are to consult with those who will be carrying out the work in time for their views to be taken into account prior to developing the method statement.
- Do not rely on generic method statements supplied in advance because they are unlikely to include important specific issues relating to the task and location in hand.
- Even if a generic method statement is available it can only be used as a basis for a more detailed method statement covering that element of work.
- Task specific briefings are to be developed from the main method statement produced for the works.
- Task briefings are to detail the hazards associated with the specific task/location and

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include the additional control measures required to lower the risk.

- Task briefings are to be carried out at the start of every shift, prior to works commencing and are to be delivered to the work force by the manager/supervisor responsible.

#### **4.0 Checking**

- Contract Managers, Project Managers i.e. those responsible for and supervising the work must methodically check and sign off method statements/Task Briefings as to suitability and sufficiency – before work starts.
- Ensure the risk assessment is also suitable and sufficient.

#### **5.0 Checking Sub-Contractor's Method Statements**

- Duty holders (CM's, PM's, Safety Adviser) must ensure that all subcontractor and supply chain generated method statements are checked prior to work commencing.
- To minimise delays to the programme, a timescale should be set for the submission of documents.
- Safety Advisers may need to be consulted, so plan their involvement.
- Put in place system controls, such as who will check the method statements and communicate them.

#### **6.0 Communication**

- Agreed methods must be communicated to both supervisors and those doing the work.
- The qualifications and competence of those involved should be checked.
- Suitable toolbox talks on both physical and health issues should be incorporated.
- Ensure everyone understands what is expected of them and that they agree and sign the briefing acceptance form / NR task briefing form.

#### **7.0 Supervision, Monitoring, and Review**

This should be achieved by:

- checking the work place before work starts
- physical inspection as the work proceeds
- debriefing and obtaining feedback from the workers
- endorsing method statements / task briefings with any positive and negative observations for future reference.

#### **8.0 Records**

- Each method statement must be uniquely numbered, enabling it to be produced easily.
- Method statements should be kept for future reference.

#### **9.0 Subcontractors Working on Company Property**

- It is the duty of the director or the senior manager responsible for the property, to see that the above requirements are complied with.
- The services of a Safety Adviser should be engaged where necessary.

#### **10.0 Environment**

- Method statements must also address the potential environmental impact of work by detailing the controls to be adopted to mitigate its environmental effects.
- These should include measures to ensure waste is managed correctly and that pollution of water, land and air is prevented.
- Refer to the Project Environmental Plan for details of the environmental controls required.