

John Henry Group	JHG Operations Method Statements	
Reference Number: PRO-JHG-MS201	Version Number: 2	
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Document Owner: Head of Health & Safety	Approved By: HSEQ Director	

F-JHG MS 20: Pole Removal

Scope of Works

Safe method of removing a redundant pole:

Note: A Site-Specific POWRA shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.

Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with complete job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Before operating the pole jack, check all operation functions for defects, including pole jack rope winch and associated lifting chains.
- Place the jack on firm level ground parallel to the pole
- Attach the lifting chains to the pole and winch rope
- Jack out the pole allowing it to fall in a controlled manner using the supporting winch rope
- Load the recovered pole onto the pole erection unit
- Lift & position the new pole into the hole in accordance with F-JHG MS19: Pole Installation.
- Backfill & compact the loose ground around the pole.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

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Storage:

All materials will be stored on the lorry, including new and redundant poles.

Plant & Equipment and Certification Required.

Pole Jack & transporting cradle (pole erection unit), winch and associated ropes & chains.

Hand tool, all plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required will all be 110v in line with the current regulations.

Staff Involved and Certification Required

Only trained, competent authorised personnel shall be permitted to carry out works. All Construction workers must have the required basic legislative health and safety training and Manual Handling Training. Each crew collectively should have a combined training of:

- Sign, lighting and guarding,
- 1st aid training

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location, causing no obstruction to the site provider/ or adjoining users. Any directions / instructions issued by the site provider, as detailed in the site survey will be adhered to.

Interface with Public

Access is generally arranged by the office and arrangements conveyed to the PICW. All required third party notification / procedures will be addressed by the P.I.C.W. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

Signage:

Signage will be erected at the site entrance (Where applicable) to identify construction activity

Working hours

Normal Working Hours will be 08.00-17.00. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (as required), Ear protection (as required), Dust Mask (as required)