

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

## F-JHG MS24: Use of Machinery

### Scope of Works

#### Use of Machinery

*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

- A safety check must have been carried out in the yard before leaving site.
- Prior to transporting the required machinery to site, a check must be carried out on how the machine is secured to the trailer so there is no likelihood of the equipment falling off or a Jib Arm swinging into the path of traffic
- Upon arrival on site park the vehicle & trailer on firm even ground.
- 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.
- Ensure that an authorized, trained and competent person operates the machine.
- Unload the machine and move it into the fully guarded working area.
- Examine the machine and fill in the check on the . The weekly inspection should be filled in on the Plant Register.
- The Machine should always be banked by a trained banksman, to supervise that the works are carried out correctly.
- MEWP should be operated in accordance with MS15 –Use of MEWP,
- Excavators should be operated in accordance with MS29 Working near overhead services, MS18 working in close proximity to underground services.
- Upon completion of work remove all equipment
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

### Plant & Equipment and Certification Required

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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,
- 1<sup>st</sup> aid training
- Banksman/Plant Vehicle Look out (PVL) (Mobile plant)
- Accreditation for mobile plant

#### 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 Supervisor/PDM. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

#### Signage:

Traffic Management arrangements will be completed prior to work commencing including Traffic Management Signage & Barriers. The traffic management arrangements are required to ensure road users can move safely through/around the site while at the same time keeping construction workers safe.

#### 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