

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 MS01: Project Commencement /Arrival on Site

Scope of Works

Required method of work for site setup:

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 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.
- If any other contractor or party is present on the site at the time of work commencement, stop, enquire as to their presence and access approvals and arrange an amicable resolution. No Dual contractor working is allowed and if the situation cannot be amicably resolve, escalate to your line managers for action.

Plant & Equipment and Certification Required

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

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Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the works area.

Interface with Public

Access is generally arranged by JHG/Client office and arrangements conveyed to the Site Supervisor. All required third party notification / procedures will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected and will be in force prior to the commencement of any works.

Signage:

A SSWP detailing Traffic Management Plan requirements will be completed prior to work commencement. All barriers, signs & cones will be setup accordingly.

The traffic management plan is a way of planning and ensuring 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.

Hazard Identification/Risk Assessment

F-JHG RA-02	Access and Egress Site
F-JHG RA-19	Fire
F-JHG RA-23	Housekeeping
F-JHG RA-36	Waste Disposal
F-JHG RA-40	Delivery of Material to Site
F-JHG RA-37	Weils Disease
F-JHG RA-27	Manual Handling
F-JHG RA-12	Driving
F-JHG RA-44	Weather Conditions
F-JHG RA-51	Traffic management

PPE

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