

Form	HITACHI Hitachi Rail Honolulu JV
METHOD STATEMENT TEMPLATE	

This document provides the template and guidelines to produce a Method Statement to be submitted as part of the application for a Works Package to carry out works on Honolulu Metro premises.

In addition, the information in this document should be used to create the Task brief.

1 Scope of Work

This section must describe the exact nature of work to be carried out and boundaries

- What?
- Where?
- When?

2 Method of Work

This section must define the specifics of the method of work, step by step to a level of detail that helps the Sponsor understand what is planned for the project and how the works will be carried out. The method of work must relate to the risk assessment such that the Sponsor and PIC are aware of the risks and controls in place.

3 Health, Safety and Environment (HSE)

This section must detail the HSE nominated representatives and their roles that will be in effect for the project and who will be responsible for their compliance.

Name	Role	Email Address

4 Workgroup

This section must describe roles & responsibilities within work group. Indicate here the PIC that can use this work Package.

Role	No. Staff required	Additional Proficiency / Competence

5 Emergency Procedures

This section must provide comprehensive details of all emergency arrangements for the project. Drawings, diagrams will be provided where necessary.

Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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6 Personnel Protective Equipment (PPE)

This section must define PPE requirements for each work activity.

7 Products

This section must describe products/materials/substances to be used for the work. Material Safety Data Sheets must be provided as an addendum to the Method Statement.

8 Tools and Equipment

This section must describe the tools and equipment that will be required to carry out the works including any competencies that may be relevant; i.e. scaffolding erection/dismantling.

9 Environmental Aspects and Impacts

This section must describe the environmental aspects and impacts of the work and how they will be controlled and managed during the work, i.e. waste management, noise and vibration, spills, use of resources, etc.

10 Documentation

This section must define the related documentation e.g. work Instruction/Procedure/O&M Manual, Drawings/Plans, Technical Data, Specifications which are related to the works.

11 Arrival on Site

This section must define the first steps to be carried out on “arrival to site”, i.e. marking out, dimensions and levels, safety briefings, barriers, Traffic Management, etc.

12 Handback Arrangements

This section must define how the completion of work will be identified, who and what departments will be notified/informed for final inspection this must include reference to Hand Back Procedure and where required Hand back certificate.