



# **SBG O & M**

## Method Statement



## INTRODUCTION AND SCOPE

### Organization, Resources and Competence

The organization, resources and competence are the key factors of the success of our department in all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The resources are fully utilized to achieve maximum efficiency and the competence of the staff is enhanced by arranging workshops, training sessions and various courses registration so that we can improve our performance and enhance the benchmarking factor

### Project HSE Organization

In all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The chain of the command for the proper execution of working method is followed and we have an appropriate channel of communication from top to the last position of our department and our roles and responsibilities have adequate shared attributes.

### Leadership and Commitment

To improve the Standard Operating Procedures in all the project sites by following the safety guidelines from the **Civil Defense, NFPA** & Also according to the international safety regulatory organizations (**OSHA, ISO& OHSAS**). **SBG O&M** believes in developing safe working procedures and maintaining a 0 injury working environment. This scope clearly concludes that our main scope is improved performance and the effective utilization of the resources and for the benchmarking with the other departments.

### Policy and strategic Objectives

The main scope of **SBG O&M** is to ensure the effectiveness of the safety standards and the rules and regulations of the regulatory bodies of health and safety. In all the operation and maintenance related issues in the projects, we ensure the implementation of zero accident policy. The main objective is to provide safe system of work, safe equipment of work and safe working methods to ensure the safety of employees, workplace and environment in accordance to the NFPA, OSHA, ILO and national regulatory bodies of Health and Safety



## METHODS STATEMENT

### What is a Method Statement?

A work method statement, sometimes called a "safe system of work", is a document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a step by step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

Method Statements are frequently requested as part of a tender process which allows the company to gain an insight into your organisation and the way it operates. They allow your company to demonstrate how it can provide goods and services in a safe and high quality manner. For this reason Method Statements become another brochure for your company and it is necessary to have well-presented documentation to gain a competitive advantage over your competition. Writing a Method Statement may seem like a daunting task, but this article will guide you through the process and enable you to approach Method Statements with confidence. The first task is to carry out a Risk Assessment. A Risk Assessment will highlight the significant hazards and control measures required to prevent injury or ill health whilst carrying out the task and will provide details to add to your method statement document.










## WORK METHOD STATEMENT SAMPLE







**Note: All fields must be completed and place N / A where necessary.**


<b>Contractor</b>	<b>Name:</b>	<b>Address:</b>	<b>Contact No.</b>	
<b>Project Name</b>				
<b>Description of the Task / Activity</b>				
<b>Site Address / Location:</b>		<b>Start Date / Time:</b>		
		<b>Finish Date / Time</b>		
<b>Personnel Involved</b>	<b>Name</b>	<b>Role/Trade</b>		
<b>Subcontractor Site Supervisor:</b>		<b>Tel:</b>		
<b>Safety Officer</b>		<b>Tel:</b>		
<b>Site Safety Representative</b>		<b>Tel:</b>		
<b>Key Plant &amp; Tools (Attach Certification)</b>	N/A			
<b>Key Materials</b>	N/A			
<b>Other Essential Equipment:</b>				
<b>Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))</b>	N/A			
<b>Specific Staff Training</b>	Safe Pass, Manual Handling.			



<b>Detailed Step by Step Sequence of Operations:</b> (include sketches if required)																																											
<b>Temporary Supports and Props needed to facilitate the works:</b>	(if none, state none) <b>None</b>  <b>N/A</b>																																										
<b>Method of Access and Egress to the work area:</b>	(i.e. Ladders / MEWPS / Scaffold / Trestles / Step Ladder, etc) <b>Ladders may only be used as a last resort and must be for short duration only.</b>  <b>N/A</b>																																										
<b>Fall Protection Measures:</b> (Where work at height cannot be eliminated – consider both Personnel & Materials)	(i.e. Guard Rails / Toe Boards/Brick Guard / Safety Harnesses / Exclusion Zones, etc.)  <b>N/A</b>																																										
<b>Hazardous Substances:</b> (Attach MSDS if required)  Applicable:	 Very Toxic	 Harmful/Irritant	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives																																				
	No	No	No	No	No	No	No																																				
<b>Environmental:</b>	<table border="1"> <thead> <tr> <th>Aspect</th> <th>Tick</th> <th>Aspect</th> <th>Tick</th> </tr> </thead> <tbody> <tr> <td>Waste Handling &amp; Disposal</td> <td>No</td> <td>Spillage or leakage of hydrocarbons</td> <td>No</td> </tr> <tr> <td>Discharges to the Sewer</td> <td>No</td> <td>Discharging /Dewatering from excavation / site</td> <td>No</td> </tr> <tr> <td>Noise and Vibration Generation</td> <td>No</td> <td>Renewable &amp; Non-renewable Resource Consumption</td> <td>No</td> </tr> <tr> <td>Emission to Atmosphere</td> <td>No</td> <td>Transport</td> <td>No</td> </tr> <tr> <td>Discovery of Archaeological Features</td> <td>No</td> <td>Discovery of previously unknown contaminated ground</td> <td>No</td> </tr> <tr> <td>Litter</td> <td>No</td> <td>Working on a site of value to Wildlife and Natural Features</td> <td>No</td> </tr> <tr> <td>Storage of hazardous resources on site</td> <td>No</td> <td>Contamination from firewater</td> <td>No</td> </tr> <tr> <td>Odour and Dust</td> <td>No</td> <td>Contractor Activity</td> <td>No</td> </tr> </tbody> </table> Control Measures:							Aspect	Tick	Aspect	Tick	Waste Handling & Disposal	No	Spillage or leakage of hydrocarbons	No	Discharges to the Sewer	No	Discharging /Dewatering from excavation / site	No	Noise and Vibration Generation	No	Renewable & Non-renewable Resource Consumption	No	Emission to Atmosphere	No	Transport	No	Discovery of Archaeological Features	No	Discovery of previously unknown contaminated ground	No	Litter	No	Working on a site of value to Wildlife and Natural Features	No	Storage of hazardous resources on site	No	Contamination from firewater	No	Odour and Dust	No	Contractor Activity	No
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Storage Arrangements:	To be agreed with the client / site manager. Prior to works						
Details of Permits to Work:							
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place) none						
Required Personnel Protective Equip.:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Eye Protection	 Respiratory Protection	Other: 1. Hi - Viz 2. 3.
Applicable Y/N:	y	y	y	n	y	n	y

Emergency Procedures:	Assembly Point: Outside the front door of the building. Escape Routes: Stair cores.	
 First Aid Facilities:	Name of On-Site First Aider:	
	First Aid Box Location:	
	Location of Nearest Hospital:	
Accident Reporting:		
Welfare Requirements	<u>EMERGENCY NUMBERS</u>	
Services to be supplied by Others		



## Work Method statements for Shops Commercial Centre

رقم المحل	أسم المحل
Shop Number	Shop Name
الوصف	مسلسل
Descriptions	S.N
وسائل الإطفاء يجب أن تكون متوفرة ومطابقة للمواصفات ومعايير السلامة	1
Means of extinguishing fire should be available and compatible with safety standards	
ادوات السلامة يجب أن تكون متوفرة ومطابقة للمواصفات ومعايير السلامة	2
Safety Tools should be available and compatible with safety standards	
تغطية الواجهة بحواجز الحريق ( Fire Barriers )	3
Front side of the shops should be covered with fire barriers	
التأكد من أن ( الديكور – العزل- الطلاء ) من النوع المقاوم لدرجات الحرارة العالية	4
Ensure the decorations & installations inside the shops should be painted with high fire resistant materials	
التأكد حين تنفيذ الأنشطة الخطرة (المواد الكيميائية – أدوات القطع واللحام ) من إتباع اشتراطات السلامة العامة	5
Ensure when performing high risk activities (chemical substances/using cutting & welding tools) to follow the general safety procedures	
التأكد من أن الأبواب (مقاومة للحريق – تفتح للخارج )	6
Ensure doors (fire resistant/open towards the outside direction)	
التمديدات الكهربائية والميكانيكية ( النوعية – العزل – محمية ضد التلف والتيار )	7
Electric wires should be compatible with the electrical load & mechanical connections of good quality	
المعدات والتجهيزات تكون مطابق للمواصفات القياسية والفنية	8
Devices & equipment's are compatible with the technical & safety standards	
التوصيل الأرضي لجميع الأجهزة والتركيبات والدوائر الكهربائية	9
Ensure that all electrical devices & equipment's are earthed	
تكون الاضاءه ( كافية لجميع اجزاء المحال ومثبته جيدا – غير قابلة للانفجار )	10
Lighting installed inside the shops should be of heat resistant & well fixed & not fragile	
التخزين ( فصل المواد – الأرفف- التهوية – الممرات – وارتفاع الرصات يجب أن يكون أقل من 45 سم من السقف – الاناره	11
Storage places should be maintained with good housekeeping, well ventilated & storage materials should be stored 45cm below from the ceiling & also make segregations between the mixed materials	
التهوية والتكييف ( مطابقة – لانتشار الدخان لداخل المحل – غلقها عند حدوث حريق – جيدة التعليق والتثبيت	12
Lighting, air condition should be well mounted & in case of fire switch off the air condition inside the shop to prevent spreading of fire & smoke	
تركيب علامات الهروب داخل المحال الذي يفوق مساحته عن 150 متر مربع	13
Install exit signs inside the shop if the shop area exceeds from 150 square meter	
توفر مصدر الاضاءة الطارئة	14
Emergency should be installed/available inside the shops	
توفير صندوق للاسعافات الاولى	15
First Aid Kit should be installed/available inside the shops	
عمل فتحة لأعمال الصيانة في السقف المستعار بمقدار 60×60 سنتيمتر مقاومة للحريق	16
Exit opening inside the shop for maintenance work should be 60*60 cm & fire resistant	
تركيب اسقف مستعارة بمقدار 60×60 مقاومة للحريق	17



Install ceiling 60*60 cm & must be fire resistant	
عدم تخزين أي مواد فوق السقف المستعار أو ترك أي تمديدات كهربائية زائدة	18
Do not store any substance above the ceiling & ceiling should be of fire resistant	
عدم استخدام السخانات و المواقد داخل المحال	19
Don't use the electric heaters & gas stoves inside the shops	
عدم التدخين داخل السوق التجاري	20
Smoking is prohibited inside the commercial area	
عدم استخدام الغازات المضغوطة و القابلة للاشتعال	21
Flammable * compressed gases are totally prohibited to use inside the shops	
توفير قائمة بمحتويات المواد المخزنة مع تصنيف درجة الخطورة	22
List of stored substances inside the shop should be available showing the level of risk	
عدم التخزين داخل الممرات حتى لا تعوق عمل رجال الاطفاء في حالات الطوارئ	23
Don't store the materials on the walkways/passages in order to make easy access for the firefighting personnel's in case of fire	
السلالم الداخلية (مطابقة - جيدة التثبيت) إن وجدت	24
Internal stairs inside the each shop should be well fixed & compatible if there is any	
أتباع إرشادات وتعليمات فريق السلامة في حالات الطوارئ والإخلاء	25
Shop tenants should follow the instructions of safety team in case of emergency & evacuation	
تدريب جميع العاملين في المحال على استخدام طفايات الحريق في مكافحة الحريق	26
Operation of portable fire extinguishers training must be attended by the shop tenants	
التقيد بكل مواصفات المشروع الفنية والهندسية وعند حدوث أى تعديل أو إضافة إبلاغ إدارة السوق ومؤسسة السلامة قبل القيام بأى تعديل	27
In case of any modification by the shop tenants they will have to follow the engineering & technical specifications for the project & they have to report the PMDC & SSCL safety department prior to modifications	
<b>1 طفايات الحريق</b>	
<b>2 Fire Extinguishers</b>	
العدد ( طفاية 75 قدم للمواد العادية - 50 قدم للمواد الملتبته ) كحد أقصى شاملة مسافة الأرتحال	1
Portable fire extinguishers should be in place at a distance of every 75 feet in case of combustible materials & 50 feet in case of flammable materials	
النوعية ومطابقة المواصفات وحسب نوعية الاخطار	2
Appropriate portable fire extinguishers should be available according to the nature of hazards existed	
الوزن والضغط مطابق	3
Compatible pressure & weight for the fire extinguishers	
الصيانة وتعليمات الاستخدام	4
Operating instructions & maintenance of fire extinguishers	
اماكن التثبيت والتعليق	5
Location for the mounted fire extinguishers	





		تاريخ انتهاء الصلاحية	6
		Expiry date for the portable fire extinguishers should be pasted on it	
		الاسم	
		Name	
		التوقيع	
		Signature	

### Work Method Statement For Restaurants Commercial Centre

	رقم المطعم		أسم المطعم
	Restaurant Number		Restaurant Name
	الوصف		مسلسل
	Descriptions		S.N
	وسائل الإطفاء يجب أن تكون متوفرة ومطابقة للمواصفات ومعايير السلامة		1
	Means of extinguishing fire should be available and compatible with safety standards		
	ادوات السلامة يجب أن تكون متوفرة ومطابقة للمواصفات ومعايير السلامة		2
	Safety Tools should be available and compatible with safety standards		
	تغطية الواجهة بحواجز الحريق ( Fire Barriers )		3
	Front side of the restaurants should be covered with fire barriers		
	التأكد من أن ( الديكور – العزل- الطلاء ) من النوع المقاوم لدرجات الحرارة العالية		4
	Ensure the decorations & installations inside the restaurants should be painted with high fire resistant materials		
	التأكد حين تنفيذ الأنشطة الخطرة (المواد الكيميائية – أدوات القطع واللحام ) من إتباع اشتراطات السلامة العامة		5
	Ensure when performing high risk activities (chemical substances/using cutting & welding tools) to follow the general safety procedures		
	التأكد من أن الأبواب (مقاومه للحريق – تفتح للخارج )		6
	Ensure doors (fire resistant/open towards the outside direction)		
	التمديدات الكهربائية والميكانيكية ( النوعية – العزل – محمية ضد التلف والتيار )		7
	Electric wires should be compatible with the electrical load & mechanical connections of good quality		
	المعدات والتجهيزات تكون مطابق للمواصفات القياسية و الفنية		8
	Devices & equipment's are compatible with the technical & safety standards		
	التوصيل الارضى لجميع الاجهزة والتركيبات والدوائر الكهربائية		9
	Ensure that all electrical devices & equipment's are earthed		



تكون الاضاءه ( كافية لجميع اجزاء المحال ومثبته جيدا - غير قابلة للانفجار )	10
Lighting installed inside the restaurants should be of heat resistant & well fixed & not fragile	
التخزين ( فصل المواد - الارفف- التهوية - الممرات - وارتفاع الرصات يجب أن يكون أقل من 45 سم من السقف - الاناره	11
Storage places should be maintained with good housekeeping, well ventilated & storage materials should be stored 45cm below from the ceiling & also make segregations between the mixed materials	
التهوية والتكييف ( مطابقة - لانتشر الدخان لداخل المحل - غلقها عند حدوث حريق - جيدة التعليق والتثبيت	12
Lighting, air condition should be well mounted & in case of fire switch off the air condition inside the shop to prevent spreading of fire & smoke	
تركيب علامات الهروب داخل المحال الذي يفوق مساحته عن 150 متر مربع	13
Install exit signs inside the restaurant if the restaurant area exceeds from 150 square meter	
توفر مصدر الاضاءة الطارئة	14
Emergency should be installed/available inside the restaurants	
توفير صندوق للاسعافات الاولى	15
First Aid Kit should be installed/available inside the restaurants	
عمل فتحة لأعمال الصيانة في السقف المستعار بمقدار 60×60 سنتيمتر مقاومة للحريق	16
Exit opening inside the restaurant for maintenance work should be 60*60 cm & fire resistant	
تركيب اسقف مستعارة بمقدار 60×60 مقاومة للحريق	17
Install ceiling 60*60 cm & must be fire resistant	
عدم تخزين أي مواد فوق السقف المستعار أو ترك أي تمديدات كهربائية زائدة	18
Do not store any substance above the ceiling & ceiling should be of fire resistant	
عدم التدخين داخل السوق التجاري	19
Smoking is prohibited inside the commercial area	
عدم استخدام الغازات المضغوطة و القابلة للاشتعال	20
Flammable compressed gases are totally prohibited to use inside the restaurants	
توفير قائمة بمحتويات المواد المخزنة مع تصنيف درجة الخطورة	21
List of stored substances inside the restaurant should be available showing the level of risk	
عدم التخزين داخل الممرات حتى لا تعوق عمل رجال الاطفاء في حالات الطواري	22



Don't store the materials on the walkways/passages in order to make easy access for the firefighting personnel's in case of fire	
السلام الداخلية (مطابقة - جيدة التثبيت) إن وجدت	23
Internal stairs inside the each restaurant should be well fixed & compatible if there is any	
أتباع إرشادات وتعليمات فريق السلامة في حالات الطوارئ والإخلاء	24
Restaurants tenants should follow the instructions of safety team in case of emergency & evacuation	
تدريب جميع العاملين في المطاعم على استخدام طفايات الحريق في مكافحة الحريق	25
Operation of portable fire extinguishers training must be attended by the restaurant tenants	
التقيد بكل مواصفات المشروع الفنية والهندسية وعند حدوث أى تعديل أو إضافة إبلاغ إدارة السوق ومؤسسة السلامة قبل القيام بأى تعديل	26
In case of any modification by the restaurant tenants they will have to follow the engineering & technical specifications for the project & they have to report the PMDC & SSCL safety department prior to modifications	
طفايات الحريق	1
<b>3 Fire Extinguishers</b>	
العدد ( طفاية 75 قدم للمواد العادية - 50 قدم للمواد الملتهبة ) كحد أقصى شاملة مسافة بودرة جافة / ANSUAL الأرتجال	1
Portable fire extinguishers should be in place at a distance of every 75 feet in case of combustible materials & 50 feet in case of flammable materials	
النوعية ومطابقة المواصفات وحسب نوعية الاخطار	2
Appropriate portable fire extinguishers should be available according to the nature of hazards existed	
الوزن والضغط مطابق	3
Compatible pressure & weight for the fire extinguishers	
الصيانة وتعليمات الاستخدام	4
Operating instructions & maintenance of fire extinguishers	
اماكن التثبيت والتعليق	5
Location for the mounted fire extinguishers	
تاريخ انتهاء الصلاحية	6
Expiry date for the portable fire extinguishers should be pasted on it	



	الاسم
Name	
	التوقيع
Signature	



## HOT WORK PROCEDURES METHOD STATEMENT

### SAFETY WARDEN CHECKLIST:

All must be checked prior to issuing permit and beginning of work.

- ☐ We have swept combustible materials such as paper clippings, wood shavings, or textile fibres clean for a radius of 35 feet from the work.
- ☐ Combustible floors (except wood on concrete) are wet, covered with damp sand, or protected by fire-resistant shields. Employees have been protected from electrical shock from wet or damp floors.
- ☐ We have relocated combustibles at least 50 feet from the work. Where relocation is not practicable, we have protected combustibles with flameproof covers or shielded them with metal or fire-resistant guards or curtains. Edges of covers at the floor are tight to prevent sparks from going under them. Where practicable, we have relocated all materials easily ignitable by sparks.
- ☐ We have tightly covered openings or cracks in walls, floors, or ducts within 35 feet of the work to prevent the passage of sparks to adjacent areas.
- ☐ We have taken precautions to prevent the ignition caused by conduction or radiation on the other side of welding done on a metal wall, partition, ceiling, or roof.
- ☐ We have used fire resistant shields or guards where combustible walls, partitions, ceilings, or roofs are nearby.
- ☐ We have protected ducts or conveyor systems that might carry sparks to distant combustibles.
- ☐ There is not an explosive atmosphere (mixtures of flammable gases, vapours, liquids, or dusts in the air) present.
  
- ☐ Existing sprinkler systems are operational. For welding in close to a sprinkler head, we have placed a wet rag over the head and will remove it at the conclusion of the operation.
- ☐ We have a fully charged and operable fire extinguisher, appropriate for the type of fire, at the work area.

**Fire Watch is required if any one condition below exists. Check each item that applies:**

- ☐ Combustible material in building construction or contents is present within 35 feet of point of operation.
- ☐ Combustible material that is easily ignitable by sparks is nearby.
- ☐ Wall or floor openings are within a 35 foot radius which exposes combustible material in adjacent areas including concealed spaces in walls or floors.
- ☐ Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs which may be ignited by conduction or radiation.

### RESPONSIBILITIES OF FIRE WATCH:

1. Have fire extinguishers readily available and be trained in its use.
2. Be familiar with sounding an alarm and contacting fire department in the event of a fire.
3. Watch for fires in all exposed areas and try to extinguish them only when obviously within the capacity of the equipment available or otherwise sound alarm and contact fire department.



4. Be present for at least a half hour after completion of welding/cutting operations to check for possible smouldering fires.
5. Periodic checks must be made for two hours after completion to assure there are no smouldering fires.
6. Have a copy of the Hot Work Permit in hand to be familiar with fire hazard areas.

**FIRE WATCH ASSIGNED TO THIS OPERATION:**

Welding/cutting operation ended at what time: \_\_\_\_\_ : \_\_\_\_\_ (AM/PM)

Fire Watch present from: \_\_\_\_\_ : \_\_\_\_\_ (AM/PM) : \_\_\_\_\_ (AM/PM)

Times of periodic checks: \_\_\_\_\_ : \_\_\_\_\_ (AM/PM) : \_\_\_\_\_ (AM/PM)

Site Was Checked 30 Minutes after Completion of Work by: \_\_\_\_\_

\_\_\_\_\_  
Signature Of Welding/Cutting Supervisor

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of Fire Watcher

\_\_\_\_\_  
Date:



## COLD WORK PROCEDURES METHOD STATEMENT

<b>Date:</b>		<b>Form No:</b>
<b>Type of Work :</b>		
<b>Location :</b>		
<b>Which tools will be used?</b>		
<b>Checks :</b>	<b>OK No N/A</b>	<b>Action Required?</b>
1. Working staff have been advised		
2. No heat producing equipment to be used		
3. Fire extinguisher and/or fire hose reel accessible		
4. Sprinklers and other fire protection equipment is operational/free from obstructions		
5. Mechanical fastening of any fixtures		
6. No electrical equipment or other potential ignition sources to be installed on or adjacent to panels		
7. PPE's available?		
8. Working staff are competent to perform the job?		
9. Are all the hazards have been removed?		

<b>Final Check</b>	<b>OK No N/A</b>	<b>Action Required?</b>
The authoriser is to re-inspect the work area at least 30 minutes after the completion of the works.		
1. All joint strips that were removed have been replaced		
2. All exposed insulation and penetrations have been appropriately covered and sealed with metal plating		
3. There is no evidence of fire, hot surfaces, or potential ignition sources		
4. All waste materials have been removed		
Signed: _____ Name: _____ Title: _____		

**SAFETY PROCEDURES NEED TO BE ENSURED:**

1. Only competent and authorized persons must perform work activities.
2. An assessment of the work area have been undertaken and made as safe as possible before the work starts.
3. All preventative precautions have been taken whilst the work is in progress.
4. On completion of the work, the area must be made safe. The person in charge of the work must re-visit the work area after a suitable period of time to ensure that there are no signs of possible hazards existence.
5. All the control and preventative measures stipulated in the cold work procedures must be rigorously followed.

**DUTIES OF THE WORKER:**

1. Work in compliance with the risk assessment and workplace instructions
2. Supervise, erect and maintain any barriers, screens or other protective measures
3. Ensure/arrange communication and/or reporting procedures for emergency situations as appropriate
4. Keep the work area clean, tidy and free from any combustible materials
5. Leave the area in a safe condition if the work is suspended.



**HIGH RISK OPERATIONS- WORK METHOD STATEMENT:**

Site Name: \_\_\_\_\_ Location: \_\_\_\_\_

EHS Representative: \_\_\_\_\_ ID#: \_\_\_\_\_

**SCOPE DEFINITION:**

This procedure outlines the system used to identify, qualify, and document employee training for high-risk operations they may encounter while working.

**HIGH-RISK WORK ACTIVITIES:**

High risk operations Include but are not limited to:

- ❖ Confined space entry \_\_\_\_\_ ☐
- ❖ Toxic/flammable material use \_\_\_\_\_ ☐
- ❖ Excavation \_\_\_\_\_ ☐
- ❖ Demolition \_\_\_\_\_ ☐
- ❖ Elevated work locations \_\_\_\_\_ ☐
- ❖ High/low voltage electrical work \_\_\_\_\_ ☐
- ❖ Other high risk activities \_\_\_\_\_ ☐

**SAFETY PROCEDURES:**

- ✓ No employee shall perform a high-risk operation for which they are not qualified
- ✓ Employees performing high-risk operations must complete on the job safety training that includes an assessment of learning
- ✓ The staff may not undertake high-risk operations for which he is not qualified
- ✓ Positive safety attitude, consciousness and awareness related to the high risk activities is essential



- ✓ Be Experienced & familiarity with the type of equipment to be worked on
- ✓ Thorough understanding of the hazards associated with the normal operational procedure and the potential hazards under abnormal occurrences (e.g. mechanical failure, power failure, line break, pressure loss, over-pressurization, etc.).
- ✓ Ensure that this High-Risk Operations program is implemented at their site
- ✓ Ensure that each employee performing high-risk work activities at a designated site
- ✓ Ensure employees are completely trained for high-risk operations in a timely manner
- ✓ Ensure that all high-risk operations and processes existing at work site are identified and addressed either by a specific procedure
- ✓ An assessment shall be made to determine if the operation can be eliminated or risks associated with the operation reduced or further mitigated
- ✓ Targeted inspections of high risk operations shall be conducted on a periodic basis when these activities are occurring



❖ HAZARD OR REGULATORY COMPLIANCE ISSUES	❖	❖ <u>PRIORITY</u>	❖ CONTROL ACTION(S)
	❖ igh  ❖ isk  ❖ /N	<input type="checkbox"/> <input type="checkbox"/> H <input type="checkbox"/> 1 <input type="checkbox"/> NA	
❖ Chemical Use and Exposure	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Flammable, Explosive, and High ❖ Pressure Materials	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Physical Hazards (e.g., radiation, ❖ Heat, and noise/vibration)	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Emergencies (e.g., medical, fire, ❖ Chemical release, and evacuation)	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Confined Space Entry	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Control of Hazardous Energy ❖ Sources (lockout/tag out)	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Ergonomics	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Walking and Working Surfaces - ❖ Platforms, Scaffolds, and Ladders	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖



❖ Work at Heights	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Electrical Activities	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Hand and Power Tools	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Security Risks	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖
❖ Temperature Extremes	❖	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	❖



## Material Safety Data Sheet (Sample work method statement)

An MSDS is the abbreviation of **Material Safety Data Sheet**. This document comes with any material and contains different type of information related to the material the MSDS is supplied with.

### What is inside MSDS?

#### Product Identification

Provide general identification of the chemicals e.g. Synonyms, CAS No., Molecular Weight, Chemical Formula, Product Codes (if applicable)

#### Composition / Information on Ingredient

Provide the percentage or concentration of the chemical. Some may provide additional hazardous information such as PEL (Permissible Exposure Limit), TLV (Threshold Limit Value) etc. Therefore, the seriousness of the chemicals can be referred.

#### Hazards Identification

Provide the degree of hazard with reference to:

 Health rating

 Flammability rating

 Reactivity rating


 Contact rating


Additional information may include the potential health effects and symptom through inhalation, ingestion, dermal contact, eye contact, chronic exposure & aggravation of pre-existing conditions (if applicable)



## **First Aid Measures**

To provide first aid attention, prior to the arrival of physician when accident takes place. The piece of information provided may refer to the chemical accident due to:

 Inhalation

 Ingestion

 Dermal Contact

 Eye Contact

## **Fire Fighting Measures**

Provide details on the *Flash point, Auto Ignition Temperature, Flammability* of the chemical product and *Explosion capability* information. Additional information may inclusive of the proper methods of using *fire extinguishing media (dry chemical, foam, water or carbon dioxide)* and type of suitable *fire fighting protective clothing* used during fire emergency

## **Accidental Release Measures**


Provide some essential guideline to deal with for instance how to deal with chemical spillage, ventilation provision, contain and recover liquid when spilled etc.


## **Handling & Storage**

Provide detail to conduct, handling and storing at a safer way. These may include:

 How to protect the chemical?

 How to store the chemicals (environment factors consideration)?



 Is it compatible with other chemicals when stored together?

 How to use it at a safer way?











### **Exposure Controls/ Personal Protection**

Provide details how to control the exposure of employees at the workplace when using such chemical, for example:

-  Ventilation system
-  PPE (Respirator, safety goggle, glove, SCBA, apron etc) for skin, eye and other bodily related protection


### **Physical / Chemical Properties**

Provide detail of some of properties of chemical, for instance:-

-  Appearance (clear, colourless, milky etc)
-  Odour (type of “smell” of product)
-  Solubility (Water soluble, slight solubility etc)
-  pH
-  Boiling point, melting point ( $^{\circ}\text{C}$  or F)
-  Vapour density
-  Vapour pressure
-  Evaporation rate

### **Stability & Reactivity**

Provide some details on:-

-  Stability and reactivity of the chemical (e.g. during storage)



- + Type of hazardous decomposition products (e.g. release of certain gases such as CO<sub>2</sub> when heated)
- + Compatibilities with other chemicals (for example acrylic acid is incompatible with strong oxidizing agents)

### + Toxicological Information

This section may refer to the toxicity of the chemical with reference to the *LD 50* and *LC 50*. The lower the value of the LC the more hazardous will be the chemical

### + Ecological Information

Provide some detail on ecological impact of the chemical when it is used or discharged to the air, water or soil. Therefore, the user could take some precautions or probably engineering control when deal with this chemical

### + Disposal Considerations

Applied for the chemical that couldn't be recycled, saved or recovered and is considered as hazardous waste. (Must comply with local requirements)

### + Transport Information

Provide some detail on the identification during transportation of chemical for both domestic and international purposes

### + Other Information

Provide certain information on for example:-

- + NFPA rating in term of health, flammability and reactivity rating.
- + Label hazard warning. (E.g. **DANGER! MAY BE FATAL IF SWALLOWED**)
- + Label pre-cautious. (E.g. **Do not breathe vapour or mist**)





✚ Label of first aid. (E.g. ***Do not induce vomiting, give large plenty of water***)

✚ Product use (if applicable)

## HOW DO I READ A MATERIAL SAFETY DATA SHEET (MSDS)?

In addition to giving information about the nature of a chemical, an MSDS also tells how to work safely with a chemical and what to do if there is an accidental spill.

### Who is responsible for issuing a Material Safety Data Sheet (MSDS)?

The Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard requires manufacturers or distributors of chemicals to issue Material Safety Data Sheets (MSDSs) with the first shipment of any hazardous chemical product, and the employer is responsible for having them available for you.

### For whom are Material Safety Data Sheets (MSDSs)?

They are designed for following parties:-

- ✚ workers who may be exposed to hazardous materials
- ✚ Emergency personnel (for example, fire-fighters)
- ✚ Who may have to clean up a spill or release?

### For whom are Material Safety Data Sheets (MSDSs)?

MSDSs must contain the same basic kinds of information, such as

- ✚ Chemical Identity: Name of the product.
- ✚ Manufacturer's Information: Name, address, phone number and emergency phone number of the manufacturer.
- ✚ Hazardous Ingredients/Identity Information: List of hazardous chemicals.
- ✚ Depending on the state, the list may contain all chemicals even if they are not hazardous, or only those chemicals which have OSHA standards.



- ✚ Since chemicals are often known by different names, all common (trade) names should be listed. The OSHA Permissible Exposure Limit (PEL) for each hazardous ingredient must be listed.
- ✚ Physical/Chemical Characteristics: Boiling point, vapour pressure and density, melting point, evaporation rate, etc.
- ✚ Fire and Explosion Hazard Data: Flash point, flammability limits, ways to extinguish, special fire fighting procedures, unusual fire and explosion hazards.
- ✚ Reactivity Data: How certain materials react with others when mixed or stored together.
- ✚ Health Hazard Data: Health effects (acute= immediate; chronic= long-term), ways the hazard can enter the body (lungs, skin or mouth), symptoms of exposure, emergency and first aid procedures.
- ✚ Precautions of Safe Handling and Use: What to do in case materials spill or leak, how to dispose of waste safely, how to handle and store materials in a safe manner.
- ✚ Control Measures: Ventilation (local, general, etc.), type of respirator/filter to use, protective gloves, clothing and equipment, etc.

### **Where can I get Material Safety Data Sheets (MSDSs)?**

If you are:-

- ✚ At your workplace: All workers must have easy access to them.
- ✚ The employer must request them from the distributor that sold the materials.
- ✚ Workers can also request them.
- ✚ The Internet offers free resources and information on MSDSs, as well.
- ✚ Your union may have MSDSs also.

**SAMPLE MSDS:****440-R® SMT DETERGENT**  
**MATERIAS SAFETY DATA SHEET (MSDS)****SECTION 1: CHEMICAL PRODUCT AND COMPANY IDENTIFICATION**

Product Name: 440-R SMT Detergent

Manufacturer: SMT Detergent Corp.  
4607 Lakeview Canyon Rd. #264  
Westlake Village, CA 91361  
U.S.A.

Telephone Number: +1(818) 707-3110  
Fax Number: +1(818) 707-3117  
Web Site: <http://www.SMTdetergent.com>

**SECTION 2: COMPOSITION / INFORMATION ON INGREDIENTS**

Hazardous Components: None

**SECTION 3: HAZARDOUS IDENTIFICATION**

Main Hazard: Slightly irritating to skin and eyes

Routes of entry: Inhalation: Yes Skin contact: Yes  
Skin absorption: Yes Ingestion: Yes

Potential health effects: Inhalation in concentrated form may cause headache and irritation of the upper respiratory tract. Can cause irritation, burning and redness to eyes. Brief contact should not produce harmful effects. Prolonged contact may cause irritation or burning. Ingestion can cause nausea, vomiting and diarrhea.

**SECTION 4: FIRST AID MEASURES**

Eyes: Wash eyes with large amounts of water for at least 15 minutes occasionally lifting upper and lower lids. Get medical attention.

Skin: Wash contaminated skin with soap and large amounts of water. Remove clothing and footwear and wash before reuse.

Inhalation: Remove to fresh air. Flush mouth and nasal passages thoroughly with water. Get medical attention. Administer oxygen if necessary.

Ingestion: Do not induce vomiting. Drink milk, follow with diluted vinegar. Seek medical attention.

*MSDS: 440-R SMT Detergent*

**SECTION 5: FIRE FIGHTING MEASURES**

Flash point (TCC):	None to boiling
Flammable Limits in Air:	Upper limit = No data, Lower limit: = No data
General Hazard:	None
Fire Fighting:	Fire fighters have eye protection and wear self-contained breathing apparatus
Extinguishing Media:	Carbon Dioxide, chemical foam, water fog
Decomposition Products Under Fire Conditions:	None known
Unusual Fire and Explosion Hazards:	None known

**SECTION 6: ACCIDENTAL RELEASE MEASURES**

Material Release or Spill:	Contain the spill. Absorb small spills with sand, dirt or clay. Large spills may be pumped into containers for recovery or disposal. Flush residue with plenty of water. Avoid wash water entering natural waterways or public water supplies. Neutralize with dilute acid.
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**SECTION 7: HANDLING AND STORAGE**

Handling and Storage:	Wear eye protection, launder contaminated clothing before reuse. Store drums in a cool place, bung up and closed tightly.
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**SECTION 8: EXPOSURE CONTROLS / PERSONAL PROTECTION**

Personal Protection:	Code "B": Safety glasses and gloves.
Respiratory Protection:	None normally required. Use NIOSH approved dust mask if working with mist.
Ventilation:	Adequate.
Protective Gloves:	Rubber or neoprene.
Eye Protection:	Chemical splash goggles.
Other Protective Clothing or Equipment:	Wear protective clothing to prevent skin contact. Wash hands with soap and water after handling.
Exposure Guidelines:	None established for product as a whole

**SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES**

Appearance:	Clear purple liquid
Odor:	Mild and pleasant
Boiling Point:	102° Celsius (Approx.)
Vapor Pressure:	<1
Solubility in Water:	Complete
Specific Gravity:	1.08
pH	12.4 (concentrate)

*MSDS: 440-R SMT Detergent*

**SECTION 10: STABILITY AND REACTIVITY**

Stability:	Stable under normal conditions
Hazardous Polymerization:	Will not occur
Incompatible Materials:	Strong oxidizing agents
Conditions to avoid:	None known
Hazardous Decomposition Products:	None known

**SECTION 11: TOXICOLOGICAL INFORMATION**

Health Hazards (Acute and Subchronic):	May be irritating to skin and eyes.
Health Hazards (Chronic)	No subchronic effects expected at industrial use levels when good personal hygiene practices are followed.
Mutagenicity:	No data available

**SECTION 12: ECOLOGICAL INFORMATION**

Mobility:	Will dissolve completely in water
Degradability:	This product is readily biodegradable
Bio-accumulation:	No data available
Ecotoxicity:	None known
RoHS & REACH	Compliant

**SECTION 13: DISPOSAL CONSIDERATIONS**

Disposal of Material:	Waste must be disposed of in accordance with government environmental control regulations. This material is not a U.S. EPA hazardous waste.
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**SECTION 14: TRANSPORT INFORMATION**

U.S. D.O.T. Shipping Name:	Compound, Cleaning Liquid
U.S. D.O.T. Hazardous Class:	None
U.N. / N.A. Number:	None
U.S. D.O.T. Label:	None

*MSDS: 440-R SMT Detergent*

**SECTION 15: REGULATORY INFORMATION**

Label Information:	X - Irritant
Risk Phases	R36/38 Irritating to eyes & skin, S25 Avoid contact with eyes, S26 In case contact with eyes, rinse immediately with plenty of water and seek medical advice.
Safety Phases:	S2 Keep out of reach of children S39 Wear eye/face protection
EC Annex 1 Classification:	None
Regulations / References:	Refer to the requirements of all relevant local regulations

**SECTION 16: OTHER INFORMATION**

NFPA Rating:	H = 1, F = 0, R = 0
Effective Date:	1 May 2005
Sections Revised:	All, new format

This material safety data sheet adheres to ANSI standard ANSI Z400.1-1993

RoHS Compliant. 440-R SMT Detergent is compliant with the European Rules 91/155/CEE, 2001/58/EC, 2001/118/EC.

This product does not contain any ozone depleting chemicals or VOCs.

440-R SMT Detergent has been Certified Environmentally Safe and User Safe by the California Environmental Protection Agency and Verified by the U.S. EPA as part of the Environmental Technology Verification (ETV) Program.

This product has been Certified as a Clean Air Solvent (CAS) by California's South Coast Air Quality Management District (AQMD)

This product does not contain SARA Section 313 reportable compounds.

All ingredients are listed on the TSCA Inventory.

Does not contain any chemicals which require warning under California Proposition 65 or the Michigan Critical Materials Register.

The data contained is based on information currently available to SMT Detergent Corp. (SDC) and is believed to be factual. SDC does not manufacture the raw materials used in this product and correspondingly relies on information provided to SDC from material safety data sheets on the specific raw materials in the construction of this material safety data sheet. Such information is, to the best of SDC's knowledge and belief, accurate and reliable as of the date of this MSDS. HOWEVER, NO REPRESENTATION, WARRANTY OR GUARANTEE IS MADE AS TO THE ACCURACY, RELIABILITY, OR COMPLETENESS OF THIS DOCUMENT. It is the user's responsibility to satisfy himself as to the suitability and completeness of such information for his own particular application. This information is not intended to be all-inclusive as of the manner and conditions of use, handling and storage. Other factors may involve other or additional safety or performance considerations. This data is not to be taken as a warranty or representation of which SDC assumes legal responsibility.

Additional information is available on the SMT Detergent Web Site: <http://www.SMTdetergent.com>

MSDS: 440-R SMT Detergent



MSDS will be obtained from manufacturers and will be displayed in the stores and workshops and visible places to be viewed by workers.

All the personnel engaged in the handling of such materials will be provided with training on the following:-

- ✚ What is MSDS?
- ✚ Purpose of MSDS
- ✚ How to read the special symbols and caution signs on the MSDS?
- ✚ Properties of the chemical
- ✚ Precautionary measures while using and handling
- ✚ Actions in case of exposure
- ✚ First aid in case of exposure to hazardous chemicals / materials.

Training plan will be developed after getting the shift information from the concerned departments.



## Method Statement Briefing Record

**Briefing delivered by:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

We (the undersigned) have had the contents of this method communicated to me / us and understood the attached method statement and risk assessments and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
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17.		
18.		
19.		
20.		



## Risk Assessments- These are the risk assessments which are applicable to works onsite.

### Risk Definition and Matrix

#### Probability Categories

Category	Definition
1	Practically Impossible
2	Not Likely
3	Possible
4	Likely
5	Very Likely

#### Consequence Categories (Safety)

Category	Definitions
1	First Aid, Near Miss
2	LTA (1 Day), Medical Treatment
3	LTA (3 Day), Dangerous Occurrence
4	Single Fatality
5	Multiple Fatality

#### Consequence Categories (Environmental)

Category	Definitions
1	Release which has only a minor impact
2	Release, which has a moderate (short duration) impact
3	Release, which has a significant impact
4	Major environmental release which has a significant (long term) impact
5	Damage is major and permanent

#### Risk Matrix

		PROBABILITY						
		1	2	3	4	5		
CONSEQUENCE	5	LOW	MED	HIGH	HIGH	HIGH	LOW	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
	4	LOW	MED	HIGH	HIGH	HIGH		
	3	LOW	MED	MED	HIGH	HIGH	MED	Should aim to reduce risk further to <b>As Low As is Reasonably Practicable</b> . (ALARP)
	2	LOW	LOW	MED	MED	MED		
	1	LOW	LOW	LOW	LOW	LOW	HIGH	Unacceptable level of risk. Hazard <b>MUST</b> be avoided or level of Risk reduced significantly & reliably by controls.

Risk Ref. No:	Hazard Identification	HAZARD POTENTIAL AND CONSEQUENCES.	High	Medium	Low	PRECAUTIONARY MEASURES AND SAFEGUARDS.	High	Medium	Low
1	Back Injuries	Incorrect lifting or moving techniques leading to pulled muscles strain chronic or acute back injuries are therefore a high possibility.		X		<ul style="list-style-type: none"> <li>All employees to have Manual Handling Training completed</li> <li>Work organised so as manual handling is kept to an absolute minimum.</li> <li>Gloves must be worn at all times throughout the task. Where appropriate gloves for the task.</li> <li>Ensure there are enough employees present to carry out the operation with no risk to anyone's health or safety.</li> <li>All relevant information about the process to be discussed prior to work commencing.</li> </ul>			X
2	Dismantling Existing Office Furniture.	Trip Hazards		X		<ul style="list-style-type: none"> <li>In order to minimize the risk of injury through poor housekeeping all employees to ensure that their work areas are kept clear of all materials when not in use</li> <li>Rubbish etc must not be allowed accumulate in the working area this could cause injury or could also be the cause of fire spreading.</li> <li>All walkways are to be kept free from obstacles at all times.</li> <li>'Clean as you go' work policy</li> </ul>			X