

Contract Title:		Contract No.	
Version Number:		Date Produced:	
Client Name:		Client Contact:	
Compiled by:		Position:	
Contractor Name:		Site Supervisor/ Manager:	

NOTE: Any works that are to take place outside the scope of this method statement are to be assessed and amendments made accordingly. This document and any associated risk assessments must be reviewed and agreed by all persons carrying out the works or who may be affected by the work activities. This includes any documents that are amended.

Works to be covered by this statement: (Brief description of tasks)	
Outside Authorities: (to be advised, e.g. HSE, Licensing Authority, Water Authorities etc)	Action by:
Plant Requirement:	Tools/Equipment:

PPE Requirement:	Job Specific PPE:
Details of any Isolations: (Public/Client personnel restricted access, electrical works etc)	Action by:
Welfare Provisions:	Action by:
Personnel Training:	Action by:
Permits Required: (Client, Local Authority, PC – Hot Works, Confined Spaces etc)	Action by:
Emergency Procedures:	Action by:

Delivery and safe storage of materials:	Action by:
Storage and disposal of general waste:	Action by:
Storage and disposal of hazardous waste:	Action by:
Environmental Spill precautions:	Action by:

CoSHH Assessment (review Material Safety Data Sheets)			
Material:	Hazard: (inhalation, ingestion, irritation, contamination)	Risk: (explosion, burn, dermatitis, skin damage)	Control Methods:

SAFE SYSTEM OF WORKS

Start date:

Expected finish date:

