

ELITE PRECAST CONCRETE LIMITED

Halesfield Site

RISK ASSESSMENT & METHOD STATEMENT

EPC004 – KI001

Installation of V-Block Bulk Aggregate Bays

SCOPE OF WORKS

- 1). Site Set-up
- 2). Installation of Blocks

RISK ASSESSMENT

RISK ASSESSMENT GUIDE TABLE			
HAZARD PROBABILITY (PROB)	FACTOR	HAZARD SEVERITY (SEV)	FACTOR
HIGHLY UNLIKELY	1	INSIGNIFICANT	1
REMOTE POSSIBILITY	2	MINOR - LIGHT DAMAGE	2
FAIR CHANCE	3	MODERATE - DAMAGE / INJURY	3
HIGHLY PROBABLE	4	SERIOUS DAMAGE / INJURY	4
ALMOST CERTAIN	5	DANGEROUS - FATAL	5
<u>RISK FACTOR CALCULATION</u>			
RISK FACTOR = PROBABILITY FACTOR X SEVERITY FACTOR			
RISK FACTOR	CATEGORY	ACTION	
1-5	ACCEPTABLE	ROUTINE ACTION	
6-10	ACCEPTABLE	EMPLOY SAFETY SYSTEMS	
11-15	MARGINAL	REDUCE RISK / EMPLOY ALL SAFETY SYSTEMS	
16-20	UNDESIRABLE	MAXIMUM CAUTION / CLOSE SUPERVISION	
21-25	UNACCEPTABLE	MUST NOT BE ALLOWED	

ASSESSOR		LEE SKINNER	POSITION		FITTER	DOCUMENT NUMBER	EPC004 – KI001	DATE	8 th December, 2012	
No	DESCRIPTION		FACTORS		CONTROL MEASURES				FACTORS	
			PROB	SEV					PROB	SEV
1	USE OF FORK TRUCKS / TELE-HANDLERS		5	4	A). ONLY TRAINED & AUTHORISED PERSONNEL ARE ALLOWED TO OPERATE FORK TRUCKS & TELEHANDLERS B). OPERATORS ARE TO BE AWARE OF AND MAINTAIN GOOD VISION OF ALL PEDESTRIANS WORKING IN THE WORK AREAS C). OPERATORS WILL ONLY OPERATE MACHINE CONTROLS WHEN SIGNALLED TO DO SO BY THE BANKSMAN				1	4
2	WORKING AT HEIGHT		5	4	A). ADHERE TO THE COMPANY POLICY WHEN WORKING AT HEIGHT B). ENSURE ALL LADDERS / STEPS ARE INSPECTED FOR DAMAGE PRIOR TO USE C). NEVER CLIMB ONTO STRUCTURES WITHOUT ADEQUATE PROTECTIVE RESTRAINTS AND ANCHOR POINTS,(SAFETY HARNESS, ETC.)				1	4
3	IMPACT / CRUSH INJURIES		5	4	A). NEVER PLACE YOUR BODY OR HANDS IN A POSITION WHERE THEY MAY BE CRUSHED BETWEEN IMMOBILE OBJECTS OR STRUCTURES				1	4
4	BANKSMAN		5	4	A). ALWAYS ENSURE GOOD COMMUNICATION WITH THE VEHICLE OPERATOR B). AVOID STANDING IN AREAS WHICH MAY MAKE IT DIFFICULT FOR THE VEHICLE OPERATOR TO SEE YOU C). USE APPROPRIATE HAND SIGNALS TO GUIDE THE PLANT OPERATOR D). USE BARRIERS & SIGNS TO PREVENT THIRD PARTIES ENTERING WORK AREA				1	4
5	USE OF LIFTING EQUIPMENT		5	4	A). ONLY TRAINED & AUTHORISED PERSONNEL ARE ALLOWED TO CARRY OUT LIFTING OPERATIONS B). ALWAYS INSPECT ALL LIFTING EQUIPMENT FOR WEAR OR DAMAGE PRIOR TO USE C). NEVER USE EQUIPMENT THAT YOU CONSIDER WORN OR DAMAGED D). ALWAYS ADHERE TO THE LIFTING PLAN				1	4
6	PPE		5	3	A). ALL PERSONNEL TO WEAR PPE COMPLIANT TO SITE & ASSESSMENT REQUIREMENTS AT ALL TIMES				1	3
7	HOUSE-KEEPING		5	2	A). ALWAYS MAINTAIN A HIGH LEVEL OF HOUSE-KEEPING WHILST CARRYING OUT WORK ON SITE				1	2

METHOD STATEMENT

ASSESSOR	LEE SKINNER	POSITION	FITTER	DOCUMENT NUMBER	EPC004 – KI001	DATE	8 th December, 2012
ITEM	DESCRIPTION						RISK NUMBERS
1	SITE SET-UP						
A	USING APPROPRIATE MEASURING AND MARKING MATERIAL MARK OUT THE WALL LOCATIONS ON THE CONCRETE BASE. INSPECT THE WORK AREA TO ENSURE SAFE MOVEMENT OF VEHICLES & BLOCKS. SWEEP THE AREA WHERE THE WALLS ARE TO BE LOCATED.						6 & 7
B	USING THE COURSE LAYOUT, IDENTIFY A SAFE LAYDOWN AREA AND OFF-LOADING AREA. LEVEL GROUND AND DISTANCE TO ACTUAL WORK AREA ARE THE PRIMARY CONSIDERATIONS FOR DETERMINING THESE AREAS						6
C	IF THERE IS SUFFICIENT AREA, PLACE THE VARIOUS TYPES OF BLOCKS INTO SEPARATE LAYDOWN AREAS TO ASSIST IN IDENTIFICATION OF BLOCKS WHEN INSTALLING.						6 & 7
D	DETERMINE THE SEQUENCE YOU ARE GOING TO INSTALL THE BLOCKS IN. CONSIDER ACCESS AND TURNING RADIUS OF TELE-HANDLER.						
2	INSTALLATION PROCEDURES FOR INTERLOCKING V-BLOCKS – BASE COURSE						
A	USING THE COURSE LAYOUT PLAN, SELECT THE FIRST TYPE AND SIZE OF V-BLOCK FROM THE LAYDOWN AREA. TRANSPORT THE BLOCK TO THE INSTALLATION AREA, MAINTAINING A SAFE MINIMAL CLEARANCE BETWEEN THE UNDERSIDE OF THE BLOCK AND THE ROAD SURFACE.						1, 3, 4 & 5
B	ENSURE THAT THE BLOCK IS FACING IN THE CORRECT DIRECTION, (AS DETERMINED BY THE ARROWS ON THE PLAN), AND LOWER INTO POSITION. THE BANKSMAN IS TO ENSURE CORRECT LOCATION AND POSITION OF THE BLOCK BEFORE REMOVING THE LIFTING HOOK.						1, 3, 4 & 5
C	REPEAT THE PROCEDURES 2A & 2B WITH THE NEXT BLOCK, ENSURING THAT THE INTERLOCKING VEES ARE CORRECTLY ALIGNED AND THAT THE FACES OF THE BLOCKS ARE FLUSH AGAINST EACH OTHER.						1, 3, 4 & 5
D	CONTINUE WITH THIS PROCEDURE UNTIL THE DESIRED BASE COURSE IS IN POSITION. THE BANKSMAN WILL BE RESPONSIBLE FOR MAINTAINING A STRAIGHT AND LEVEL COURSE.						
E	THE BANKSMAN IS THEN TO SWEEP THE TOP OF THE BLOCKS TO REMOVE ANY DEBRIS WHICH MAY IMPEDE CORRECT LOCATION AND SEATING OF THE NEXT COURSE OF BLOCKS.						7
2	INSTALLATION PROCEDURES FOR INTERLOCKING V-BLOCKS – HIGHER COURSES						
F	SELECT THE CORRECT SIZE AND TYPE OF BLOCK FROM THE LAYDOWN AREA AND TRANSPORT TO THE WORK AREA WITH SAFE MINIMAL BETWEEN THE UNDERSIDE OF THE BLOCK AND THE ROAD SURFACE. ONCE CLOSE TO THE LOCATION, ELEVATE THE BLOCK SO THAT THE BANKSMAN CAN INSPECT THE UNDERSIDE OF THE BLOCK FOR ANY DEBRIS. ONCE SIGNALLED TO BY THE BANKSMAN, THE TELEHANDLER OPERATOR IS TO LIFT AND POSITION THE BLOCK IN PLACE.						1, 3, 4 & 5

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2	INSTALLATION PROCEDURES FOR INTERLOCKING V-BLOCKS – HIGHER COURSES (CONTINUED)						
G	CONTINUE WITH BUILDING THE WALLS IN THE MANNER STATED, SWEEPING DEBRIS FROM THE COMPLETED SECTIONS OF BAYS AND THE UNDERSIDE OF BLOCKS TO BE POSITIONED.						1, 3, 4 & 5
H	WHERE NECESSARY THE BANKSMAN IS TO USE SUITABLE ACCESS EQUIPMENT, (ACCESS STES / LADDER) WHEN CLEANING OFF THE HIGHER LEVELS OF COURSES.						2
I	WHEN THE INSTALLATION OF BLOCKS IS COMPLETED, THE BANKSMAN IS TO SWEEP AROUND THE BAYS AND REMOVE ALL DEBRIS TO A SUITABLE WASTE COLLECTION SKIP OR AREA.						7

NAME OF ASSESSOR

SIGNATURE OF ASSESSOR DATE

NAME OF EPC OFFICIAL APPROVING DOCUMENT (PRINT)

SIGNATURE OF EPC OFFICIAL APPROVING DOCUMENT EPC004 – KI001

DATE

I HAVE READ THE ABOVE DOCUMENT AND UNDERSTAND THE WORK TO BE CARRIED OUT WITHIN THE GUIDELINES AND METHOD STATEMENT

NAME OF OPERATOR

SIGNATURE OF OPERATOR DATE

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