

# Method Statement (MS) Template



Company/ Organisation	
Address	

Project/Task	
Location	
Project/Task number	

RA Number	
RA Date	

MS number	
MS date	

<b>Project/task description</b>  Provide a brief description of task and its expected duration	
--	--

<b>Known hazards</b>  List hazards identified in the risk assessment and those hazards associated with project/task's proximity to other activities	
---	--

<b>Responsible person(s)</b>	
----------------------------------	--

# Method Statement (MS) Template



<p><b>Monitoring</b></p> <p>How will you monitor the project/tasks health &amp; safety and environmental performance? Are workers aware of the STFC SHE incident reporting process.</p>	
---	--

<p><b>Operational Sequence</b></p> <p>How will the work be structured &amp; organised to be carried out in a safe manner? How controls detailed in the RA will be implemented. What PPE will be required.</p>	
---	--

<p><b>Permits/ Authorisations</b></p> <p>Are any special permits required, e.g. hot works, confined spaces, statement of services etc.?</p>	
---	--

<p><b>Labour</b></p> <p>List competency &amp; relevant qualifications of labour you are using.</p>	
--	--

<p><b>Plant/ Equipment</b></p> <p>Detail the equipment to be used explaining safe working practices, statutory checks and relevant</p>	
--	--

# Method Statement (MS) Template



operator training qualifications.	
-----------------------------------	--

<b>Materials</b>  Identify materials to be used and potential safety issues such as manual handling & storage and disposal.	
---	--

<b>Deliveries</b>  Identify routes and drop locations	
---	--

<b>Emergency arrangements</b>  Identify first aid and fire or other emergency procedures, first aiders and location of first aid and fire equipment.	
--	--

<b>Environmental issues</b>  Detail controls of harmful emissions to air, water & land.	
---	--

<b>Name</b>	
<b>Date</b>	
<b>Position</b>	
<b>Signature</b>	