



Method Statement 01

Location		Start Date		Completion Date	
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BRIEF DESCRIPTION OF THE WORKS, TASK OR PROCESS:

Setting out Engineering and Surveying. Staking out points and lines to be used as guidance for construction crews. Establishing correct line and level of construction using total station and other measuring equipment.

SEQUENCE OF OPERATIONS:

Site briefing; set up equipment; complete surveying/ setting out works; decant equipment.

- Engineer to be given Daily Brief when he arrives onsite. **Operative is to be made aware** of current works being carried out.
- Engineer / supervisor to agree work area for the engineer to set up equipment.
- All operatives to be made aware of the engineer is onsite and what he is tasked to do.
- If required other operations to cease so the engineer can carry out his works
- All operatives in the area to be given Tool Box Talk (TBT) so they are aware of the work that the Engineer is carrying out.

EQUIPMENT AND PROCEDURES:

Plant/Tools needed.	Total station; tripod; staff; marking out pins; line spray; marking out nails. Hilti GX3 (gas actuated nail gun)
Procedure	Use of robotic total station with a prism and staff to mark out construction points and lines. When using Hilti gas nailer all product safety guidelines to be adhered to.

PPE required	Hard Hat Hi Vis Vest/Jacket Gloves Safety Footwear Hearing Protection (if applicable to work area) Eye Protection
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Materials to be used	Marking out pins; coloured line spray.
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Operatives required	1 x operative (Engineer); 1 x chain man (as and when required)
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Specific Training needed – give details	All operatives must have attended a site induction and been made aware of any specific site hazards. All operatives must have been made aware and understand the COSH assessments for line spray.
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Permits to Work needed	If using marking out pins a permit to break ground is required if working in an area with known live services.
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Is Electricity needed	No. All equipment is via pre charged batteries.
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Means of protection to other people	Equipment to be set up with adequate protection against potential trips/ falls/ collisions with equipment. This may be in the form of a chain man/ crowd barrier and/ or warning signs.
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Work area Access and Egress	Site access to be agreed with works area supervisor/ site manager. Ensure there is a safe egress from the workspace.
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Material Handling	Equipment is all light and all one person carriable load.
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Fall Prevention Measures	Equipment not to be set up near any potential falls from height. Operatives to not work from any height drop that exceeds 1 meter.
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COSHH Assessment Carried Out	Yes. For the use of spray cans and Hilti gas. All waste to be disposed of appropriately.
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Welfare and Emergency	Site welfare to be used. In the event of emergency follow site rules and contact office.
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Overhead Power Cables	If present use prism staff at its minimum length when setting out/ surveying.
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Noise Issues	If other trades are making excessive noise, use hearing protection.
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All works to be in line with any main or sub-contractor's minimum safety standards.

Fill in and sign below to acknowledge and agree to work to this method statement.

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