

**Method Statement 7**  
**Site Installation of Aluminium Systems**

**It is the individual responsibility of all Greenberg Ltd employees to comply with the safety instructions contained within this Method Statement.**

**Only personnel who are authorised and adequately trained, or if undergoing training, are properly supervised are to carry out work on behalf of the Company. IF IN DOUBT - ASK!**

**Safe use of Access Equipment:**

- 1       Wherever possible use MECHANICAL as opposed to manual handling techniques.
- 2       Ensure that the APPROPRIATE PPE IS WORN.
- 3       Ensure that ROUTES to and from vehicles and working areas are FREE FROM OBSTRUCTION and that where possible, measures are taken to WARN THE PUBLIC of the transit of materials.
- 4       Pre-position HAZARD WARNING where appropriate.
- 5       Ensure that teams are given CLEAR UNHURRIED INSTRUCTIONS by ONE nominated, COMPETENT person.
- 6       All ACCESS EQUIPMENT is to be erected, periodically inspected and dismantled by COMPETENT PERSONS ONLY, or under the SUPERVISION of a COMPETENT PERSON. Particular attention is to be paid to the adequate and sound fixing of handrails, toe-boards and working platforms.
- 7       Ensure that during WINDY conditions MOBILE SCAFFOLDS are TIED to the building, ANCHORED and OUTRIGGERS are fitted, and that all guard-rails and toe-boards are FIRMLY IN POSITION.
- 8       Ensure that SAFE MEANS OF ACCESS is provided to the working platform.
- 9       Ensure that mobile towers are used on FIRM AND LEVEL ground.
- 10      Ensure that the working platform is CLEAR of people and materials when being moved. MOVE ONLY BY PULLING OR PUSHING THE BASE.
- 11      Ensure that WHEELS are fixed to the tower, turned outwards to provide maximum base dimensions and wheel brakes are LOCKED ON.
- 12      Ensure that the tower is TIED to the building if it must be left UNATTENDED.
- 13      Ensure that LADDERS ARE SECURED AGAINST SLIPPING by tying at the top and wherever possible secured at the sides and at the foot. As a minimum, where it is not possible to lash a ladder, IT MUST BE FOOTED.
- 14      Ensure that ladders EXTEND AT LEAST 1 M above the landing place, or the highest rung in use.

- 15 Arrange ways of carrying tools and materials up and down so that BOTH HANDS ARE FREE TO GRIP THE LADDER.
- 16 Ensure that ladder stays or similar devices are used to AVOID PLACING LADDERS AGAINST A FRAGILE SURFACE SUCH AS PLASTIC GUTTERING.
- 17 NEVER place ladders where there is a DANGER from MOVING VEHICLES, OVERHEAD CRANES OR ELECTRICITY LINES.
- 18 Ensure that ladders have LEVEL AND FIRM FOOTINGS. NEVER use UNSTEADY BASES such as oil drums, boxed or planks. DO NOT SUPPORT LADDERS ON THEIR RUNGS.
- 19 Set ladders at the MOST SUITABLE ANGLE; a slope of 4 UNITS UP to EACH ONE OUT FROM THE BASE.
- 20 ENSURE THAT LADDERS ARE REGULARLY CHECKED FOR DEFECTS. NEVER USE DAMAGED OR HOME MADE LADDERS. THESE MUST BE TAKEN OUT OF USE AND DESTROYED OR REPAIRED.

#### **Portable Electric Tools and Equipment**

- 1 ENSURE THAT PLUGS ARE CORRECTLY WIRED AND THAT ALL CONNECTIONS ARE SUFFICIENTLY TIGHT.
- 2 DO NOT REMOVE COVERS FROM FUSE BOXES, SOCKET OUTLETS AND TERMINALS - REPLACE DAMAGED OR MISSING ITEMS.
- 3 DO NOT ALLOW VEHICLE TO DRIVE OVER CABLES, DO NOT DRAG CABLES OVER SHARP SURFACES.
- 4 DO NOT EFFECT MAKESHIFT REPAIRS TO FLEXIBLE CABLES. ENSURE ALL REPAIRS ARE CARRIED OUT BY AUTHORISED COMPETENT PERSONS.
- 5 WHEREVER POSSIBLE USE 11 0 VOLT SYSTEMS, AND USE DOUBLE INSULATED AND ALL INSULATED TOOLS.
- 6 IF ELECTRICAL TOOLS ARE NOT DOUBLE OR ALL INSULATED ENSURE THAT METAL PARTS ARE CORRECTLY EARTHED. ENSURE THAT THERE IS A GOOD ELECTRICAL CONNECTION AT EACH JOINT OF THE EARTHING SYSTEM.
- 7 ENSURE THAT CABLES ON CABLE DRUMS ARE FULLY UNWOUND TO PREVENT OVERHEATING AND FIRES.
- 8 DO NOT INSTALL TEMPORARY SUPPLIES - THEY CAN BE LETHAL!
- 9 WHEREVER POSSIBLE USE RESIDUAL CURRENT DEVICES (EARTH LEAKAGE PROTECTION) - BUT REMEMBER THEY ARE NOT FOOL-PROOF AND ARE NO SUBSTITUTE FORA PROPERLY INSTALLED AND PROTECTED ELECTRICAL SYSTEM WITH AN EFFICIENT EARTH.

- 10 ENSURE THAT ALL ELECTRICAL EQUIPMENT IS REGULARLY AND THOROUGHLY INSPECTED AND TESTED.

**First Aid:**

Many near fatal electrical accidents are avoided by PROMPT ACTION. Instruct all personnel to PULL OUT THE PLUG if they see someone who is obviously RECEIVING AN ELECTRIC SHOCK from portable apparatus and leads.

**Method Statement 7(a)  
Site Installation of Steel Framing System**

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- 5       Ensure that teams are given CLEAR UNHURRIED INSTRUCTIONS by ONE nominated, COMPETENT person.
- 6       All ACCESS EQUIPMENT is to be erected, periodically inspected and dismantled by COMPETENT PERSONS ONLY, or under the SUPERVISION of a COMPETENT PERSON. Particular attention is to be paid to the adequate and sound fixing of handrails, toe-boards and working platforms. See Method statement 3.
- 7       Ensure that during WINDY conditions MOBILE SCAFFOLDS are TIED to the building, ANCHORED and OUTRIGGERS are fitted, and that all guard-rails and toe-boards are FIRMLY IN POSITION.
- 8       Ensure that SAFE MEANS OF ACCESS is provided to the working platform.
- 9       Ensure that mobile towers are used on FIRM AND LEVEL ground.
- 10      Ensure that the working platform is CLEAR of people and materials when being moved. MOVE ONLY BY PULLING OR PUSHING THE BASE.
- 11      Ensure that WHEELS are fixed to the tower, turned outwards to provide maximum base dimensions and wheel brakes are LOCKED ON.
- 12      Ensure that the tower is TIED to the building if it must be left UNATTENDED.
- 13      Ensure that LADDERS ARE SECURED AGAINST SLIPPAGE by tying at the top and wherever possible secure at the sides and at the foot. As a minimum, where it is not possible to lash a ladder, IT MUST BE FOOTED. Always refer to Method statement 3.
- 14      Arrange ways of carrying tools and materials up and down so that BOTH HANDS ARE FREE TO GRIP THE LADDER.

- 15 Ensure that ladder stays or similar devices are used to AVOID PLACING LADDERS AGAINST A FRAGILE SURFACE SUCH AS PLASTIC GUTTERING.
- 16 NEVER place ladders where there is a DANGER from MOVING VEHICLES, OVERHEAD CRANES OR ELECTRICITY LINES.
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- 4 DO NOT EFFECT MAKESHIFT REPAIRS TO FLEXIBLE CABLES. ENSURE ALL REPAIRS ARE CARRIED OUT BY AUTHORISED COMPETENT PERSONS.
- 5 WHEREVER POSSIBLE USE 110 VOLT SYSTEMS, AND USE DOUBLE INSULATED AND ALL INSULATED TOOLS.
- 6 IF ELECTRICAL TOOLS ARE NOT DOUBLE OR ALL INSULATED ENSURE THAT METAL PARTS ARE CORRECTLY EARTHED. ENSURE THAT THERE IS A GOOD ELECTRICAL CONNECTION AT EACH JOINT OF THE EARTHING SYSTEM.
- 7 ENSURE THAT CABLES ON CABLE DRUMS ARE FULLY UNWOUND TO PREVENT OVERHEATING AND FIRES.
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