

## Method Statement

<b>Title of Works</b>	Onsite Installation of Wheel/Road Force Balancer/Tyre Changer	<b>Method Statement Ref:</b>	MS 02
<b>Company</b>		<b>Date</b>	
<b>Location of Works:</b>			

<b>1. Scope and Objective of Work</b>
Supply, Installation, Calibration and Test of Wheel/Road Force Balancer/Tyre Changer
<i>Linked Method Statements:</i>

2. Operatives / Contractors Involved	Company	Contact Number

<b>3. Plant and Equipment</b>	
3a. Vehicles on Site	Pro-Align Vehicle
3b. Plant on Site	
3c. Specialist Equipment	DeWalt drill and transformer

<b>Risk Identification</b>
Manual Handling
Entanglement of hand/clothes – moving parts
Electrical fire/shock
Slip/Trips and Falls
Use of tools and electrical equipment

The above is only guidance to possible risks involve with the works and is not a complete list of the risks involved with the works, all risks involved with the works must be suitably assessed and controlled prior to works commencing.

<b>4. Safety Equipment and Personal Protective Equipment</b>					
Personal use		Specify type (if required)			
Head protection		Hardhat		Climbing helmet	
Eye protection		Goggles		Visor	
Ear protection					
Breathing protection		Dust mask		Respirator	
Safety footwear	✓	Standard		Climbers	
Climbing equipment		Harness		Lanyard	
High visibility clothing	✓	Yellow		Orange	
Miscellaneous		Railok		Latchway	
		Knee pads		Gloves IR	Gloves
Collective Equipment		Specify type if necessary			

Any defect or loss of PPE equipment is to be reported immediately to the After Sales Manager/Senior Administrator and work ceased until further replacements have been provided. The After Sales Manager/Senior Administrator is to periodically inspect the PPE in use on site in accordance with relevant

legislation.

**5. Pre-Start Requirements for Site**

Client site rules and procedures to be followed – ensure site induction understood.  
(Refer to pre-start survey report also if applicable.)  
Works area to be cordoned-off and signage erected.  
Obtain information from site manager on existing electrical services prior to work commencing

**6. Safety Methodologies**

Park vehicle close to site of installation to reduce manual handling and re-position to a safe parking space after equipment and tools unloaded.

Ensure working area is clear of obstructions and hazards – cordon off area. Visually inspect all tools to be used.

Safe manual handling practices will be observed when lifting equipment from vehicle to location of installation. Use mechanical aids, pallet truck or 2 person lift.

Unpack and remove packing materials out of the way. Ensure good housekeeping maintained throughout the entire process.

Safe assembly of equipment – care to be taken – 2 person lift to affix hood.

Calibrate equipment to manufacturer’s procedures

Test equipment – under supervision of a client employee a wheel may be required to carry out testing of the system. Ensure all persons are at a safe distance from the equipment on first test.

Clear away all packing and waste, clean down area as required. Remove tools/barriers to vehicle and waste to be disposed of correctly.

If applicable, demonstrate/train client staff on correct use, maintenance of equipment and any equipment specific hazards and controls. (Handover operator manual).

**7. Training**

**8. Permits to Work**

