



METHOD STATEMENT

MANDATORY SITE EQUIPMENT

WHAT work is to be undertaken?

The management of equipment on site

WHERE are the works to be undertaken?

Farm 29, Calcutta Public Cemetery and Memorial Park, Stellenbosch

WHEN are the works to start, what is the anticipated finish date?

Date of commencement:

Date of completion:

HOW are the works to be undertaken?

Procedures:

- **Inventory and Inspection:**

- Compile a comprehensive inventory of all mandatory site equipment required for the project, including machinery, tools, safety gear, and emergency response equipment.
- Conduct regular inspections to ensure all equipment is in good working condition and meets safety standards.
- Implement a schedule for routine maintenance and servicing of all equipment to prevent malfunctions and ensure operational efficiency.

- **Equipment Usage:**

- Provide training and certification for all personnel operating machinery and equipment to ensure they are competent and aware of safety procedures.
- Clearly mark and label all equipment with relevant safety information and operating instructions.
- Ensure that only authorized personnel are permitted to operate specialized machinery and equipment.

- **Safety and Emergency Equipment:**

- Equip the site with adequate fire extinguishers, first aid kits, spill kits, and other emergency response equipment.
- Ensure that emergency equipment is easily accessible and that all personnel are trained in its proper use.



- Conduct regular drills and training sessions to keep the workforce prepared for emergencies.

- **Storage and Security:**

- Store equipment in designated secure areas to prevent theft, vandalism, and unauthorized access.
- Use lockable storage units and implement access control measures to safeguard valuable equipment.
- Maintain an equipment sign-out system to track usage and ensure accountability.

Environmental Protection:

- **Pollution Prevention:**

- Implement measures to prevent oil, fuel, and chemical spills from equipment, including the use of drip trays and bunded storage areas.
- Regularly inspect and maintain equipment to prevent leaks and emissions that could harm the environment.

- **Waste Management:**

- Ensure that all waste generated from equipment maintenance and usage is properly segregated, stored, and disposed of in accordance with environmental regulations.
- Recycle or re-use equipment parts and materials whenever possible to minimize waste.

Emergency Procedures:

- **Incident Response:**

- Immediately report any equipment-related accidents or malfunctions to the Environmental Control Officer (ECO) and take corrective action.
- Contain and clean up any spills or leaks from equipment using spill kits and follow up with proper disposal of contaminated materials.

- **First Aid:**

- Provide prompt first aid treatment for any injuries caused by equipment usage and document the incidents for future reference and prevention.

Records:

- **Documentation:**

- Maintain detailed records of equipment inventory, inspection logs, maintenance schedules, and training certifications.
- Keep a record of all incidents and emergency responses related to equipment usage and ensure that corrective actions are implemented.



DECLARATIONS

1) **PERSON UNDERTAKING THE WORKS**

I understand the contents of this Method Statement and the scope of the works required of me. I further understand that this Method Statement may be amended on application to the signatories hereunder and that the Environmental Control Officer will audit my compliance with the contents of this Method Statement.

_____ (Print name)

(signed) _____ Dated: _____

2) **ENVIRONMENTAL CONTROL OFFICER**

The work described in this Method Statement, if carried out according to the methodology described, is satisfactorily mitigated to prevent avoidable environmental harm:

_____ (Print name)

_____ (signed) Dated: _____

3) **RESIDENT ENGINEER/ENGINEER REPRESENTATIVE/CLIENT**

_____ (Print name)