



METHOD STATEMENT

ARRIVAL AT SITE:

Locate the site contact and advise them of your arrival. If you are delayed for any reason, ensure that:

The site is made aware of the situation and of your estimated time of arrival.

A manager of the company should be advised of the situation.

The managers can be contacted on the following numbers:

Paul Stratford 07831 272072

Maz Goodwin 07515 050370

VEHICLE MOVEMENTS

Ensure that a responsible person is marshalling the truck and that all other personnel are standing clear of the vehicle.

Observe any potential hazards or pitfalls that might hinder the safe manoeuvring of the truck.

If you are assisting the driver ensure that he can see you at all times either directly or via his mirrors.

An important note:

DO NOT WORK UNDER THE INFLUENCE OF ALCOHOL OR DRUGS WHILST UNLOADING!

Care should be taken when opening truck doors, check that the load has not moved and nothing might fall or cause injury.

Ensure that all other personnel are standing clear of the doors.
Make sure area is adequately lit.

Put ramp into place using the appropriate number of people.

Carefully undo load bars/ straps ensuring that no unforeseen load movement occurs.

Use sufficient personnel to lift within the vehicle's working area.

Observe correct lifting practises.

Use forklifts for very heavy items.

Stand clear of driving area when forklift is in use.

Ramp equipment off in a controlled safe manner using the appropriate number of loading personnel.

NEVER undertake a loading or lifting task in unsafe circumstances or with insufficient personnel.

EQUIPMENT HANDLING

Use correct lifting practises.

On large/ tall items use the appropriate number of personnel and assess the item carefully before attempting to move it.

Use required amount of personnel to heavy items into a position, where possible using a forklift truck. Stack on level surfaces.

Always check PA wings and risers for security and stability before commencing the installation. If in doubt do not allow the PA to be stacked and refer to the person responsible.

Secure PA cabinets using fly fittings and ratchet straps when stacked more than two high.

INSTALLATION SPECIFICS

1. Isolate Mains supply to units.
2. Disconnect Units from mains supply.
3. Insulate any loose cabling as required.
4. Refit connection plates.
5. Take units away for repair.

Method Statement ends.