

Method Statement

Project Name: Adhoc Collection	Statement Number: 001
Work Activity: Collection of waste	Work Location: N/A
Date: 06/03/2013	Reference No: N/A
Prepared By: Sam Mountain	Approved By: Sam Mountain
Objective:	
Collection & disposal of waste equipment from designated site.	
Location:	
N/A	
Timescale:	
Dependent on job requirement; however an average of attendance of 30-45mins per site.	
Welfare & First Aid:	
Driver equipped with basic first aid kit & wearing PPE.	
Reducing Risks:	
<ul style="list-style-type: none"> - See risk assessment for further details. - Full PPE wore at all times; Steel toe cap boots, hi-viz jacket & safety gloves. - Loading equipment used to safely move large bulky items i.e. sack barrow and tail lift. 	
Health, Safety & Environmental Assessment:	
<ul style="list-style-type: none"> - Site assessment before works is carried out. - Full PPE to be work at all times. - Containers to hold and store hazardous waste. - Staff handling of equipment. Multiple staff handling large items.	Additional tools such as straps, pallets and loading equipment utilised to ensure the safe handling and loading.
Related Assessments:	
Supervision:	
Site contact, provide by customer prior to collection taking place.	
Training:	
All iWaste staff are trained to handle/remove waste items from site.	
Labour:	
<ul style="list-style-type: none"> - iWaste driver/Additional staff member if required. 	
Plant/ Equipment:	
<ul style="list-style-type: none"> - Vehicle - Sack barrow - Tools 	<ul style="list-style-type: none"> - Additional equipment can be supplied/used when required.

Work Method:

1. Driver & collection vehicle enters customers premise – manoeuvring vehicle into a safe designated position.
2. Site contact will be located and iWaste will be shown equipment required to be collected.
3. Site will be assessed and safest route through building to collection vehicle will be established – where possible a forklift will be used to load equipment onto vehicle.
4. Equipment will then be removed from the building – using sack barrows when required – and loaded onto the iWaste vehicle
5. Equipment is secure loaded and stored on the vehicle in a safe manner.
6. Waste consignment notes will be issued and signed.
7. iWaste will leave site following completion of required task and site contacts approval.

Emergencies:

All iWaste staff have mobile phones which will allow them to contact the nearest emergency services if required.

Signed: Sam Mountain**Date:** 06/03/2013