
Method Statements

1. Purpose

The purpose of the method statement is to:

- Outline the safe manner in which the task / activity is to be undertaken
- Provide induction material for all undertaking the task / activity to understand
- Meet legal requirements – hazard identification and control
- Provide a programme against work, material, time, staff and anticipated problems are to be managed
- Act as a tool in quality assurance

2. Scope

A method statement describes the scope of the intended task / activity in an easy to understand step – by – step manner. This is particularly important to reduce potential confusion and ambiguity of the contents by those personnel required to implement it.

The method statement should clearly indicate:

- What – a brief concise description of the task / activity to be undertaken;
- Who – a brief concise description of the personnel involved with undertaking the task / activity;
- When - a brief concise description of the sequence of actions with due commencement and completion dates of the task / activity to be undertaken;
- Where - a brief concise description and map / drawing of the locality of the task / activity to be undertaken;
- Why - a brief concise description of the importance and requirement of the task / activity to be undertaken; and
- How - a brief concise description of the methods to be implemented, materials and equipment to be used for the task / activity.

3. Language use

The method statements shall be written in plain English so that they are understood by all. Therefore, a well thought through and well written method statement providing clear and concise specific work plans, can save much time and money and potentially prevent the occurrence of incidents and accidents.

The implementation of the method statements shall be audited by the ECO. Consequently, the method statements shall contain sufficient information and detail to satisfy the Employers Agent and ECO that the works will be implemented correctly and that potential incidents / accidents shall mitigated and managed.

Please remember to:

- Consider the reader;
- Communicate a clear message;
- Use clear and concise language; and
- Consider how the information is portrayed.

4. Site Specific Requirements

The method statement shall be site and development specific. Method statements copying information contained within the EMP, specifications or other documents shall not be considered as they do not indicate to the person responsible for approving the document, that the Contractor has a clear understanding of what is required.

5. Minimum Requirements

The method statement should as a minimum address the following:

5.1 Description

- Provide a brief and concise description of the work to be undertaken;
- Personnel Qualifications and Experience;
- List all the details of qualifications and experience required for the completion of the task; and
- Experience may cover previous work done in the area that may not require certificates or licences.

5.2 Personnel, Duties and Responsibilities

- Give details of the duties and specific responsibilities of supervisors and other personnel. For example, describe such things as daily toolbox talks and guidance provided by the Environmental Officer;
- Training required to complete work; and
- Make sure that all workers and their Supervisors are trained in the procedures needed to complete the job safely and in an environmentally responsible way, especially when undertaking tasks for the first time or where new or changed work methods are utilised.

5.3 Programme

- Provide a clear and concise programme indicating all phases and time frames associated with the task.

5.4 Construction sequence and method

- Indicate all steps associated with task at hand. This shall be done in a manner which is easily understandable and leaves no uncertainties to staff that are required to implement the task in the field.

5.5 Possible Hazards

- Include all possible hazards such as:
 - Hazardous substances, explosives, dust, etc ;
 - Hazards to others in area ; and
 - Waste, electrical, fills.

5.6 Resources/Plant/Equipment

- List resources, plant and equipment that you will use on the job, e.g. ladders, scaffold etc.

5.7 Environmental

- Indicate environmental management responsibilities;
- Provide aspects and impacts associated with the activity;

- Provide environmental guidelines; and
- Specify employee training and involvement to *indicate the following*:
 - Material consumption;
 - Energy consumption;
 - Water consumption;
 - Waste management and reduction;
 - Buildings, machinery, soil;
 - Residual materials and waste;
 - Atmospheric emissions, noise and odour pollution;
 - Wastewater;
 - Accidents and accident prevention; and
 - Transport

5.8 Health and Safety

- List all safety controls such as MSDS;
- Warning Signs;
- Personal protective equipment;
- Storage of materials and equipment;
- Fellow workers/public safety provisions; and
- Housekeeping

5.9 Monitoring Systems

The Contractor shall develop a strategy and programme to monitor and verify its proposed mitigation measures are functioning.

This shall set out:

- performance outcomes in respect of the potential negative environmental and social effects;
- mitigation measures to assist in achieving performance outcomes;
- a programme for monitoring negative environmental and social effects to ensure that mitigation measures are meeting performance outcomes; and
- a contingency plan to be implemented should monitoring reveal that mitigation measures have failed.

All work undertaken by the Contractor shall align to best practicable environmental options; complies with relevant regulatory requirements and satisfies the provisions prescribed within the EMP.

5.10 Methodology

The outcome of all monitoring is to provide information to inform whether the prescribed outcomes are being met. Consequently, the inclusion of monitoring within the method statements is to:

- inform the detection of potential unwanted environmental and social situations from developing, in order to provide timeous implementing of appropriate control measures;
- define the roles of all parties associated with the monitoring process and provide them with clear responsibilities; thus, allowing for improved and clear lines of communication;
- identify monitoring parameters and define the mechanisms for monitoring;
- provide mechanisms for the evaluation of monitoring efficiency and efficacy in relation to the management and mitigation measures prescribed in the EMP;

- provide for measures to improve management actions associated with the mitigation of potential impacts;
- prescribe monitoring frequency; and
- allow for iterative learning.

5.11 Environmental Monitoring

Environmental monitoring techniques shall include:

- Emission monitoring:

Emission monitoring shall entail the gathering of samples of all construction generated emissions for the purposes of characterising and quantifying contaminants; providing mechanisms to control emission release at point of discharge; and demonstrating compliance with prevailing regulatory requirements, accepted norms and standards.

This could include dust fall out monitoring in terms of the National Dust Control Regulations and emissions in terms of Air Quality Management Plan (AQMP) for the Stellenbosch Municipality (August 2013), as amended.

- Environmental surveillance:

The collection and analysis of dust, noise, soil and water samples within the development footprint to determine compliance with prevailing regulatory requirements; and accepted norms and standards.

- Meteorological monitoring:

The collection of meteorological data to inform how prevailing conditions impact upon environmental surveillance activities.

- Photographic Record

The Contractor shall compile a photographic record of all activities on site prior to construction related activities commencing, during the construction process and on completion of construction related works.

5.12 Social Monitoring

Social Monitoring shall:

- determine relevant stakeholder groups;
- monitor mechanisms to pro-actively manage influx of work-seekers, including health aspects;
- determine efficacy of addressing and provide mitigation for social issues experienced due to construction related activities;
- monitor delivery of services to a level associated with pre-construction conditions; and
- determine efficacy of economic inclusion of local community.

5.13 Emergency/disaster incident and reaction procedures

- Procedures must be included indicating how incidents/accidents will be dealt with and what steps are in place to prevent such an incident/accident from occurring.

5.14 General

- Explanation of important technical/environmental terms

The Contractor shall be accountable for all actions taken in non-conformance of the accepted Method Statements. The Contractor shall keep all the method statements and subsequent revisions on file, copies of which must be distributed to all relevant personnel for implementation.

The Contractor shall be required to submit, the method statements listed in the table below as identified in the contract, for approval by the Employers Agent prior to the start of construction related activities.

Table 5-1: Method Statements could include the following Aspects.

Method Statement	Key information required	Target
Site Establishment and Layout	<ul style="list-style-type: none"> - Site establishment methodology - Site layout drawing - Gates and fencing - Aesthetics and housekeeping - Laydown areas - Workshops - Wash bays 	<p>No damage to existing gates and fences. All gates equipped with locks to prevent unauthorised access. No complaints about open gates. No complaints from landowners No damage to private property No unplanned disturbance due to construction related activities.</p>
Cement Mixing / Concrete Batching / Bentonite Mixing / Soilcrete mixing	<ul style="list-style-type: none"> - Mixing and batching methodology - Plant drawings - Monitoring of stockpiles, materials, water etc. 	<p>All cementitious mixing to occur within demarcated localities. No indiscriminate spoiling of cementitious products in non-designated areas. No impacts upon receiving water resources.</p>
Water Management	<ul style="list-style-type: none"> - Grey water management - Sewerage water management - Industrial waste water management - Stormwater/runoff management - Water monitoring 	<p>All waste water to be monitored and comply with regulatory requirements. Stormwater to be managed to ensure no environmental degradation occurs.</p>
Dust Management	<ul style="list-style-type: none"> - Dust generating activities - Weather influences - Dust management strategies - Dust monitoring 	<p>No complaints from stakeholders. Dust emissions to be monitored and comply with regulatory requirements.</p>
Environmental Monitoring	<ul style="list-style-type: none"> - Monitoring of dust, noise, water etc. 	<p>Compliance with regulatory requirements:</p> <ul style="list-style-type: none"> • Dust: NEM AQA Air Quality Regulations; • Noise: Western Cape Noise Control Regulations; and • Water: NWA Water Quality Guidelines. <p>Ensure no incidents or accidents occur which negatively impact upon the surrounding environment.</p>
Erosion control	<ul style="list-style-type: none"> - Erosion controls to be implemented across the site - Corrective actions for occurrence of erosion 	<p>Slopes > 1:1 must have additional anti-erosion mechanisms. No evidence of erosion. No evidence of disturbance outside of project area.</p>
Fire	<ul style="list-style-type: none"> - Fire breaks - Fire extinguishers - Hot works - Policy on open fires 	<p>Zero (0) fires.</p>
Fuel storage and Refuelling	<ul style="list-style-type: none"> - Bulk fuel storage - Bulk fuel storage schematics - Bowsers (refuelling and storage) - Jerry Can (refuelling and storage) 	<p>All refuelling to occur within designated areas. All hydrocarbons to be contained within approved bunded facilities. Identified staff to undergo suitable spill clean-up training.</p>
Heritage	<ul style="list-style-type: none"> - Archaeological finds - Heritage resources 	<p>No damage to heritage structures, unless proof of consultation with a heritage specialist and approval from the HWC is in place. Records of chance finds must be kept. Where chance finds are unearthed, proof of work being stopped immediately and proof of consultation with a heritage specialist and the HWC must be kept on site.</p>

Method Statement	Key information required	Target
Noise	<ul style="list-style-type: none"> - Limits to be adhered to - Monitoring information 	<p>Noise levels shall be monitored to ensure they comply with regulatory requirements. Noise generating activities shall not exceed the criteria prescribed in the Western Cape Noise Control Regulations.</p> <p>No complaints relating to noise from the stakeholders.</p>
Rehabilitation	<ul style="list-style-type: none"> - Areas identified for rehabilitation 	<p>Reinstatement of areas affected through construction related activities.</p> <p>The final placement of layers of soil on disturbed areas must match the pre-construction profile or as prescribed on construction drawings.</p>
Solid and Liquid Waste Management	<ul style="list-style-type: none"> - Implement measures to reduce, monitor and manage waste generation, whilst maximising recycling efficiency. - The method statement shall reflect the principles of integrated waste management as contained within the NEM: WA. - Hazardous and general waste management measures - Recyclable waste management 	<p>Ensure all waste products are disposed of at a registered waste landfill site designed to cater for said waste product.</p> <p>Proof of waste generated, reused, recycled and disposed of, including disposal certificates, must be kept on site.</p> <p>Contain all waste within approved designated areas and stored in marked containers.</p> <p>Containers of hazardous waste and waste oils shall be stored in a bunded, covered area.</p> <p>No evidence of contamination by waste.</p> <p>Bins provided at regular intervals.</p> <p>No evidence of litter.</p>
Earthworks	<ul style="list-style-type: none"> - Manage the removal and stockpiling of subsoil during the contract for use during rehabilitation. 	<p>Soil horizons (stockpile separately). Stockpiles shall not be higher than 2 m.</p> <p>Stockpiles shall be kept free of alien invasive species.</p> <p>No stockpiles shall be located outside of areas indicated in the construction diagrams.</p>
Traffic	<ul style="list-style-type: none"> - Minimise the impacts and extent of construction related traffic on the surrounding road network and environment, whilst maximising road user safety. 	<p>No accidents or incidents.</p> <p>No complaints from the public.</p> <p>Proof of notification of landowner for closure of access roads.</p> <p>Alternative access roads always provided at partial road closures and other traffic disruptions.</p> <p>Compliance with regulatory requirements.</p>
Training	<ul style="list-style-type: none"> - Foster construction related skills transfer, environmental awareness, health and safety awareness, and materials and equipment skills. 	<p>Proof of training provided, including training materials that meet the requirements of the Employers Agent.</p> <p>Proof of attendance of staff at training.</p> <p>Records of training evaluation results.</p> <p>Results must reflect that training has been effective.</p>

Method Statement	Key information required	Target
Wash Areas	<ul style="list-style-type: none"> - To ensure plant and equipment used on site are kept clean whilst containing and preventing the release of potential contaminants into the receiving environment. 	<p>No contamination of the receiving environment through the washing and cleaning of equipment and plant. Compliance with regulatory requirements.</p>
Hazardous Materials Management	<ul style="list-style-type: none"> - Storage of Hazmat - Transportation of Hazmat - Use of Hazmat - MSDS 	<p>No contamination of the environment through use of hazardous materials.</p>
Flora and Fauna	<ul style="list-style-type: none"> - Procedure when encountering protected flora - Procedure for removal of all flora during clearing activities - Fauna protection measures 	<p>No damage to protected species. Safe translocation of encountered flora / fauna</p>
Site Closure	<ul style="list-style-type: none"> - Temporary (during holidays) and permanent closure procedures - Removal of site infrastructure - Removal of plant and equipment 	<p>Temporary site closure without incidents. Permanent site closure where all infrastructure, plant and equipment is removed without incident.</p>