



METHOD STATEMENT FOR DISPENSER INSTALLATIONS

NATURE OF WORKS

The installation of dispensers at agreed locations within the customers' premises.

METHOD

1. Location of required dispenser fittings to be provided by the customer.
2. Establish (as far as is practically possible) the nature of the wall type and if they are likely to contain any asbestos or embedded services, i.e electrical cables or pipework.
3. Determine the safest access route to each location.
4. The customer shall provide any other relevant health and safety information.
5. The fixing of dispenser fittings shall be by means screw and rawplug.
6. In the event that an existing dispenser requires to be removed, any redundant holes in the wall will be made good with an appropriate filler.
7. The area around the newly installed dispenser will be cleared of any dust or other extraneous items associated with the installation.

HEALTH AND SAFETY

Health and safety provisions for the protection of the Service Engineer, all personnel, buildings and the environment will be appended below:

1. COMPETENCY

All Service Engineers shall, by previous experience and training, be competent to perform dispenser fittings at customer's premises.

2. ELECTRICAL

- (i) A competent person will have subjected all electrical equipment and hand power tools to a periodic examination and testing (PAT).
- (ii) Service Engineer awareness to visually inspect equipment prior to use for signs of physical damage or poor electrical safety.
- (iii) Service Engineer awareness to always use electrically powered tools with a reduced voltage arrangement, i.e 110v transformer. Alternatively, battery-operated powered tools could be used.
- (iv) The Service Engineer shall ensure that prior to drilling any holes in wall surfaces that there are no embedded cables or pipework. References shall be made to the information furnished by the customer.
- (v) The Service Engineer will personally carry out a check with an electrical cable and pipe detector. If there are any doubts, the Service Engineer will refer to the customer.

3. ASBESTOS

In respect of any wall surfaces containing asbestos, the Service Engineer will refer to the information furnished by the customer. If the Service Engineer has any concerns in the respect of this subject, he/she must inform a responsible person immediately.

4. HAND TOOLS

- (i) A toolbox is provided for the correct storage of hand tools and accessories when not in use. Damaged tools will be taken out of use.
- (ii) Hand tools must be properly maintained and only used for the use of appropriate jobs.

5. MANUAL HANDLING

Manual handling is minimised by the size and the weight of material/equipment involved. Personnel are instructed in safe lifting procedures. Protective footwear/clothing is provided.

6. HAZARDOUS SUBSTANCES

- (i) All substances used have been assessed and significant findings, together with the relevant information from hazard data sheets, have been made available to the Service Engineers.
- (ii) Whenever possible, a safer substitute is used.

7. HOUSEKEEPING

- (i) The Service Engineer will ensure that all debris/redundant materials are cleared away from the working areas so as not to cause any obstructions to walkways, working area, ect.
- (ii) Cable runs will be as short as possible and, if practicable, kept close to the wall.
- (iii) Good housekeeping is encouraged.
- (iv) No materials or equipment shall be left unattended or stored within corridors or on staircases.
- (v) The Service Engineer will place safety notices and/or safety signs in appropriate locations for the duration of the installation with the agreement of the customer or as deemed nessessary to complete the installation in a safe manner.

8. FALLS FROM HEIGH

- (i) The Service Engineer, when applicable, will use a stepladder of the correct height, enduring that surfaces are firm and level.
- (ii) The Service Engineer must not stand on fixings, fixtures or furniture.

9. SMOKING POLICY

The Service Engineer will comply with the customers smoking policy at all times.