# Electrical Motor Replacement Method Statement

Guidance Note 7

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**Electrical Motor Replacement Method Statement**
**A Basic Guide to preparation**

## Introduction

This Guidance Note gives practical information about creating a method statement.

A completed sample template has been included in Appendix 1 and a blank template in Appendix 2. If you wish to use the template in Appendix 2 to construct your own documents, you must ensure that all references to **Alcumus SafeContractor Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

A method statement is an ideal way of recording the hazards involved in a specific work activity and communicating the risk and precautions required to all those involved in the work, including those undertaking the work and their immediate managers.

A method statement should be developed in conjunction with a risk assessment and together these demonstrate a safe system of work. The method statement needs be clear, no longer than necessary, and not over complicated. The document should avoid ambiguities or generalisations, which could lead to confusion, and layout a step-by-step sequence of work to describe how the activity is to be carried out safely.

## Format

The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:

- Organisation/company in control of the operation
- Named individual responsible for the activity and its safety
- Name of method statement originator and authorisation date
- Arrangements for changing/deviating from method statement
- General description of activity
- Location of activity including access and restrictions
- General working environment considerations, e.g. temperature and wind speed
- Protection of others, e.g. members of the public
- Emergency procedures, including location of emergency equipment
- Identity of operatives (and any specific training or certification required)
- Requirements for Personal Protective Equipment
- Plant and equipment used, including safety precautions and restrictions
- Materials information e.g. hazard information and storage/transport requirements
- Work sequence, including associated risks and required control measures for each stage
- Safety checks/clearances at specific stages
- Final clearance that activity is completed to specification
- Any other additional information that may be relevant.

The list above is not exhaustive and a method statement may or may not include each and every item. However, as a minimum it must achieve the following objectives:

- It should be up to date, identifiable and its source accountable.
- It should contain the sequence of works.
- It should identify the associated risks and control measures.
- It should state actions/authorisation required to deviate from method statement.

Appendix 1 is a sample method statement. It can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives.

**Appendix 1**

**Electrical Motor Replacement Method Statement**

| | |
|---|---|
| Contract Manager: Joe Bloggs | Site Supervisor: David Jones |
| Originator: Joe Bloggs Position: Contracts Manager Date: 01/07/2016 | |
| Strict adherence to this method statement is critical to the health and safety of all engaged in the work.<br>Any deviation must first be authorised by the Site Supervisor. | |
| Planned Task/Activity Description:<br>Replace burnt out motor from Gravel conveyor No.3 | |
| Location and Access: (attached plan as appropriate)<br>Motor plant room via fixed ladder access, motor removed through plant access hatch. | |
| Working Environment & Restrictions:<br>Very dusty and limited room for manoeuvring fork lift truck to collect motor. | |
| Protection of others:<br>Area for loading fork truck to be barrier taped off and whilst moving motor to shipping area a banks man will walk ahead to control other traffic. | |
| Emergency Procedures:<br>Normal site procedures to be followed. | |
| Operatives/Competence:<br>Qualified electrician; Licensed fork lift truck driver | |
| Personal Protective Equipment:<br>Safety Footwear; disposable dust masks available, High Visibility vest, General Protective Gloves | |
| Plant & Equipment:<br>Forklift (current inspection certificate required) ensure flashing beacon on top of cab is working.<br>Block and Tackle; strops (current statutory test certificates required)<br>Pinch bars and blocks | |
| Materials Handling/Storage & Safety Information:<br>Wooden Pallet; Hand Bander and banding tape | |

Critical Stages: (must be undertaken in correct sequence)

1. Sign in and obtain permit to work from client
2. Securely put tools, banding m/c and tape onto pallet and lift to access hatch of plant room via fork lift truck.
3. Barrier tape off around the area where the motor is to be lowered to and attach Danger keep out signs
4. Use fixed ladder to gain access to plant room
5. Isolate conveyor no.3 panel, lock off and fix “Do not switch on danger label”.
6. Remove terminal cover of motor, prove dead.
7. Disconnect motor wires, mark or label each one and make safe.
8. Unbolt motor from floor mountings
9. Fix block and tackle to lifting beam and using strops lift motor carefully and lower onto pallet.
10. Band motor to pallet, ensuring it is secure and using fork truck lower down from plant room and transport to designated area ready for collection to be repaired.
11. To replace motor ensure it is secured to pallet along with tools etc and use fork lift truck to lift pallet up to plant room.
12. Fix block and tackle to lifting beam and using strops lift motor carefully and lower onto floor mountings.
13. Bolt motor to floor mountings
14. Re connect wires to motor and fit terminal cover
15. Remove locks and danger labels, check that there is nobody near conveyor and if safe to do so switch on panel.
16. Check motor operation and conveyor operation
17. Securely put tools, banding m/c and tape onto pallet and lower down from access hatch of plant room via fork lift truck.
18. Remove barrier tape and danger notices from around the area
19. Clear / sign off permit to work with client
20. Sign out from site.

Final Clearance: (Work/Activity completed to satisfaction).

Name Position: Date:

**Appendix 2**

**Blank Method Statement Template**

| | |
|---|---|
| Contract Manager: | Site Supervisor: |
| Originator: Position: Date: | |
| Strict adherence to this method statement is critical to the health and safety of all engaged in the work.<br>Any deviation must first be authorised by the Site Supervisor. | |
| Planned Task/Activity Description: | |
| Location and Access: (attached plan as appropriate) | |
| Working Environment & Restrictions: | |
| Protection of others: | |
| Emergency Procedures: | |
| Operatives/Competence: | |
| Personal Protective Equipment: | |
| Plant & Equipment: | |
| Materials Handling/Storage & Safety Information: | |
| Critical Stages: (must be undertaken in correct sequence | |
| Final Clearance: (Work/Activity completed to satisfaction).<br><br>Name Position: Date: | |