

**Work Method Statement (WMS)**


Prepared on: 26 October 2022

## WORK METHOD STATEMENT (WMS)

Task data	
Subject of works / Contract/order No.	
Scope of works	
Location	
Employer	
Contractor	
Subcontractors	


Contractor			
	First name	Date	Signature
Prepared by:			
Supervisor:			
Accepted by:			

Employer			
	First name	Date	Signature
Approved by:			
Approved as regards OHS by:			

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## 1. Planned date of carrying out works

*[Indicate the dates on which the task is scheduled to be carried out, taking into account the time schedule, process-related interruptions and whether the works will be carried out in daytime or at night]*

a) the works will be carried out in the period from ..... to .....  
*(Fill in the start and end date of the works)*

b) planned interruptions: .....  
*(Describe planned work interruptions, including dates / times and circumstances in which they occur).*  
 .....  
 .....


c) the works will be carried out in the daytime /at night  
*(Describe the breakdown of works in the daytime/at night)*  
 .....  
 .....

## 2. Place(s) where the works are to be carried out

a) exact location of the works  
*[Specify the exact location; e.g.: attach a sketch with the places of the works marked]*  
 .....  
 .....

b) access and how to access the work place  
*[Describe how to access the work place, e.g. passageways, stairs, scaffolding, building lifts, staircases, etc.; attach a sketch with the route to access the work place marked]*  
 .....  
 .....

c) jobsite in relation to other works, public space (impact on the surroundings of the work place)  
*[Describe methods of protecting the jobsite in relation to hazards caused by proximity to public spaces, to work carried out by other companies, e.g. works in excavations, on scaffolding, near an active public road, or pedestrian routes. Include possible conflicts with other works]*  
 .....  
 .....

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### 3. Weather conditions






*[Specify weather conditions and limits during which activities should not be carried out, e.g. work on scaffolding when wind exceeds 10 m/s]*


No.	Condition	Does the condition affect safety? (Yes/No)	Specify activities affected by the condition	Limits above which activities should not be carried out
1	Temperature			
2	Wind			
3	Precipitation			
4	Visibility			
5	Lightning discharges			
6	Other (humidity)			




### 4. Personal protective equipment

PPE should be selected according to the hazards present at the workstation as determined risk assessment – see section 6.

#### Minimum requirements for typical (most commonly used) PPE

Pictogram	PPE name	Category/class	Compliance with standard
	Safety helmet with chin strap	3- or 4-point chin strap	EN 397
	Protective goggles	1	EN 166
	Hearing protectors	-	EN 352-1-4
	Work clothing, warning vest or protective clothing	min. 2	EN ISO 20471
	Protective gloves	min. 2	EN 388

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Pictogram	PPE name	Category/class	Compliance with standard
	Safety helmet with chin strap	3- or 4-point chin strap	EN 397
	Protective goggles	1	EN 166
	Protective footwear	S3	EN ISO 20345

## 5. Particularly hazardous works


*[Specify which particularly hazardous works will occur during the task and who will provide ongoing supervision]*

### 5.1. List of particularly hazardous works or works that are difficult due to their process

The table shows a list of particularly hazardous works or works that are difficult due to their process, which will be carried out as part of the contract. The table entries are used for quick identification of the types of particularly hazardous works or works that are difficult due to their process as described in the Work Method Statement.

Detailed descriptions of the identified works, including works that are particularly hazardous or difficult due to their process, should be included in Section 6 "Sequence and Method of Works, Task Risk Assessment" – in column 2.

Item	Type of hazardous works or difficult works in terms of their process	(Y/N)	The person exercising permanent supervision **
1	Earthworks and excavation works		
2	Transport works with the use of handling equipment (unloading and mechanical loading of materials and components)		
3	Mechanical transport		
4	Manual handling		
5	Installation and/or disassembly and alteration of scaffoldings		
6	Installation and/or disassembly of fixed platforms and stairs (Wema gratings)		
7	Installation works with large-size elements weighing more than 1 tonne		
8	Works at height		
8a	Ladders		
8b	Platforms		
8c	Aerial lifts		
8d	Rope access techniques		
8e	Scaffoldings		
9	Hot works and fire hazardous works		
10	Works in explosion hazard zones		

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11	Gas hazardous works		
12	Works in confined spaces (chambers, flue gas ducts, heating substations, etc.)		
13***	Works at active power equipment, networks and systems (pressure, electrical)		
14	Construction, demolition, renovation and erection works carried out without stopping the operation of the plant or its parts		
15	Works related to locking and marking of systems/machines (LOTO),		
16	Working involving hazardous materials/mixtures		
17	Works with traffic maintained		
18	Works posing a risk of ionizing radiation		
19	Pressure tests		
20	Works in the railway and tram area		
21	Works carried out from or under water		
22	Tree felling		
23	Concrete prestressing		
24	Detailed description of other particularly hazardous works, difficult works in terms of their process or organisation (specify the works)...		
...	...		

*\*Particularly hazardous works shall be carried out on the basis of an appropriate order/permit/authorisation in accordance with the list of particularly hazardous works*

*\*\*Permanent supervision involves the uninterrupted continuous presence of a supervisor. For works based on written orders in accordance with the Safe Work Organisation Instructions, this person is the Team Leader. with personnel; the supervisor is trained in health and safety to manage personnel*

*\*\*\* Works at power equipment and systems in accordance with the Ordinance of the Minister of Energy of 28 August 2019 on health and safety at work at power equipment (as amended).*

## 5.2. OHS Hold Points (optional)

OHS Hold Point – the moment during the course of works following the completion and prior to the commencement of a new phase of works requiring a change in work method, the incorporation of new tools, machines, etc. at the work place, and in the event of a change in external conditions presenting a potential risk of new hazards to human health and life or the performance of particularly hazardous works.

**NOTE: It is NOT mandatory to establish OHS Hold Points; it is up to the individual decision of the person issuing the order, the person commissioning the work, the Area Director or the OHS Service.**

### List of OHS Hold Points

- Indicate specific OHS HOLD POINTS
- Indicate specific OHS HOLD POINTS
- .....

### Method of communicating that the OHS Hold Point is ready for acceptance


- a) The Team Leader/Contractor\* shall inform the Director/Manager and the OHS Services of the date of acceptance of the OHS Hold Point at least 2 days prior to its scheduled acceptance.

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- b) On the day on which the notified OHS Hold Point is to be accepted, the Team Leader/Contractor\* shall inform the Director/Manager and the OHS Services that the OHS Hold Point is ready for acceptance at least 90 minutes prior to its scheduled acceptance.
- c) Acceptance of an OHS Hold Point shall be confirmed by an entry in the OHS Hold Point Acceptance Record (Appendix 01 OHS Hold Point Acceptance).

.....Additional information.....

**NOTE:**  
It is absolutely forbidden for the Contractor to continue with the works without obtaining an entry in the OHS Hold Point Acceptance Record that the OHS Hold Point has been accepted and that the works have been allowed to proceed.

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## 6. Sequence and method of works, Task Risk Assessment

*[Assess the risks associated with the work once mitigation measures have been applied. Consider the hazards arising from the use of hazardous substances. When identifying individual hazards, it is important to remember that the hazard is, for example, a fall from height and not work at height on its own]*

<div><div><div><div><div><div>S5</div><div>S10</div><div>D15</div><div>D20</div><div>D25</div></div><div>M4</div><div>S8</div><div>D12</div><div>D16</div><div>D20</div></div><div>M3</div><div>S6</div><div>S9</div><div>D12</div><div>D15</div></div><div>M2</div><div>M4</div><div>S6</div><div>S8</div><div>S10</div></div><div>M1</div><div>M2</div><div>M3</div><div>M4</div><div>S5</div></div> <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> <div><div>Likelihood</div><div>Severity</div></div>	<div><div><div><div><div><div>Likelihood:</div><div>1 = Very unlikely</div><div>2 = Unlikely</div><div>3 = Likely</div><div>4 = Highly likely</div><div>5 = Almost certain</div></div></div></div></div></div>	<div><div><div><div><div><div>Severity:</div><div>1 = Negligible injury</div><div>2 = Minor injury</div><div>3 = Serious injury</div><div>4 = Severe injury</div><div>5 = Fatal injury</div></div></div></div></div></div>
<div><div><div><div><div></div><div></div><div>Low (Acceptable)</div></div></div></div></div>	<div><div><div><div><div></div><div></div><div>Moderate (Requires further revision)</div></div></div></div></div>	<div><div><div><div><div></div><div></div><div>High (Unacceptable)</div></div></div></div></div>

Sequence of works <i>[List the main stages, starting from the delivery of material to the workplace to the completion of the works]</i>	Method of works <i>[Describe safe implementation of each stage, taking into account planned equipment, tools, hazardous substances. Pay special attention to particularly hazardous and high-risk works]</i>	Hazard	Risk mitigation <i>[collective and personal protection equipment, etc.]</i>	Estimation		Risk (See table) MSD	Type of hazardous works or difficult works in terms of their process  <i>[items from the table from section 5.1]</i>
				Likelihood	Severity		
1	2	3	4	5	6	7	8



## 7. Evacuation and emergency situations

### a) assembly point during evacuation

*[Indicate the assembly point during the evacuation, attach a sketch of the site with the pictogram indicated]*

### b) escape route and method

*[Specify escape routes and how to reach assembly point, attach a site sketch with the escape route marked]*

### c) how to handle emergency situations (related to works, e.g. confined spaces)

*[Specify how to handle a health or life-threatening situation, e.g. when an employee is trapped in an excavation or a hanging from a harness, unconscious e.g. in confined space]*

#### NOTE!

In case of a failure, the project manager/team leader is obliged to:

- determine the cause of the failure,
- determine the cause of damage to equipment,
- examine the correctness of the activities performed by the operating personnel,
- determine the scope and type of damage,
- determine the person at fault for the damage/failure,
- determine the amount of losses resulting from the failure,
- indicate countermeasures for the future,

### d) general rules to be followed in emergency situations:

a. Informing superiors and Veolia's Supervision of any health and life hazard.

#### b. How to proceed in case of an alarm:

- If an alarm is sounded due to a hazard or occurrence of fire, gas contamination, chemical contamination or other factors e.g. danger of structural collapse, building disaster etc. posing a risk to persons and property, the following measures must be taken:
- Stop work;
- Inform the Supervision;
- Stop all vehicles, machines and equipment in the danger area;
- Switch off electrical consumers;
- Stop welding works;
- Leave the danger zone and go to the assembly point;
- Supervisors of personnel are required to check the number of personnel.

#### Emergency phone numbers:

➤	LOCAL	EMERGENCY	PHONE	NUMBER
	.....			
➤	FIRE BRIGADE			998
➤	AMBULANCE			999
➤	POLICE			997
➤	NATIONWIDE EMERGENCY PHONE NUMBER			112

#### e) rules to be followed in case of fire or other local hazard


**In case of fire or other local hazard, it is necessary to:**

- stay calm, do not cause panic,
- alert people in the danger zone using all available measures,
- inform the emergency notification centre or fire protection unit following the instructions of the dispatcher receiving the call.
- Call the local emergency phone number: .....

**If your health and life are not in danger and you have the necessary knowledge and skills, you can proceed with rescue and firefighting operations.**

## 8. Providing first aid

- Each employee has a duty to provide first aid to a person who needs such assistance, to the best of their skills and ability.
- Always keep your own safety in mind when providing aid.
- One of the basic elements of providing aid is to notify the emergency services.
- The employee who has been injured at work, if their health permits, should inform their supervisor of the incident as soon as possible.
- It is also the duty of any personnel who witnessed an accident at work to report the accident.


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## 9. Information on how the provide the instruction training and a list of personnel familiarised with the Work Method Statement and the appendices

*[List personnel by full name, specifying their position, professional licences and qualifications, along with their expiry date. Once personnel have been made familiar with the contents of the Work Method Statement, enter date and sign]*

The team/group leader or the person supervising the works on behalf of the Contractor shall, prior to the commencement of the works and each time there is the work method is to be changed (a work method change requires the Work Method Statement to be annexed/updated), carry out workplace training for the personnel in the team. The instruction training includes, but not be limited to:

- familiarising personnel with the hazards that may occur during the operation/task;
- providing information on Veolia Group's internal regulations and standards for safe work;
- arranging the organisation of the works, including the work method, overview of the Work Method Statement;
- addressing how to navigate the designated routes;
- checking the completeness of the Personal Protection Equipment (PPE) required for the works in question (personnel are provided with the required work clothing, boots, protective helmet, hearing protectors, dust mask, gloves, goggles/face shield, etc. as required for carrying out the operation/task);
- inspecting all tools/electronic tools necessary to carry out the operation/task and assessing their technical condition (all tools/electronic tools must be operational, safe and be accompanied by the required approvals);
- inspecting the technical condition of the scaffolding jointly with the personnel team and confirming that the scaffolding to be used for the works is safe (in particular complete, in working order and approved for use);
- addressing how to carry out works at height, training in the correct use of safeguards (harness, shock absorber, ropes, etc.) when working at height and how to use equipment safely, i.e. aerial lifts, ladders, etc., including checking the required documents, e.g. technical tests, records of sensor calibration checks, etc.);
- checking the technical condition of the equipment and accessories for the works, inspection of slings, hooks (including their safety devices);
- addressing other hazards and how to organise the works accordingly to the operation/task..

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## 10. Appendices

**Appendix 1** – OHS hold point acceptance record – template

**Appendix 2** – Template of revision sheet for work method statement

**Appendix 3** – List of equipment, tools and hazardous substances or mixtures necessary to perform works

**Appendix 4** – List of personnel familiarised with Work Method Statement and appendices

*[In addition, attach e.g. Orders/Permits for particularly hazardous works, Material Safety Data Sheets, sketches, drawings, etc.]*