**Method Statement: To Service Oil Fired Appliances**

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| **Contract Manager:**  | **Site Supervisor:**  |
| **Originator:** G.Pinder **Position:** Health & Safety manager **Date:** 01.02.19 |
| This method statement is critical to the health & safety of the activity(ies) it relates to. It is to be strictly adhered to. Any deviation must first be authorized by the site supervisor. |
| **Planned Task/Activity Description:** To service oil fired appliances. |
| **Location and Access:** (attached plan as appropriate)Various |
| **Working Environment & Restrictions:**Plant room, only contractors to be present during activity. |
| **Protection of others:**Only contractors to be present during activity. |
| **Emergency Procedures:**Normal site emergency procedures apply. |
| **Operatives Competence:**Operative to be deemed to be competent, operative to have IPAF license when operating a MEWP.  |
| **Personal Protective Equipment:**Safety shoes.Safety glasses when cleaning flueways.General protective gloves when handling hot or sharp materials.Barrier cream & impermeable gloves when handling oil.Overalls.Ear defenders to be worn when necessary. |
| **Plant & Equipment:**Hand tools to be in good condition.Electrical tools to be within inspection dates. |
| **Materials Handling/Storage & Safety Information:**Relevant data sheets to be followed. |
| **Critical Stages:** (must be undertaken in correct sequence).1. On arrival site contact made and site induction undertaken.
2. Access and check the site log book and asbestos register, collect the equipments manufacturer’s specifications (if available) and complete the site permit to work.
3. Ensure there is sufficient lighting available for the procedure.
4. Check for the presence of carbon monoxide in the plant room using an electronic flue gas analyser.
5. Isolate the electrical and oil supplies to the equipment to be serviced.
6. Check isolation of equipment with suitable test apparatus.
7. If working at height, follow ICH’s procedures.
8. Dismantle the equipment and carry out maintenance as per the manufacturer’s instructions.
9. Re-assemble equipment and carry out safety checks.
10. Place equipment back on line and into service.
11. Reinstate all control settings.
12. Work area to be kept tidy at all times.
13. Clear away all equipment/materials and leave in a safe condition.
14. Report back to site contact, sign off work permit, hand over relevant gas safety documentation and manufacturers specifications.
15. Tools and equipment will be packed away in vehicle and site cleared of materials.
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