



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Management Procedure – Method Statements

Document No	<u>LUS-HSE-WG3-446-045.01</u>	Rev	<u>1</u>
Uncontrolled Copy	<input type="checkbox"/>	Controlled Copy	<input checked="" type="checkbox"/>
		Date	<u>01-Apr-2015</u>

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1. Description

This element of the Lusail Construction Safety Management Procedures (LCSMP) outlines Lusail’s requirements for ensuring that a standard approach is taken by Contractors in designing and developing effective Method Statements for use on the Lusail Development Project.

This Procedure applies to all Lusail personnel, Contractors, Developers, Consultants and subcontractors working on the Lusail Project.

2. Definitions

Term	Description
HSE	Safety & Environment
Method Statement (MS)	Method Statement is used to ensure that specific work tasks are carried out safely and that persons involved in the tasks have a structured document outlining the process to be carried out and all the control measures which have to be applied.

3. Responsibilities

The Contractor is fully responsible for the pre-planning and development of Method Statements (MS), Job Hazard Analysis, and overall safe work planning and implementation. Project Management is responsible for assuring that all work is planned and conducted according to the pre-planning documents; Contractor and Lusail Health Safety & Environment (HSE) procedures and the Qatar Construction Specifications 2010. Should a conflict occur between procedures/standards or requirements the more stringent shall apply.

4. Procedure

The following procedure shall be followed by the Contractor or his subcontractor to ensure that the MS is/are in place prior to the start of the work activity, and that it is specific to the activity.

The content of the MS must be appropriate to the work being undertaken. It is important that the MS not include unnecessary or irrelevant material/information which can make the document difficult to understand and ineffective in its application.

The Lusail HSE Department has developed a model MS template, which is adaptable and can be used by Contractors for developing their specific method statements. MS content should include the following, at a minimum:

- Company, reference, title, revision #, date
- Description of the works
- Resources (human/equipment) required
- Assessment of significant risks for all planned tasks/activities
- Control measures to be used
- Personal protective equipment requirements
- Emergency arrangements
- Welfare provisions required
- Temporary amended systems
- To whom the information will be submitted
- Monitoring and compliance
- Attachments
- Preparation, review and approval
- Approvals

4.1 Method Statement Preparation Stages

Method statements shall follow the preparation stages below:

Stage One – Prepared By

The individual(s) who prepares the MS shall be competent and knowledgeable in the actual work that is to be undertaken. This is to ensure that the MS meets the requirements of the task, is relevant and comprehensive, and ensures worker safety.

Stage Two - Safety Review

The HSE Representative or qualified person shall carry out stage two. The safety review of the MS shall be intended to ensure that it meets all site HSE requirements for the task/activity to be undertaken.

Stage Three – Acceptance of the Method Statement

The Project Manager, Construction Manager, or other designated person shall then sign the MS as accurate and acceptable for use in the field. Stage three should occur only after any necessary changes which may have been identified in the first two stages have been addressed and incorporated into the MS document.

4.2 Addendums to the Method Statement

The MS may need to be updated/revise at the actual work location due to operational reasons or actual site conditions and equipment provided. MS updates/revisions may be carried out only by a Contractor approved competent person in charge of the work activity. Field updates/revisions shall be controlled and permissible only for minor low risk changes. All MS updates/revisions shall be recorded on the addendum page of the method statement.

Major changes in work activity processes will require formal revision of the MS to accurately reflect the activity and to ensure all risks are adequately addressed. This will entail halting the work activity until completion of a revised/new MS, review as described above, and approval.

5. Location

The Method Statement shall be made readily available to all personnel involved in the specific work activity, and shall be posted at the work activity location.

6. Pre-Task Briefing

All personnel involved in the specific work activity covered by the MS shall be given a pre-task safety briefing on the document. Briefings shall be documented. Any variations or changes in planned work activities made throughout the day/shift shall be immediately communicated to all personnel involved.

7. Recordkeeping

All records/documentation relating to this procedure shall be maintained at the Contractor's site office and will be made available for Lusail review at all times. The Contractor shall retain all records/documents for a minimum of 10 years from creation date.

8. References

Qatar Construction Specifications 2010 Section 1 Part 10.2.6 "Method Statements"

Qatar Construction Specifications 2010 Section 11 Part 1.1 "Qatar legislation and Management"

Qatar Construction Specifications 2010 Section 11 Part 2.3.1 "Risk Identification and Management"

9. Attachment

[LUS-HSE-FM4-446-086](#)

Model Method Statement Form