



## METHOD STATEMENT

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

**The main hazards to your safety and health are:**

- a) Injury from incorrect manual handling
- b) Injury from slips trips and falls
- c) Injury from the incorrect actions of other contractors on site
- d) Injury from machine hazards.

**Preventative measures you must take:**

- a) You must be "competent" to carry out the task
- b) You must NOT carry out this task alone
- c) Barriers erected at entrances and around the work area, if deemed necessary by the foreman or safety officer, to protect staff
- d) You must not lift beyond your capabilities; get help if necessary
- e) Visitors and other members of staff are prohibited from entry unless accompanied by a competent person. All visitors to be issued with personal protective equipment, if required.

**Personal Protective Equipment you must wear:**

- a) Safety Glasses
- b) Overalls
- c) Safety boots

**Environmental Protection Measures you must take:**

- a) You must dispose of waste and spoil to the designated area or skip provided for waste.

**Quality Control**

Adhere strictly to the following procedure to ensure quality of service. If in doubt contact your manager for clarification before proceeding.

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## Task Description

This method statement describes the work process for the installation of a flavouring drum. Additionally installing powder flow control and oil spray supply with electrostatic controls.

Connection to 220V, 50Hz alternating current electric supply.  
Connection to compress air supply

## Staff & Training

Staff from Spice Application Systems Limited will perform the project. All members of staff are experienced and deemed fit to work on the equipment we supply. A site manager will be appointed to each contract that will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

## PPE

All site workers will wear safety boots and hi-visibility vests, at all times. Other items of PPE such as eye protection, and gloves are available to be worn as and when necessary.

## Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub-contractors. Any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub-contractors will be inducted onto site by the customer and will follow all site rules and safety procedures.

## Welfare

The customer is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

## First Aid

It is the responsibility of the customer to ensure adequate first aid provision for our staff. 'Adequate' means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended an HSE approved course of at least four days' duration and he/she will re-train at least every three years on a course of not less than two days.

An Appointed Person is a person provided by the customer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

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## Background and Preparation

A site visit has been performed prior to the project that ascertained availability of electricity and compressed air are available to operate the machinery. Also that a qualified First Aider will be available.

## Inductions

To be presented to all Spice Application Systems Ltd Staff on arrival at the customer or to SAS project leader to pass onto the staff.

## PPE required

If the customer has a specific requirement in this regard it is to be confirmed during Induction otherwise SAS staff will have their own as described previously.

## Permits to work

To be supplied on arrival at the customers' site.

## Machinery shutdown and lock off procedures

The main switchgear on the SAS equipment will isolate the system if required.

## Site Access and Egress

## Start of works

- 1 Site foreman will ensure site is safe to commence work
- 2 Staff and contractors will put on Personal Protective Equipment
- 3 The flavouring drum to be located alongside the product conveyer
- 4 Mini elevator to be supplied by Mondelēz to feed the product into the drum
- 5 Connect electric and compressed air to the equipment
- 6 **Ensure equipment is earthed correctly**
- 7 Check oil supply is fed at the required volume
- 8 Check flavouring is supplied at required rate
- 9 Ensure Electrostatic fields are established
- 10 Monitor product throughput meet Mondelēz's requirements.

## On completion

- 1 Equipment to be cleaned of oil, flavouring and product.
- 2 All services to be disconnected
- 3 Equipment to be removed from the customers' site

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