

# ONGRADE METHOD STATEMENT

## Introduction

This document is intended to provide a guide to safe working practice whilst installing or servicing electronic monitoring systems on mobile plant within, but not limited to the Construction, Quarrying, Highways, Civils, Waste and Recycling Industries.

If at any stage you are asked to or feel you are undertaking an activity outside provided Risk Assessment or Method Statement...DON'T...cease work. In such cases, please contact client and immediate supervisor for direction. **Never undertake an activity if your safety or the safety of others is at risk.**

## Procedure

### 1 Site Arrival

On arrival on site the engineer should report to the site management, sign in as appropriate and undergo a site induction where the site manager considers it to be appropriate. Obtain a permit to work where necessary, check the site rules with regard to PPE and ensure they are complied with.

### 2 Place of Work

A safe location to work should be identified. Ideally the chosen site should be reasonably level, clear of debris or slippery substances that may cause slips or falls, and away from site traffic routes to reduce the danger from other site traffic.

### 3 Machine Security

The machine operator should be informed that the machine is out of service, the machine should be isolated as appropriate and the ignition key removed and kept in the engineer's pocket whilst working on the machine. The handbrake should be applied and the wheels chocked if there is any risk of machine movement.

### 4 Planning

The installation or service should be planned before starting work, identifying key component locations and cable routing. Potential hazards should be considered and the installation or service carefully planned in order to minimise any risks.

### 5 Activity

The activity of work can be classed as (a) Installation, (b) Decommissioning, (c) Servicing / Inspection

#### 5.1 Installation requires the following actions:

- a) Fitting of hardware to the vehicle/machine. The equipment has been designed in such a way that there is no intrusion into the vehicle when installing major hardware components – no drilling etc. required for these components. The components use high strength magnets to fix to the machine. This includes Base Station, Bucket Zone Antennas (where required), and external audible and / or visual alarms.
- b) The incab Operator Display Unit (ODU) is fitted to Windscreen or side window using high strength suction cup. The Display requires power which is obtained from either an ignition switched source or from the In Cab Auxilliary Power connector. All power is fused before being fed to the Display.

- c) A single cable connects the ODU to the externally mounted Base Station.
- d) Installed equipment is calibrated and tested by the installation engineer.

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- e) All equipment is fitted such that it does not intrude in the machine operation or offer any hazard to personnel working on or around the machine.

### **5.2 Decommissioning**

This is the removal of the installed system:

- a) Major components are readily removed due to the magnet mounting method used.
- b) ODU is removed by releasing the suction cup mechanism.
- c) Interconnecting cables are disconnected and removed
- d) If power has been sourced from an ignition switched feed, this is disconnected and made safe.

### **5.3 Servicing / Equipment Inspection**

This is the servicing and inspection of SiteZone installed equipment. Any installation / decommissioning of components is done in accordance with 5.1 and 5.2

- a) All components are inspected for physical damage – remedial action taken where necessary
- b) System functionality tested - remedial action taken where necessary
- c) PWS range check – confirm that PWS detection range meets customer requirements - remedial action taken when necessary

## **6 Machine Operation**

Any movement of the machine that is necessary during the work shall be carried out by an appropriate member of the site staff working under directions of the OnGrade engineer or will be carried out by a CPCS qualified competent operator where specified by the client.

## **7 Job Completion**

Upon completion of the installation or service the machine should be checked for correct operation and safe use. All waste materials should be collected and removed from site and disposed of appropriately.

## **8 Training**

Operator instruction and training should be given where necessary, at all times ensuring safe practices are observed. Any calibration or setup procedures should be carried out in such a manner that no-one is put at risk of injury.

## **9 Leaving the Site**

Once the job is completed the engineer should inform the appropriate site member of staff, receive signed acknowledgement of the work done and sign out where necessary before departing.