

Method Statements

1. Purpose

The purpose of the method statement is to:

- Outline the safe manner in which the task / activity is to be undertaken
- Provide induction material for all undertaking the task / activity to understand
- Meet legal requirements – hazard identification and control
- Provide a programme against work, material, time, staff and anticipated problems are to be managed
- Act as a tool in quality assurance

2. Scope

A method statement describes the scope of the intended task / activity in an easy to understand step – by – step manner. This is particularly important to reduce potential confusion and ambiguity of the contents by those personnel required to implement it.

The method statement should clearly indicate:

- What – a brief concise description of the task / activity to be undertaken;
- Who – a brief concise description of the personnel involved with undertaking the task / activity;
- When - a brief concise description of the sequence of actions with due commencement and completion dates of the task / activity to be undertaken;
- Where - a brief concise description and map / drawing of the locality of the task / activity to be undertaken;
- Why - a brief concise description of the importance and requirement of the task / activity to be undertaken; and
- How - a brief concise description of the methods to be implemented, materials and equipment to be used for the task / activity.

3. Language use

The method statements shall be written in plain English so that they are understood by all. Therefore, a well thought through and well written method statement providing clear and concise specific work plans, can save much time and money and potentially prevent the occurrence of incidents and accidents.

The implementation of the method statements shall be audited by the ECO. Consequently, the method statements shall contain sufficient information and detail to satisfy the Employers Agent and ECO that the works will be implemented correctly and that potential incidents / accidents shall mitigated and managed.

Please remember to:

- Consider the reader;
- Communicate a clear message;
- Use clear and concise language; and
- Consider how the information is portrayed.

4. Site Specific Requirements

The method statement shall be site and development specific. Method statements copying information contained within the EMPr, specifications or other documents shall not be considered as they do not indicate to the person responsible for approving the document, that the Contractor has a clear understanding of what is required.

5. Minimum Requirements

The method statement should as a minimum address the following:

5.1 Description

- Provide a brief and concise description of the work to be undertaken;
- Personnel Qualifications and Experience;
- List all the details of qualifications and experience required for the completion of the task; and
- Experience may cover previous work done in the area that may not require certificates or licences.

5.2 Personnel, Duties and Responsibilities

- Give details of the duties and specific responsibilities of supervisors and other personnel. For example, describe such things as daily toolbox talks and guidance provided by the Environmental Officer;
- Training required to complete work; and
- Make sure that all workers and their Supervisors are trained in the procedures needed to complete the job safely and in an environmentally responsible way, especially when undertaking tasks for the first time or where new or changed work methods are utilised.

5.3 Programme

- Provide a clear and concise programme indicating all phases and time frames associated with the task.

5.4 Construction sequence and method

- Indicate all steps associated with task at hand. This shall be done in a manner which is easily understandable and leaves no uncertainties to staff that are required to implement the task in the field.

5.5 Possible Hazards

- Include all possible hazards such as:
 - Hazardous substances, explosives, dust, etc ;
 - Hazards to others in area ; and
 - Waste, electrical, fills.

5.6 Resources/Plant/Equipment

- List resources, plant and equipment that you will use on the job, e.g. ladders, scaffold etc.

5.7 Environmental

- Indicate environmental management responsibilities ;
- Provide aspects and impacts associated with the activity;

- Provide environmental guidelines; and
- Specify employee training and involvement to *indicate the following*:
 - Material consumption;
 - Energy consumption;
 - Water consumption;
 - Waste management and reduction;
 - Buildings, machinery, soil;
 - Residual materials and waste;
 - Atmospheric emissions, noise and odour pollution;
 - Wastewater;
 - Accidents and accident prevention; and
 - Transport

5.8 Health and Safety

- List all safety controls such as MSDS;
- Warning Signs;
- Personal protective equipment;
- Storage of materials and equipment;
- Fellow workers/public safety provisions; and
- Housekeeping

5.9 Monitoring Systems

The Contractor shall develop a strategy and programme to monitor and verify its proposed mitigation measures are functioning.

This shall set out:

- performance outcomes in respect of the potential negative environmental and social effects;
- mitigation measures to assist in achieving performance outcomes;
- a programme for monitoring negative environmental and social effects to ensure that mitigation measures are meeting performance outcomes; and
- a contingency plan to be implemented should monitoring reveal that mitigation measures have failed.

All work undertaken by the Contractor shall align to best practicable environmental options; complies with relevant regulatory requirements and satisfies the provisions prescribed within the EMPr.

5.10 Methodology

The outcome of all monitoring is to provide information to inform whether the prescribed outcomes are being met. Consequently the inclusion of monitoring within the method statements is to:

- inform the detection of potential unwanted environmental and social situations from developing, in order to provide timeous implementing of appropriate control measures;
- define the roles of all parties associated with the monitoring process and provide them with clear responsibilities; thus allowing for improved and clear lines of communication;
- identify monitoring parameters and define the mechanisms for monitoring;
- provide mechanisms for the evaluation of monitoring efficiency and efficacy in relation to the management and mitigation measures prescribed in the EMPr;

- provide for measures to improve management actions associated with the mitigation of potential impacts;
- prescribe monitoring frequency; and
- allow for iterative learning.

5.11 Environmental Monitoring

Environmental monitoring techniques shall include:

- Environmental surveillance:
The collection and analysis of dust, noise, soil and water samples within the development footprint to determine compliance with prevailing regulatory requirements; and accepted norms and standards.
- Photographic Record
The Contractor shall compile a photographic record of all activities on site prior to construction related activities commencing, during the construction process and on completion of construction related works.

5.12 Emergency/disaster incident and reaction procedures

- Procedures must be included indicating how incidents/accidents will be dealt with and what steps are in place to prevent such an incident/accident from occurring.

5.13 General

- Explanation of important technical/environmental terms

The Contractor shall be accountable for all actions taken in non-conformance of the accepted Method Statement. The Contractor shall keep method statement and subsequent revisions on file, copies of which must be distributed to all relevant personnel for implementation.

The Contractor shall be required to submit, the method statement including the components listed in the table below as identified in the contract, for approval by Eskom's Environmental Practitioner prior to the start of construction related activities.

Table 5-1: List of components to be included in the method statement required for construction activities

Component(s)	Objective	Target	Criteria
BESS (Installation)	To detail the procedure of installing the BESS as well as associated equipment	<ul style="list-style-type: none"> No spills and zero harm to the surrounding environment Zero safety incidents and damage to the surrounding environment 	Reduce incidents related to installation of the BESS including transporting the electrolyte material and containment structures for the BESS infrastructure.
Bunding	To contain and manage all hazardous substance releases into the environment.	<ul style="list-style-type: none"> Zero spills No environmental pollution occurring. Management according to agreed procedures. 	Method of bunding and covering for static and mobile plant.
Construction Site and Office / Yard Establishment	To ensure site infrastructure, plant, materials and equipment are contained within a suitably secure locality that is adequately zoned and authorised in terms of regulatory requirements.	<ul style="list-style-type: none"> No complaints from landowners No damage to private property Compliance to regulatory requirements. No unplanned disturbance to construction related activities. 	<ul style="list-style-type: none"> Site office/yard layout and preparation Method of installing fences required for no-go areas, working areas and construction areas Preparation of the working area Removal of vegetation
Cement Mixing / Concrete Batching / Bentonite Mixing	Provide measures to contain cementitious products impacting upon the surrounding environment.	<ul style="list-style-type: none"> All cementitious mixing to occur within demarcated localities. No indiscriminate spoiling of cementitious products in non-designated areas. No impacts upon receiving water resources. 	Location, layout and preparation of cement / concrete batching facilities, including the methods employed for mixing concrete and the management of run-off water from such areas.
Environmental Monitoring	Implement a programme whereby impacts upon the surrounding can be monitored and implement measures to mitigate such impacts.	<ul style="list-style-type: none"> Compliance with regulatory requirements. Ensure no incidents or accidents occur which negatively impact upon the surrounding environment. 	<p>Monitoring construction-related impacts upon the surrounding environment is kept within the environmental specifications and applicable legislation. The following variables are to be monitored:</p> <ul style="list-style-type: none"> Dust (e.g. by using reused water). Noise (increase of 7dB above ambient is considered disturbing noise). Contaminated water (through dewatering operations, etc.). Waste: waste manifests for waste disposal including waste sent for recycling.
Erosion control	Prevent erosion and reduce potential impacts upon the surrounding environment.	<ul style="list-style-type: none"> Slopes > 1:1 must have additional anti-erosion mechanisms. No evidence of erosion. No evidence of disturbance outside of project area. 	Method(s) of erosion control, including erosion of spoil material.

Component(s)	Objective	Target	Criteria
Fuels and Fuel Spills	Manage and contain all refuelling activities to prevent and mitigate potential impacts.	<ul style="list-style-type: none"> All refuelling to occur within designated areas. All hydro carbons to be contained within approved bunded facilities. Identified staff to undergo suitable spill clean-up training. 	<ul style="list-style-type: none"> Methods of refuelling vehicles. Details of methods for fuel spills and clean-up operations.
Rehabilitation	To rehabilitate impacted areas to a suitable land capability class similar to that of the surrounding environment. Rehabilitation will take existing land uses into consideration. Rehabilitation should start immediately after work is completed.	<ul style="list-style-type: none"> Reinstatement of areas affected through construction related activities. Proof of monthly removal of alien invasive species re-establishing on cleared areas. 	Rehabilitation of disturbed areas and re-vegetation after completion of construction related activities.
Solid and Liquid Waste Management	Implement measures to reduce, monitor and manage waste generation, whilst maximising recycling efficiency.	<ul style="list-style-type: none"> Ensure all waste products are disposed of at a registered waste landfill site designed to cater for said waste product. Proof of waste generated, reused, recycled and disposed of, including disposal certificates, must be kept on site. Contain all waste with in approved designated areas and stored in marked containers. Containers of hazardous waste and waste oils must be stored in a bunded, covered area. No evidence of contamination by waste. Bins provided at regular intervals. No evidence of litter. 	<ul style="list-style-type: none"> Solid and liquid waste control and removal of waste from site. Methods for the disposal of vegetation, paper and plastics and/or building materials. Methods for the recycling of oils etc.
Vegetation Clearing	To remove existing vegetation (trees and shrubs only).	No brush cut of indigenous vegetation (grass and forb species, including Fynbos species) in medium and high sensitivity areas.	To ensure effective and efficient re-growth of vegetation in medium and high sensitivity areas.
Wash Areas	To ensure plant and equipment used on site are kept clean whilst containing and preventing the release of potential contaminants into the receiving environment.	<ul style="list-style-type: none"> No contamination of the receiving environment through the washing and cleaning of equipment and plant. Compliance with regulatory requirements. 	<ul style="list-style-type: none"> Location, layout, preparation and operation of all wash areas, including vehicle washing, workshop washing, paint washing and clearing Method for the treatment of wastewater prior to discharge.