

# METHOD STATEMENT FORM

## WHAT IS A METHOD STATEMENT?

A work method statement, sometimes called a “safe system of work”, is a document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a step by step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

Please type when you complete this form (handwritten forms will not be accepted)

<b>METHOD STATEMENT</b>	
<b>Event Name:</b>	<b>Event Date:</b>
<b>Company Name:</b>	<b>Company Address:</b>
<b>Stages Of Operation (description of work and process)</b>	<b>Safe Methods To Be Used</b>
<b>Prepared By:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Health and Safety Contact Person:</b>	<b>Health and Safety Contact Mobile:</b>
<b>Out of Hours Contact Person:</b>	<b>Out of Hours Contact Mobile:</b>