Method Statement

Date: Site: Date for intended work to commence:

Job Description: Rolling up of belts with reeler

1. On arrival reverse park into best available space.
2. Dress in correct PPE hard hat, boots, Hi-viz overalls, glasses, gloves and if required, ear protectors.
3. Sign in.
4. Site introduction if required.
5. Assess work to be done with site personal filling in all relevant paperwork i.e. permit to work, method statements and presenting certificates as required for lifting equipment, passport etc.
6. Drive to area of work along designated route watching out for any other traffic.
7. Park vehicle at place of work in an area agreed with site personal in a safe place away from traffic movements or falling objects. Driver to keep the ignition key with himself at all times.
8. Isolate conveyor applying LOTOTO.
9. Remove reeler from lorry using crane on hiab lorry or telehandler with forks inserted into lifting points.
10. Using crane on hiab or telehandler move reeler into best position as assessed with site personal.
11. Release the stored energy in the belt by undoing the tension unit.
12. Cut belt on the return side above reeler.
13. Attach slack end of belt from drive side of conveyor to reeler using the clamps on the rotating shaft.
14. Starting reeler wind belt from conveyor into reeler until belt is removed from structure.
15. Switch off reeler then strap roll of belt.
16. Unbolt bar from driveshaft.
17. Lift roll of belt and shaft from reeler onto the floor using crane on hiab or forks on telehandler under roll of belt.

18. Undo clamps on shaft then remove from centre of roll of belt.

19. Lift shaft back onto realer and then lift reeler with forks inserted into lifting points.

20. Move to next belt to be batched and repeat steps as above.

21. After all belts are batched lift reeler back onto lorry.

22. Remove padlocks.

23. Sign off permit to work

24. No of personnel: 3.

Signed: 

Date: 

Safe personal positioning is essential at all times, if in doubt suspend operation and seek advice.