Reference	SHE-5-MS
Revision	00
Effective Date	February 2026
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Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Shallow trenching
Brief Description of Activity	This method statement outlines the procedure for safe shallow trenching operations (typically up to 1.2m deep) for the installation of utilities, drainage, or cabling. The process includes planning for underground services, safe excavation techniques, and backfilling steps to ensure the safety of personnel and the stability of the surrounding ground.

Planning

- Identify the exact route and dimensions of the trench to be excavated.
- Determine the location of existing underground utilities using updated service drawings and GPR (Ground Penetrating Radar) or CAT scans.
- Obtain necessary "Permit to Dig" approvals from relevant site authorities.
- Ensure all personnel are briefed on the task, specifically regarding the "Safe Dig" policy and the location of known services.
- Prepare an emergency response plan for accidental utility strikes (e.g., gas leaks or electrical cable damage).

Pre-Task Inspection

- Inspect all hand tools and mechanical excavators for signs of damage or wear.
- Check the CAT (Cable Avoidance Tool) and Signal Generator (Genny) to ensure they are calibrated and functional.
- Ensure the working area is free of overhead obstructions, such as power lines, that could interfere with machinery.

Pre-Task Activities

- Secure the area by setting up barriers, safety fencing, or warning signs to prevent unauthorized access and protect the public.
- Mark the intended trench line on the ground using biodegradable spray paint or chalk.
- Conduct a final sweep with the CAT and Genny to mark the precise path of any detected underground services.
- Establish a safe zone for the storage of excavated spoil, ensuring it is placed at least 1 meter away from the trench edge..

Main Task

- Position the excavator or start hand-digging carefully, following the marked-out lines.
- Wear appropriate personal protective equipment (PPE) including high-visibility vests, safety boots, hard hats, and gloves.
- Use "trial holes" (hand-dug) to expose and confirm the depth and location of services before using mechanical equipment.
- Excavate the trench to the required depth, maintaining a slight batter or slope if ground stability is questionable.
- Once the desired depth is reached, stabilize the bottom of the trench and install the required utility or pipework using prescribed methods.
- Carefully hand-backfill and compact the soil around the installed services to provide adequate protection.
- Once the service is protected, proceed with mechanical backfilling and compaction of the remaining trench.

Task Conclusion

- Double-check that the trench has been fully backfilled and that the surface is level with the surrounding ground to prevent trip hazards.
- Store all tools and equipment safely and clean the work area of any excess debris.
- Remove all temporary barriers, fencing, and signage once the area is confirmed safe for traffic or pedestrians.
- Document the completion of the excavation, noting any newly installed services on the site's "as-built" drawings.

Tools Required

- Mechanical Mini-Excavator (if required)
- CAT and Genny (Cable Avoidance Tool)
- Insulated shovels and spades (rated for electrical safety)
- Compaction plate (Whacker plate)
- Barriers and safety fencing
- Marking paint or chalk

Control Measures

- Maintain a minimum distance of 1 meter between the spoil heap and the trench edge to prevent collapse.
- Wear the appropriate PPE at all times, especially when working in proximity to mechanical plant.
- Verify that no personnel enter the trench if it exceeds 1.2 meters unless appropriate shoring or benching is installed.
- Do not use mechanical excavators within 0.5 meters of known live underground services; use hand-digging only..

Hazards

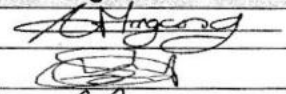
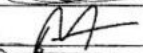
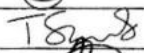
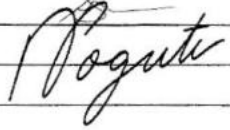
- Collapse of trench sides leading to burial or injury.
- Strikes on underground electrical, gas, or water services.
- Falls into the open trench by personnel or the public.
- Being struck by moving plant or machinery.
- Manual handling injuries from digging or moving heavy materials.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

Reference	SHE-ATTS
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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:		Method Statement Shallow trenching	
Responsible person presenting:		(16.1) Craig Greggor	
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
3	26 February 2026	Mike Ndlovu	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Chemical transport and restocking
Brief Description of Activity	This method statement outlines the systematic procedure for the safe transport and restocking of chemical substances within the facility. The process includes rigorous planning, compatibility verification, secure transit, and organized storage to prevent spills, hazardous reactions, and personnel exposure.

Planning

- Review the Safety Data Sheets (SDS) for all chemicals to be moved, specifically focusing on Section 14 (Transport Information) and Section 7 (Handling and Storage).
- Identify the safest internal or external route, ensuring it is clear of high-traffic areas, emergency exits, and environmental drains.
- Group chemicals by hazard class; ensure oxidizers, flammables, acids, and bases are planned for separate transport or isolated via secondary containment.
- Obtain necessary hazardous material handling permits and ensure all involved staff are COSHH (Control of Substances Hazardous to Health) trained.
- Confirm the location of the nearest eyewash stations, safety showers, and fire extinguishers along the chosen transport route.

Pre-Task Inspection

- Inspect all primary containers for cracks, bulging, or degraded seals that could lead to leaks during movement.
- Ensure all containers have clear, legible GHS-compliant labels and appropriate hazardous markers.
- Inspect manual handling aids such as trolleys, drum dollies, or forklifts for mechanical soundness and tire pressure.
- Verify that a fully stocked chemical spill kit containing absorbent socks, pads, and neutralizing agents is available and mobile.

Pre-Task Activities

- Clear the delivery and restocking zones of any debris or unauthorized personnel and set up "Work in Progress" signage.
- Place containers into bunded pallets or chemical-resistant trays to catch potential drips or leaks during transit.
- Temporarily cover or plug any floor drains located in the immediate loading and unloading areas to prevent environmental contamination.
- Notify the warehouse or laboratory supervisor that the chemical movement and restocking process is commencing.

Main Task

- Secure the chemical containers onto the transport equipment using straps or shrink-wrap to prevent shifting or tipping.
- Don the required personal protective equipment (PPE), including chemical-resistant gloves (Nitrile/Neoprene), safety goggles, and a chemical apron.
- Move the chemicals at a controlled walking pace along the pre-planned route without leaving the transport vehicle unattended.
- Carefully transfer containers from the transport aid to the permanent storage racking or cabinets.
- Implement the FIFO (First In, First Out) method by moving older stock to the front to prevent chemical expiration or degradation.
- Place chemicals into their designated storage units, such as flammable cabinets or acid lockers, based on their compatibility group.

Task Conclusion

- Double-check that all lids are tightened and containers are sitting securely on shelves, ensuring heavy liquids are stored on lower levels.
- Dispose of any used packaging, shrink-wrap, or contaminated PPE in the designated hazardous waste bins.
- Log the new stock levels in the facility's Chemical Management System or paper-based register immediately.
- Remove all barriers, warning signs, and drain covers once the area is confirmed safe and the task is complete.

Tools Required

- Chemical-resistant bunded trolley or spill pallet
- Drum dolly or pallet jack
- GHS-compliant labeling materials
- Absorbent pads and neutralizers (Spill Kit)
- Straps or heavy-duty shrink-wrap
- Chemical Inventory Log or tablet

Control Measures

- Ensure at least two people are involved for large volume or high-toxicity transfers to avoid solo-working risks.
- Never exceed the rated load capacity of trolleys, forklifts, or storage shelving units.
- Maintain physical distance or barriers between incompatible hazard classes at all times.
- Avoid storing liquid chemicals above eye level to prevent the risk of face or eye splashes during retrieval.

Hazards

- Chemical spills leading to environmental contamination or slip hazards.
- Hazardous reactions resulting from accidental mixing of incompatible substances (e.g., toxic gas release).
- Inhalation or ingestion exposure to volatile vapors or accidental hand-to-mouth contact.
- Manual handling injuries such as strains or crushed limbs from moving heavy drums.
- Fire or explosion from the ignition of flammable vapors near heat sources or static discharge.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement for Chemical transport and restocking		
Responsible person presenting:	(16.1) Craig Greggor		
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
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Reference	SHE-5-MS
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for installing a 50mm water meter
Brief Description of Activity	This method statement outlines the procedure for the safe installation of a 50mm diameter water meter into a new or existing pipeline. The process involves site preparation, isolation of water supply, pipe cutting/fitting, and pressure testing to ensure a leak-free connection.

Planning

- Identify Location: Confirm the meter location is accessible for reading and maintenance.
- Permits: Obtain "Notice of Intent" to disrupt water supply if working on a live main.
- Flow Direction: Check the meter casing for the flow direction arrow to ensure correct orientation.
- Coordination: Notify affected stakeholders of the scheduled water outage.

Pre-Task Inspection

- Equipment Check: Inspect the 50mm meter for any cracks, damaged threads, or debris inside the casing.
- Materials Inventory: Verify that all necessary gaskets, flange bolts, and/or union connectors are on-site.
- Isolation Check: Test that the upstream and downstream isolation valves are fully functional and can hold back the water pressure.

Pre-Task Activities

- Area Safety: Cordon off the work area if it is in a high-traffic zone or mechanical room.
- System Shutoff: Close the main isolation valve.
- Depressurization: Open a downstream tap or drain valve to bleed out remaining pressure and water from the pipe section.
- Dry Workspace: Ensure the pit or floor area is pumped dry to prevent slipping hazards.

Main Task

- Pipe Preparation: Measure the "lay length" of the meter (including gaskets). Cut or remove the existing pipe section precisely to fit.
- Cleaning: Clean the pipe ends and flange faces. Remove any old gasket material or corrosion with a wire brush.
- Orientation: Position the meter so the flow arrow on the body matches the direction of the water supply.
- Installation: * Insert high-quality rubber or fiber gaskets between the meter and the pipe.
- Hand-tighten bolts or unions first.
  Tightening: Use a wrench to tighten bolts in a diagonal (cross-bolt) pattern to ensure even compression and a watertight seal.
- Strainer (If Required): Install a strainer upstream of the meter to protect the internal turbine from grit or stones.

Task Conclusion

- Slow Filling: Crucial Step. Slowly crack open the upstream valve. Rapidly opening the valve can cause a "water hammer" that may shatter the meter internals.
- Leak Inspection: Observe all joints for at least 5 minutes under full system pressure.
- Air Purge: Open a downstream outlet to flush out any air pockets trapped in the line.
- Data Recording: Document the meter’s serial number and the initial reading (e.g., 0000.00) for the client’s records.

Tools Required

- 50mm Water Meter (and optional strainer)
- Pipe Wrenches / Spanner Set (Sized for 50mm fittings)
- Pipe Cutter / Reciprocating Saw
- Replacement Gaskets / PTFE Tape
- Wire Brush (for cleaning flanges)

Control Measures

- Ensure the ladder is used on a stable and level surface.
- Wear the appropriate PPE at all times during the task.
- Verify that the electrical circuit is dead using a voltage tester before starting work.
- Do not carry heavy tools or equipment up the ladder; use a tool belt.
- Keep the work area clean and free of unnecessary materials to avoid tripping hazards.

Hazards

- Manual Handling: 50mm meters are heavy; use two hands or a team lift.
- Residual Pressure: Wear safety glasses when first loosening bolts in case of trapped pressure "spray-back."
- Wet Surfaces: Keep a mop or wet-vac nearby to prevent slip hazards from spilled water.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:		Method Statement Install 50mm water meter	
Responsible person presenting:		(16.1) Craig Greggor	
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for installing a FRP water filter
Brief Description of Activity	This method statement outlines the procedure for the safe installation and commissioning of an FRP (Fiberglass Reinforced Plastic) Water Filter tank. This includes positioning the vessel, installing internal distributors, loading filtration media, and connecting the control valve to the water supply.

Planning

- Site Survey: Ensure the floor is level and capable of supporting the "wet weight" of the filter (FRP tanks become very heavy once filled with media and water).
- Drainage: Confirm a functional floor drain or backwash line is nearby to handle high-flow discharge during cleaning cycles.
- Media Calculation: Verify the volume of gravel/sand/carbon required for the specific tank size.
- Water Quality: Ensure the feed water pressure does not exceed the maximum PSI rating of the FRP tank.

Pre-Task Inspection

- Vessel Integrity: Inspect the FRP tank for cracks, deep scratches, or "star" fractures in the fiberglass coating.
- Internal Components: Check the riser pipe and bottom lateral distributors for any cracks that could lead to media escaping into the service lines.
- Multiport Valve: Ensure the control valve head is clean and O-rings are lubricated with silicone grease.

Pre-Task Activities

- Positioning: Place the empty FRP tank in its final location before loading media.
- Riser Prep: Insert the riser pipe into the tank. Cover the top of the riser pipe with tape or a cap to prevent media from entering the pipe during the filling process.
- Water Level: Add a small amount of water (approx. 10-20% of the tank) to the vessel to cushion the fall of the media and protect the bottom laterals.

Main Task

Media Loading: * Load the under-bedding (usually gravel) first to cover the laterals.

- Slowly pour the primary filtration media (sand, carbon, etc.) into the tank.
- Maintain the riser pipe in a perfectly vertical, centered position during loading.
- Valve Assembly:
- Remove the protective tape from the riser pipe.
- Slide the multiport valve over the riser pipe and screw it onto the tank neck. Hand-tighten only to avoid stripping the fiberglass threads.
- Plumbing Connections: * Connect the Inlet, Outlet, and Drain lines using unions (for easy future maintenance).
- Ensure the drain line has an "air gap" to prevent back-siphoning from the sewage system.

Task Conclusion

- Initial Backwash: Set the valve to "Backwash" and slowly turn on the water. This flushes out "fines" (dust/small particles) from the new media.
- Rinse Cycle: Run the "Rinse" cycle until the sight glass shows clear water.
- Leak Test: Check all threaded connections and the tank neck for leaks under full operating pressure.
- Program Setting: If using an automatic valve, set the timer/flow meter for the correct regeneration frequency.

Tools Required

- RP Pressure Vessel
- Filter Media (Gravel, Sand, Carbon, etc.)
- Multiport Control Valve
- Funnel (for loading media)
- Silicone Lubricant (for O-rings)
- Pipe Wrenches and PVC Glue/Tape

Control Measures

- Respiratory Protection: All personnel loading media must wear P2 or N95 dust masks.
- Lifting Technique: Use a "team lift" for bags over 20kg or use a mechanical conveyor/lift for larger tanks.
- Pressure Management: Install a Pressure Reducing Valve (PRV) if the supply exceeds the tank's rating (typically 150 PSI).
- Housekeeping: Immediately clean up any spilled media or water using a wet-vac or mop.
- Tool Safety: Use tool lanyards or a stable platform/ladder when working on the valve head of tanks taller than 1.5m.
- PPE: Safety boots, gloves, and impact-resistant safety glasses must be worn at all times.

Hazards

- Dust Inhalation: Fine particles from dry sand, carbon, or resin media can cause respiratory irritation.
- Manual Handling: Lifting 25kg bags of media repeatedly can cause back strain or injury.
- High Pressure: Potential for the vessel to burst or fittings to blow off if the system is over-pressurized.
- Slips/Trips: Spilled water or media beads (especially ion-exchange resin) create extremely slippery floor surfaces.
- Falling Objects: Tools or valve heads dropped from the top of tall FRP tanks.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

Reference	SHE-ATTS
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Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement Install frp water filter		
Responsible person presenting:	(16.1) Craig Greggor		
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Blower Replacements
Brief Description of Activity	This method statement outlines the procedure for safely disconnecting and then reconnecting a blower for maintenance or replacement.

Planning

- Identify the exact blower unit to be replaced and confirm tag number and location.
- Review blower specifications (voltage, kW rating, mounting configuration, ducting connections, pipework and electrical supply).
- Schedule the shutdown in coordination with site operations to minimize process disruption.
- Obtain required work permits (Electrical Isolation Permit and General Work Permit).
- Confirm availability of replacement blower, gaskets, fasteners and consumables.
- Ensure competent personnel (qualified electrician and mechanical technician) are assigned.
- Review site-specific risk assessment and emergency procedures.
- Confirm lifting requirements and determine whether manual handling or mechanical lifting equipment is required.

Pre-Task Inspection

- Inspect replacement blower for damage and confirm correct model and rating.
- Inspect electrical cables, glands, isolator and control panel for visible defects.
- Inspect mounting base, anchor bolts and support structure for corrosion or instability.
- Check surrounding area for trip hazards, water accumulation or obstructions.
- Inspect tools and lifting equipment (if applicable) for defects.
- Verify that adequate lighting and ventilation are available.

Pre-Task Activities

- Inform relevant personnel of planned shutdown.
- Switch off blower at control panel and isolate at main isolator.
- Apply Lockout and Tagout (LOTO) in accordance with client procedure.
- Test for dead using an approved voltage tester.
- Confirm blower has come to a complete stop before commencing work.
- Allow blower to cool down if recently in operation.
- Set up barricades and warning signage around the work area.
- Ensure appropriate PPE is worn (safety boots, gloves, eye protection, hearing protection where required).

Main Task

- Disconnect electrical supply cables after confirming isolation.
- Label all electrical connections prior to removal to ensure correct reconnection.
- Disconnect ducting, pipework or flexible connectors attached to the blower.
- Remove mounting bolts and carefully detach the blower from its base.
- Use appropriate lifting technique or mechanical aid to remove the blower.
- Position the new blower on the mounting base and align correctly.
- Secure blower using correct fasteners and torque as per manufacturer’s specification.
- Reconnect ducting or pipework ensuring airtight seals.
- Reconnect electrical wiring according to labels and wiring diagram.
- Check rotation direction briefly (jog test) after re-energising.
- Ensure blower runs smoothly without abnormal vibration or noise.

Task Conclusion

- Remove all tools, lifting equipment and waste materials from the work area.
- Remove lockout devices and re-energise system under supervision.
- Conduct functional test and verify correct airflow/pressure.
- Inspect for air leaks, abnormal vibration, overheating or loose fittings.
- Clean the work area and remove barricades.
- Complete maintenance records and report to supervisor.
- Sign off permit and update asset register if required.

Tools Required

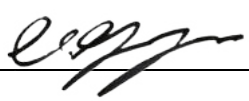
- Spanner and socket set
- Screwdrivers
- Adjustable wrench
- Electrical voltage tester
- Insulation tape
- Cable ties
- Torque wrench
- Lifting equipment (chain block or hoist if required)
- Replacement gaskets and fasteners
- Lockout/Tagout kit
- Cleaning materials

Control Measures

- Strict application of Lockout and Tagout procedure.
- Confirm electrical isolation using a voltage tester before touching conductors.
- Use proper manual handling techniques to prevent back injury.
- Use mechanical lifting aids where blower weight exceeds safe manual handling limits.
- Ensure blower is securely mounted before energising.
- Maintain housekeeping throughout the task.
- Only qualified personnel to perform electrical reconnection.
- Ensure PPE is worn at all times.

Hazards

- Electrical shock during disconnection or reconnection.
- Manual handling injuries when lifting blower.
- Finger crush injuries during alignment and mounting.
- Slips, trips and falls in wet or cluttered areas.
- Exposure to excessive noise during testing.
- Falling objects during removal or installation.
- Unexpected start-up if isolation is not properly applied.

Responsible Person	Signature	Date
Craig Greggor 16.1		26 February 2006

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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement Blower replacements
Responsible person presenting:	(16.1) Craig Greggor

#	Date	Name & Surname	Signature
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for De rusting manholes and other steel equipment and minor paint work
Brief Description of Activity	This method statement outlines the procedure for the removal of oxidation (rust) from manhole covers, frames, and auxiliary steel equipment, followed by the application of protective coatings. The process includes planning, surface preparation, mechanical de-rusting, and minor paint touch-ups to restore structural integrity and prevent further corrosion.

Planning

- Identify the specific manholes and steel equipment requiring treatment and assess the severity of corrosion.
- Determine the appropriate time for the activity to ensure minimal disruption to site traffic or pedestrian movement.
- Obtain necessary work permits and approvals from relevant site authorities or environmental officers.
- Ensure all personnel are briefed on the task and are trained in the safe use of mechanical de-rusting tools and chemical handling.
- Prepare an emergency response plan for potential chemical splashes or injuries from mechanical tools.

Pre-Task Inspection

- Inspect all mechanical tools, such as wire brushes and grinders, for damage, worn components, or frayed power cables.
- Check the condition of the steel equipment to ensure that structural integrity is maintained and it is safe to work on.
- Ensure the working area is clear of combustible materials and that the surface is dry for paint application.

Pre-Task Activities

- Secure the work area by setting up barriers, safety cones, or warning signs to prevent unauthorized access and protect passersby.
- Clean the surface area of loose debris, soil, or grease using a stiff brush or appropriate cleaning agent.
- Place drop cloths or protective sheeting around the work area to catch rust flakes and prevent paint spills on the surrounding ground.
- Verify that all paints, primers, and rust converters are correctly identified and that their Safety Data Sheets (SDS) are available on-site.

Main Task

- Wear appropriate personal protective equipment (PPE) including a dust mask (P2 or P3), safety goggles, heavy-duty gloves, and protective coveralls.
- Use mechanical scrapers, wire brushes, or power grinders to remove all loose rust and scale until the bright metal is exposed.
- Apply a rust converter or metal primer to the treated surface using the prescribed method (brush or roller) to stabilize the metal.
- Once the primer is dry, apply the specified topcoat or bitumen paint evenly to ensure full coverage of the steel equipment.
- For manholes, ensure the paint does not seal the cover to the frame by clearing excess paint from the joints.
- Allow the paint to cure fully in accordance with the manufacturer's instructions before removing barriers.

Task Conclusion

- Double-check that all treated surfaces are fully coated and that no areas have been missed.
- Store all paints, solvents, and mechanical tools safely in their designated storage areas.
- Remove all barriers, protective sheeting, and signs once the paint is dry to the touch and the area is safe.
- Document the completion of the task, noting the types of materials used and any areas requiring future monitoring.

Tools Required

- Mechanical grinder with wire brush attachment
- Hand-held wire brushes and scrapers
- Paintbrushes and rollers
- Dust mask (P2/P3 rated) and safety goggles
- Rust converter and metal primer
- Topcoat paint (Bitumen or industrial enamel)
- Drop cloths and cleaning rags

Control Measures

- Ensure adequate ventilation is available when using paints or solvents in confined or semi-enclosed areas.
- Wear appropriate respiratory and eye protection at all times during de-rusting to avoid inhalation of dust.
- Do not apply paint in wet or extremely humid conditions as this will cause the coating to fail.
- Keep all flammable liquids away from sparks generated during the grinding process.

Hazards

- Inhalation of metallic dust or old paint particles during the de-rusting process.
- Eye injuries from flying rust flakes or debris.
- Skin irritation or chemical burns from contact with rust converters and paints.
- Fire hazards from the use of solvents or grinders near flammable materials.
- Manual handling injuries from lifting heavy manhole covers or equipment.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

Reference	SHE-ATTS
Revision	00
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Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement for De rusting		
Responsible person presenting:	(16.1) Craig Greggor		
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Nadine Potgieter	
2	26 February 2026	Abubaker Nageng	
3	26 February 2026	Matsome Matjila	
4	26 February 2026	Mike Ndlovu	
5	26 February 2026	Morris Hlungwani	
6	26 February 2026	Reckson Shidzinga	
7	26 February 2026	Russel Gumbo	
8	26 February 2026	Sello Maboya	
9	26 February 2026	Steven Manaka	
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Reference	SHE-5-MS
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Desludging septic tanks
Brief Description of Activity	This method statement outlines the procedure for the safe removal of accumulated sludge and scum from septic tanks. The process includes planning, inspection, pre-task activities, the extraction of waste via vacuum tanker, and conclusion steps to ensure environmental safety and the prevention of hazardous gas exposure.

Planning

- Identify the exact location, capacity, and type of septic tank to be desludged.
- Determine the required frequency of desludging to ensure optimal system performance and prevent overflow.
- Obtain necessary waste disposal permits and ensure the disposal site is licensed to receive septage.
- Ensure that all personnel are briefed on the task and are trained in biological hazard awareness and confined space safety.
- Prepare an emergency response plan for potential spills or exposure to toxic gases like hydrogen sulfide (H_2S).

Pre-Task Inspection

- Inspect the vacuum tanker and suction hoses for any signs of wear, leaks, or damaged couplings.
- Check the septic tank area for structural integrity, ensuring the ground can support the weight of the vacuum truck if positioned nearby.
- Verify that the gas monitor/detector is calibrated and functional for checking atmospheric conditions near the tank opening..

Pre-Task Activities

- Secure the area by setting up barriers, safety cones, or warning signs to keep unauthorized personnel away from the open tank.
- Ensure the vacuum tanker is positioned on a stable, flat surface with the parking brake engaged and wheels chocked.
- Open the septic tank covers carefully and allow the tank to vent for a minimum of 30 minutes before commencing work.
- Use a gas detector to confirm that the air around the opening is safe and free from hazardous concentrations of methane or hydrogen sulfide..

Main Task

- Position the suction hose into the tank, ensuring it reaches the bottom to extract the heavy sludge layer.
- Wear appropriate PPE, including chemical-resistant gloves, safety goggles, a face shield, and waterproof coveralls.
- Activate the vacuum pump and begin the extraction process, monitoring the hose for any blockages or kinks.
- Use a high-pressure water jet or a "breaking pole" if necessary to break up the solid scum layer or compacted sludge at the base.
- Leave approximately 10-15% of the liquid/sludge in the tank to preserve the essential bacteria required for the biological treatment process.
- Once the extraction is complete, wash down the interior walls of the tank and the suction hose to remove residual waste.

Task Conclusion

- Securely replace and lock the septic tank covers to prevent accidental falls or unauthorized entry.
- Store all hoses and tools back on the vacuum tanker, ensuring they are properly capped to prevent drips during transit.
- Clear the work area of any debris, tools, or spills, using disinfectant on any contaminated surfaces.
- Document the volume of waste removed and report the completion of the task to the supervisor or relevant authority for waste tracking.

Tools Required

- Vacuum tanker truck with high-capacity pump
- Suction hoses with secure couplings
- Gas detector (Multi-gas monitor)
- High-pressure water jetting unit
- Manhole lifting keys and crowbar
- Disinfectant and spill containment kit

Control Measures

- Never enter a septic tank under any circumstances unless specifically trained, equipped, and permitted for Confined Space Entry.
- Wear the appropriate PPE at all times to protect against biological pathogens and chemical additives.
- Ensure at least two personnel are present during the operation to act as lookouts and emergency contacts.
- Keep the work area clean and use designated wash stations immediately after the task to prevent cross-contamination.

Hazards

- Asphyxiation or poisoning from hazardous gases (Hydrogen Sulfide, Methane, Ammonia).
- Biological hazards and infections from contact with raw sewage (e.g., Weil's disease, E. coli).
- Falls into the open tank or trips over suction hoses.
- Environmental contamination from accidental spills or leaks during transport.
- Manual handling injuries from moving heavy manhole covers or suction hoses.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:		Method Statement for Desludging septic tanks	
Responsible person presenting:		(16.1) Craig Greggor	
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
3	26 February 2026	Mike Ndlovu	
4	26 February 2026	Morris Hlungwani	
5	26 February 2026	Reckson Shidzinga	
6	26 February 2026	Russel Gumbo	
7	26 February 2026	Sello Maboya	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Driving – light weight commercial
Brief Description of Activity	This method statement outlines the procedure for the safe operation of light commercial vehicles (LCVs) for business purposes. The process includes journey planning, vehicle inspections, safe driving execution, and post-trip protocols to ensure the safety of the driver, the public, and the security of the cargo..

Planning

- Identify the destination and map out the most efficient and safest route, prioritizing main roads over narrow or high-risk secondary roads.
- Determine the proper departure time to allow for traffic conditions, weather alerts, and required rest breaks to prevent fatigue.
- Obtain necessary authorization for vehicle use and ensure the driver holds a valid, appropriate license for the vehicle class.
- Ensure that all drivers are briefed on the company's driving policy, including mobile phone use and drug/alcohol zero-tolerance rules.
- Prepare an emergency response plan, including contact details for breakdown services and insurance providers.

Pre-Task Inspection

- Inspect the vehicle's exterior for any signs of damage, tire wear, or low pressure, ensuring all lights and indicators are functional.
- Check fluid levels, including engine oil, coolant, brake fluid, and windshield washer reservoir.
- Ensure that the vehicle is clean, mirrors are adjusted for the driver, and the windshield/windows provide clear visibility.

Pre-Task Activities

- Secure the cargo area by ensuring all loads are evenly distributed and properly restrained using straps or netting to prevent shifting during transit.
- Verify that the vehicle's weight does not exceed the Gross Vehicle Weight (GVW) specified on the manufacturer's plate.
- Conduct a "cockpit drill" to ensure the seat, steering wheel, and headrest are adjusted to the correct ergonomic position.
- Input the destination into the GPS or navigation system before starting the engine to avoid distractions while moving.

Main Task

- Position the vehicle safely for departure, ensuring all occupants have their seatbelts fastened before moving.
- Ensure that the vehicle is operated in accordance with local traffic laws and speed limits at all times.
- Wear appropriate footwear for driving (no flip-flops or heavy, loose boots that impede pedal feel) and ensure safety glasses are available for glare.
- Drive defensively, maintaining a safe following distance (the "two-second rule" in dry conditions, increased for rain or fog).
- Once at the delivery or destination point, stabilize the vehicle by engaging the parking brake and selecting a low gear or "Park."
- Carefully unload any equipment or cargo, utilizing manual handling best practices or mechanical aids as required.
- Once the task is complete, return to the base or move to the next scheduled location following the same safety protocols.

Task Conclusion

- Double-check the vehicle to ensure no equipment, trash, or ignition keys have been left inside.
- Store all cargo-securing equipment (straps, blankets) neatly in their designated storage areas.
- Remove the vehicle from the loading/unloading zone and park it in its assigned, secure parking space.
- Document the completion of the journey in the vehicle logbook and report any mechanical issues or incidents to the supervisor.

Tools Required

- Light commercial vehicle (Van, Pickup, or 4x4)
- Load securing straps or cargo nets
- Vehicle daily inspection checklist
- Navigation system (GPS)
- Reflective safety vest (High-visibility)
- Vehicle emergency kit (Triangle, first aid, fire extinguisher)

Control Measures

- Ensure the vehicle is used only on stable and suitable road surfaces for its type.
- Wear the appropriate high-visibility clothing whenever exiting the vehicle in a work zone or roadside.
- Verify that the driver's total driving hours do not exceed legal limits to prevent fatigue-related accidents.
- Do not use hand-held mobile devices or adjust navigation systems while the vehicle is in motion.
- Keep the vehicle cabin free of loose items that could become projectiles in the event of a sudden stop.

Hazards

- Collisions with other vehicles or pedestrians due to driver error or poor visibility.
- Shifting loads causing vehicle instability or damage to the cargo.
- Fatigue or medical episodes resulting in loss of vehicle control.
- Vehicle mechanical failure (e.g., tire blowout or brake failure) during transit.
- Strains or injuries during the loading and unloading of heavy equipment.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

Reference	SHE-ATTS
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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement for Driving – light weight commercial		
Responsible person presenting:	(16.1) Craig Greggor		
#	**Date**	**Name & Surname**	**Signature**
1	17 April 2026	Abubaker Nageng	
2	17 April 2026	Matsome Matjila	
3	17 April 2026	Mike Ndlovu	
4	17 April 2026	Morris Hlungwani	
5	17 April 2026	Reckson Shidzinga	
6	17 April 2026	Russel Gumbo	
7	17 April 2026	Sello Maboya	
8	17 April 2026	Steven Manaka	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Control panel PLC programming
Brief Description of Activity	This method statement outlines the systematic procedure for the safe removal and replacement of electrical components—such as relays, contactors, PLCs, or circuit breakers—within an industrial control panel. The process focuses on electrical isolation, component verification, and functional testing to ensure technician safety and system reliability.

Planning

- Identify the exact location and configuration of the electrical wires to be disconnected.
- Determine the proper time for disconnecting the wires to minimize impact on operations.
- Obtain necessary work permits and approvals from relevant authorities.
- Ensure that all personnel involved are briefed on the task and have the necessary qualifications and training.
- Prepare an emergency response plan in case of accidents or unexpected electrical faults.

Pre-Task Inspection

- Inspect the 2m A-frame ladder for any signs of damage or wear that could compromise safety.
- Check the electrical wires and surrounding area for potential hazards.
- Ensure that the working area is dry and free from any water hazards.

Pre-Task Activities

- Secure the area by setting up barriers or warning signs to prevent unauthorized access.
- Verify that the electrical circuit to be worked on is properly identified and marked.
- Conduct lockout and tagout according to the clients template on the electrical wires to be removed.
- Use a voltage tester to ensure that the electrical wires are not live before starting the disconnection process.

Main Task

- Position the 2m A-frame ladder securely on a stable, flat surface away from any obstructions.
- Ensure that the ladder is fully opened and locked in position before climbing.
- Wear appropriate personal protective equipment (PPE) including electrical gloves, safety glasses, and shoes with non-conductive soles.
- Climb the ladder carefully, carrying any tools in a tool belt or pouch to keep hands free.
- Once at the appropriate height, stabilize yourself and begin the process of disconnecting the electrical wires using the prescribed tools and methods.
- Carefully remove each wire, ensuring they are labeled if necessary for future reconnection.
- Once the disconnection is complete, descend the ladder safely.

Task Conclusion

- Double-check that all wires have been safely disconnected and that there are no loose ends or exposed wires.
- Store all tools and equipment used in the task.
- Remove the ladder and clear the work area of any debris or tools.
- Document the completion of the task and report to the supervisor or relevant authority.

Tools Required

- 2m A-frame ladder
- Electrical gloves
- Safety glasses
- Voltage tester
- Wire cutters and strippers
- Insulation tape
- Labeling materials
- Tool belt or pouch for carrying tools

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Makoya Amanzi
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Control Measures
- Ensure the ladder is used on a stable and level surface. - Wear the appropriate PPE at all times during the task. - Verify that the electrical circuit is dead using a voltage tester before starting work. - Do not carry heavy tools or equipment up the ladder; use a tool belt. - Keep the work area clean and free of unnecessary materials to avoid tripping hazards.
Hazards
- Falls from the ladder due to instability or incorrect use - Electric shock from handling live wires - Tripping over tools or equipment - Dropping tools or equipment from height, posing a risk to others below - Contact with overhead obstructions

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

Reference	SHE-ATTS
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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement for Control panel PLC programming		
Responsible person presenting:	(16.1) Craig Greggor		
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for working at heights – ladders
Brief Description of Activity	This method statement outlines the procedure for safely working at heights with a ladder.

Planning

- Identify the exact location and configuration of the electrical wires to be disconnected.
- Determine the proper time for disconnecting the wires to minimize impact on operations.
- Obtain necessary work permits and approvals from relevant authorities.
- Ensure that all personnel involved are briefed on the task and have the necessary qualifications and training.
- Prepare an emergency response plan in case of accidents or unexpected electrical faults.

Pre-Task Inspection

- Inspect the 2m A-frame ladder for any signs of damage or wear that could compromise safety.
- Check the electrical wires and surrounding area for potential hazards.
- Ensure that the working area is dry and free from any water hazards.

Pre-Task Activities

- Secure the area by setting up barriers or warning signs to prevent unauthorized access.
- Verify that the electrical circuit to be worked on is properly identified and marked.
- Conduct lockout and tagout according to the clients template on the electrical wires to be removed.
- Use a voltage tester to ensure that the electrical wires are not live before starting the disconnection process.

Main Task

- Position the 2m A-frame ladder securely on a stable, flat surface away from any obstructions.
- Ensure that the ladder is fully opened and locked in position before climbing.
- Wear appropriate personal protective equipment (PPE) including electrical gloves, safety glasses, and shoes with non-conductive soles.
- Climb the ladder carefully, carrying any tools in a tool belt or pouch to keep hands free.
- Once at the appropriate height, stabilize yourself and begin the process of disconnecting the electrical wires using the prescribed tools and methods.
- Carefully remove each wire, ensuring they are labeled if necessary for future reconnection.
- Once the disconnection is complete, descend the ladder safely.

Task Conclusion

- Double-check that all wires have been safely disconnected and that there are no loose ends or exposed wires.
- Store all tools and equipment used in the task.
- Remove the ladder and clear the work area of any debris or tools.
- Document the completion of the task and report to the supervisor or relevant authority.

Tools Required

- 2m A-frame ladder
- Electrical gloves
- Safety glasses
- Voltage tester
- Wire cutters and strippers
- Insulation tape
- Labeling materials
- Tool belt or pouch for carrying tools

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Makoya Amanzi
Environmental Solution

Control Measures
- Ensure the ladder is used on a stable and level surface. - Wear the appropriate PPE at all times during the task. - Verify that the electrical circuit is dead using a voltage tester before starting work. - Do not carry heavy tools or equipment up the ladder; use a tool belt. - Keep the work area clean and free of unnecessary materials to avoid tripping hazards.
Hazards
- Falls from the ladder due to instability or incorrect use - Electric shock from handling live wires - Tripping over tools or equipment - Dropping tools or equipment from height, posing a risk to others below - Contact with overhead obstructions

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

Reference	SHE-ATTS
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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement-Working at heights ladders
Responsible person presenting:	(16.1) Craig Greggor

#	Date	Name & Surname	Signature
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
3	26 February 2026	Mike Ndlovu	
4	26 February 2026	Morris Hlungwani	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Onsite pump repairs
Brief Description of Activity	This method statement outlines the procedure for performing onsite repairs to industrial pumps. The process includes mechanical and electrical isolation, partial or full disassembly of the pump unit, replacement of internal components (such as seals, impellers, or bearings), and re-commissioning to ensure the safe and efficient restoration of the fluid system.

Planning

- Identify the specific pump failure symptoms and obtain the correct repair kits, mechanical seals, or gaskets required for the onsite service.
- Determine the proper time for the repair to ensure minimal disruption to site processes and coordinate with the operations team.
- Obtain necessary work permits, including Mechanical Isolation, Electrical Isolation, and Hot Work (if grinding or heat is required for component removal).
- Ensure all personnel involved are briefed on the pump type (e.g., centrifugal, diaphragm, or submersible) and have the technical competence for the specific repair.
- Prepare an emergency response plan to address potential pressurized fluid releases, chemical exposure, or electrical incidents.

Pre-Task Inspection

- Inspect the work area for adequate lighting, ventilation, and space to safely lay out pump components during disassembly.
- Check the condition of all hand tools and specialized equipment, such as bearing pullers or internal circlip pliers.
- Ensure that the replacement parts match the manufacturer's specifications and are free from defects.
- Verify that portable lifting equipment or tripods are within their inspection period and rated for the weight of the pump motor or casing.

Pre-Task Activities

- Secure the area by setting up barriers or warning signs to prevent unauthorized access to the repair zone.
- Verify that the electrical circuit for the pump is properly identified and marked at the Motor Control Center (MCC).
- Conduct lockout and tagout (LOTO) on the electrical isolator and all suction/discharge valves to prevent accidental startup or flooding.
- Depressurize the pump casing using the drain plug or bleed valve, ensuring a suitable container is used to catch residual fluid.
- Use a voltage tester to ensure that the electrical supply is completely disconnected before removing the motor junction box cover.

Main Task

- Disconnect the electrical wiring from the motor, ensuring each lead is labeled for correct phase rotation during reassembly.
- Loosen and remove the coupling bolts or drive belts, then separate the motor from the pump end if the repair requires bench work.
- Carefully disassemble the pump casing or back-plate to access the internal components, following the manufacturer’s sequence. Remove the faulty components (e.g., worn mechanical seal or damaged impeller) using appropriate pullers to avoid damaging the shaft.
- Clean all internal surfaces, shaft sleeves, and gasket faces thoroughly using a lint-free rag and appropriate cleaning solvent.
- Install the new components, ensuring mechanical seals are handled with extreme care to avoid contaminating the seal faces.
- Reassemble the pump casing with new gaskets or O-rings, tightening all bolts to the manufacturer’s specified torque in a cross-pattern.
- Align the pump and motor shafts using a straight edge or laser alignment tool to prevent premature bearing failure.

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Makoya Amanzi
Environmental Solution

Task Conclusion
– Rotate the pump shaft manually to ensure there is no binding or internal rubbing before restoring power. – Store all tools, pullers, and old components, ensuring the work area is clear of debris or oil spills. – Remove LOTO devices, slowly open the suction valve to prime the pump, and check for any static leaks. – Momentarily "bump" the motor to verify correct rotation before full startup and document the repair in the site maintenance log.
Tools Required
– Mechanical tool kit (wrenches, sockets, and torque wrench) – Bearing pullers and internal/external circlip pliers – VDE-insulated electrical tools and voltage tester – Gasket scrapers and cleaning solvent – Dial indicator or laser alignment kit – Feeler gauges and calipers – Oil/fluid collection trays and absorbent pads
Control Measures
– Ensure the system is fully depressurized and cooled to ambient temperature before loosening any casing bolts. – Wear the appropriate PPE at all times, including safety goggles, chemical-resistant gloves (if handling process fluids), and safety boots. – Verify that the pump is properly primed (vented of air) before startup to prevent dry-running the new mechanical seal. – Do not use excessive force on the pump shaft or impeller; utilize the correct pullers to prevent mechanical deformation.
Hazards
– Electric shock from residual power or incorrect isolation. – Release of pressurized or hazardous fluids during disassembly. – Hand injuries (pinching or cuts) from sharp impeller vanes or heavy components. – Mechanical failure or vibration due to poor shaft alignment. – Slips and falls caused by leaked oil, lubricants, or process water.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement Onsite pump repairs
Responsible person presenting:	(16.1) Craig Greggor

#	Date	Name & Surname	Signature
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
3	26 February 2026	Mike Ndlovu	
4	26 February 2026	Morris Hlungwani	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Pump replacements
Brief Description of Activity	This method statement outlines the procedure for the safe removal and replacement of industrial or domestic pumps. The process includes mechanical isolation, electrical lockout, removal of the faulty unit, installation of the new pump, and commissioning steps to ensure the integrity of the fluid system and the safety of personnel.

Planning

- Identify the exact model, flow rate, and pressure ratings of the pump to be replaced to ensure the new unit is compatible.
- Determine the proper time for the replacement to minimize the impact on facility operations or water supply.
- Obtain necessary work permits, including Hot Work (if welding/grinding is required) and Mechanical/Electrical Isolation permits.
- Ensure all personnel are briefed on the task and possess the necessary mechanical and electrical competencies.
- Prepare an emergency response plan for potential pipe bursts, major leaks, or electrical faults.

Pre-Task Inspection

- Inspect the replacement pump for any shipping damage, missing gaskets, or manufacturing defects.
- Check the surrounding pipework, valves, and supports for signs of corrosion or structural weakness that may complicate the removal.
- Ensure the working area is dry and that localized lighting is sufficient for the task.
- Verify that the lifting equipment (e.g., chain blocks or slings) is within its valid inspection date and rated for the pump's weight.

Pre-Task Activities

- Secure the area by setting up barriers or warning signs to prevent unauthorized access to the mechanical room or pump station.
- Verify that the electrical circuit for the pump is properly identified and marked at the control panel.
- Conduct lockout and tagout (LOTO) on both the electrical isolator and the suction/discharge valves.
- Close all isolation valves and use a drain valve or bleed point to depressurize the section of pipework containing the pump.
- Use a voltage tester to ensure the electrical terminals are not live before disconnecting the motor.

Main Task

- Position any required access equipment or lifting gear securely on a stable, flat surface away from obstructions.
- Disconnect the electrical cabling from the pump motor terminal box and secure the cables away from the work area.
- Loosen and remove the flange bolts or union connections, ensuring a collection tray is in place for residual fluid.
- Carefully remove the old pump from its baseplate, utilizing mechanical lifting aids for heavy units to keep hands free.
- Clean the existing flange faces or threaded connections and install new gaskets or sealing materials.
- Position the new pump onto the baseplate and align it precisely with the pipework to prevent mechanical stress.
- Secure the pump to the baseplate and tighten the flange bolts in a diagonal sequence to ensure an even seal.
- Reconnect the electrical wiring, ensuring correct motor rotation, and tighten all gland nuts to maintain the IP rating.
- Gradually open the suction and discharge valves to bleed air from the system and check for static leaks.

Task Conclusion

- Double-check that all mechanical connections are tight and that there are no leaks under system pressure.
- Store all tools and equipment used in the task, ensuring no debris is left in the pump plinth area.
- Remove the LOTO devices, restore power, and conduct a functional test to verify flow, pressure, and vibration levels.
- Document the completion of the task, including the new pump's serial number, and report to the supervisor.

Tools Required

- Set of wrenches/spanners and socket set
- VDE-insulated screwdrivers and pliers
- Voltage tester (Proving unit)
- Pipe wrenches (Stilson)
- Gasket scrapers and cleaning rags
- Lifting slings or chain block (if required)
- Alignment tools (e.g., laser aligner or dial gauge)

Control Measures

- Ensure the pump is fully isolated from both electrical and hydraulic energy sources before work begins.
- Wear the appropriate PPE at all times, including safety glasses, steel-toed boots, and nitrile gloves for fluid contact.
- Verify that the system is fully depressurized using a pressure gauge before loosening any flange bolts.
- Do not attempt to lift pumps manually if they exceed safe lifting limits; use mechanical aids.
- Keep the work area clean and free of spilled oil or water to avoid slipping hazards.

Hazards

- Electric shock from handling live motor connections or residual capacitor charge.
- Sudden release of pressurized fluid causing injury or equipment damage.
- Crushing injuries or strains from moving heavy pump units.
- Exposure to hazardous fluids (e.g., chemicals or sewage) depending on the pump application.
- Contact with sharp edges on gaskets or corroded pipework.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

Reference	SHE-ATTS
Revision	00
Effective Date	February 2026
Revision Date	February 2027
Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement Pump replacements		
Responsible person presenting:	(16.1) Craig Greggor		
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
3	26 February 2026	Mike Ndlovu	
4	26 February 2026	Morris Hlungwani	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Reedbed maintenance – using brush cutters
Brief Description of Activity	This method statement outlines the procedure for the safe maintenance of reedbeds using petrol-powered or battery-operated brush cutters. The process includes planning, site inspection, cutting execution, and waste management to ensure the ecological health of the reedbed while protecting personnel from hazards associated with cutting tools and wetland environments.

Planning

- Identify the specific area of the reedbed requiring maintenance and determine the required cutting height (usually 5-10cm above the water or substrate level).
- Determine the optimal time for cutting (typically autumn or winter) to avoid disturbing nesting birds or protected wildlife.
- Obtain necessary environmental permits or ecological surveys if the reedbed is part of a protected habitat or SSSI (Site of Special Scientific Interest).
- Ensure all personnel are trained in the safe operation of brush cutters and are aware of the risks associated with working near water.
- Prepare an emergency response plan for potential fuel spills, tool-related injuries, or water immersion.

Pre-Task Inspection

- Inspect the brush cutter for mechanical integrity, ensuring the blade/nylon head is securely fitted and the safety guard is in place.
- Check the harness and handlebars for proper adjustment to minimize physical strain on the operator.
- Examine the reedbed for hidden obstacles such as large stones, metal debris, or piping that could strike the blade.
- Ensure the ground or substrate is stable enough for foot travel and identify any deep-water zones or soft mud hazards.

Pre-Task Activities

- Secure the area by establishing a "no-go" exclusion zone of at least 15 meters around the operator to protect others from flying debris.
- Verify that the brush cutter is fueled (if petrol) at a designated fueling station away from the water’s edge to prevent contamination.
- Conduct a pre-work briefing to discuss the direction of the cut and emergency exit routes from the reedbed.
- Set up a designated area for the collection and temporary storage of cut reeds (thatch)..

Main Task

- Position the operator securely on the reedbed surface, ensuring a stable stance before starting the equipment.
- Wear appropriate Personal Protective Equipment (PPE) including a face shield, ear defenders, chainsaw-grade leggings/trousers, and waterproof boots or waders.
- Start the brush cutter according to the manufacturer’s instructions and attach it securely to the operator's harness.
- Begin cutting the reeds in a steady, sweeping motion, working away from the exclusion zone and maintaining a safe distance from other workers.
- Once the desired section is cut, switch off the equipment and allow the blade to come to a complete stop before setting it down.
- Carefully gather the cut reeds using rakes, ensuring they are removed from the bed to prevent nutrient loading or clogging of water flow.
- Once the maintenance is complete, exit the reedbed safely and perform a final check of the equipment.

Task Conclusion

- Double-check that all target reeds have been cut and that the water flow paths within the bed are unobstructed.
- Store all brush cutters and fuel containers in a secure, ventilated storage area.
- Remove all safety barriers and ensure the site is clear of tools, debris, or fuel containers.
- Document the maintenance activity, including the area covered and any ecological observations, and report to the supervisor.

Tools Required

- Petrol or battery-operated brush cutter
- Metal tri-blade or heavy-duty nylon line
- Operator harness and vibration-dampening gloves
- Rakes and pitchforks for reed removal
- Fuel mixing container and funnel (if applicable)
- Spill kit (specifically for hydrocarbons)

Control Measures

- Maintain a minimum safety distance of 15 meters between the brush cutter operator and any other personnel.
- Wear the appropriate PPE at all times, specifically focusing on hearing and eye protection.
- Stop work immediately if unauthorized persons or wildlife enter the exclusion zone.
- Use a bio-degradable oil for the fuel mix to minimize environmental impact in the event of a small leak.
- Limit continuous operation time and utilize the harness to prevent Hand-Arm Vibration Syndrome (HAVS) and fatigue.

Hazards

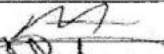
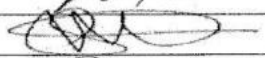
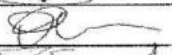
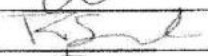
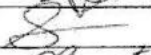
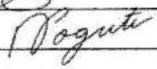
- Flying debris (stones/reeds) causing eye or skin injuries.
- Sharp blades or lines causing severe lacerations to the operator or others.
- Slips, trips, and falls in wet, uneven, or muddy reedbed terrain.
- Biological hazards from stagnant water (e.g., Weil's disease/Leptospirosis).
- Noise-induced hearing loss and Hand-Arm Vibration (HAVS) from prolonged tool use.

Responsible Person	Signature	Date
Craig Greggor		26 February 2026

Reference	SHE-ATTS
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Revision Date	February 2027
Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:		Method Statement Reedbed maintenance	
Responsible person presenting:		(16.1) Craig Greggor	
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Sampling – sewage and drinking water
Brief Description of Activity	This method statement outlines the procedure for safely disconnecting electrical wires while utilizing a 2m A-frame ladder. The process includes planning, inspection, pre-task activities, execution of the main task, and conclusion steps to ensure the safety of the personnel involved and the integrity of the electrical system.

Planning

- Identify the exact sampling points, such as specific taps for drinking water or manholes/inlet channels for sewage.
- Determine the required parameters for analysis (e.g., Microbiological, Chemical, or Physical) to select the correct sample bottles and preservatives.
- Obtain necessary work permits and approvals for site access, particularly for restricted water treatment works or hazardous sewage plants.
- Ensure that all personnel are briefed on the task and are trained in aseptic sampling techniques and biological hazard awareness.
- Prepare an emergency response plan for accidental exposure to raw sewage or falls into water bodies/tanks.

Pre-Task Inspection

- Inspect all sample bottles to ensure they are clean, sterile (for microbiological tests), and have intact seals.
- Check that all secondary equipment, such as telescoping sampling poles or bailers, is clean and functional.
- Verify that the portable cooler box and ice packs are ready to maintain the required temperature (typically 2°C to 8°C) during transit.
- Ensure all labeling materials are waterproof and that the chain-of-custody forms are available.

Pre-Task Activities

- Secure the area by setting up barriers or safety cones if sampling from high-traffic areas or open manholes.
- For drinking water: Clean the sample tap and remove any attachments (aerators or hoses) that could contaminate the sample.
- For sewage: Use a gas detector to ensure the atmosphere is safe before opening manholes or entering semi-enclosed sampling bays.
- Verify that all PPE is donned correctly, including nitrile gloves, safety glasses, and high-visibility clothing..

Main Task

- Position yourself securely at the sampling point, ensuring stable footing and avoiding overreaching over water or tanks.
- For drinking water: Flush the tap for 2–3 minutes to clear the service line, then flame the tap (if metal) or disinfect with 70% ethanol to ensure sterility.
- For sewage: Use a sampling pole or bailer to collect a representative sample from a well-mixed area of the flow, avoiding surface scum or bottom grit.
- Carefully open the sample bottle without touching the inside of the cap or the neck of the bottle to prevent contamination.
- Fill the bottle to the required level (usually leaving a small air gap for mixing, unless testing for Volatiles), and secure the cap tightly.
- Label each bottle immediately with the date, time, location, and sample ID.
- Place the samples into the cooler box immediately to stop biological activity and maintain chemical stability.

Task Conclusion

- Double-check that all sample bottles are correctly labeled and that the lids are leak-proof.
- Store all reusable sampling poles and tools safely, ensuring they are disinfected after contact with sewage.
- Remove all safety barriers and ensure manhole covers or tap cabinets are securely closed and locked.
- Document the completion of the task by finalizing the Chain of Custody (CoC) form and notifying the laboratory of the incoming shipment..

Tools Required

- Sterile sample bottles (with preservatives like Sodium Thiosulfate for chlorine neutralization)
- Telescopic sampling pole or weighted bailer
- 70% Ethanol spray or wipes (for tap disinfection)
- Calibrated gas detector (for sewage manholes)
- Cooler box with frozen ice packs
- Waterproof labels and indelible markers
- Chain of Custody (CoC) documentation

Control Measures

- Ensure that a "Like-with-Like" approach is taken; never use the same equipment for drinking water and sewage without full sterilization.
- Wear the appropriate PPE at all times, specifically focusing on gloves and eye protection to prevent splashes.
- Verify that samples are delivered to the laboratory within the prescribed holding time (usually within 6–24 hours).
- Do not smoke, eat, or drink while handling sewage samples to prevent the ingestion of pathogens..

Hazards

- Biological hazards (pathogens) from sewage, such as Leptospirosis (Weil's disease) or E. coli.
- Chemical hazards from preservatives (acids/bases) pre-added to sample bottles.
- Falls into tanks, manholes, or water bodies during the sampling process.
- Exposure to hazardous gases (Methane, H_2S) when sampling wastewater.
- Cross-contamination resulting in inaccurate laboratory data and false reporting.

Responsible Person	Signature	Date
Craig Greggor 16.1		26 February 2026

Reference	SHE-ATTS
Revision	00
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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement Sampling sewage and drinking water		
Responsible person presenting:	(16.1) Craig Greggor		
#	**Date**	**Name & Surname**	**Signature**
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
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Makoya Amanzi
Environmental Solution

METHOD STATEMENT

Title	Method Statement for Treatment plant construction – light engineering – little more than installing a swimming pool pump and filter
Brief Description of Activity	This method statement outlines the procedure for the light engineering installation of a small-scale treatment plant, specifically the installation and connection of a pump, filtration unit, and associated pipework. The process includes site preparation, mechanical installation, electrical connection, and system testing to ensure efficient fluid treatment and operator safety.

Planning

- Identify the exact installation layout for the pump and filter, ensuring sufficient clearance for future maintenance and ventilation.
- Determine the optimal sequence of installation to minimize downtime if connecting to an existing water or waste line.
- Obtain necessary plumbing and electrical permits required by the site or local authorities.
- Ensure all personnel are briefed on the system's flow requirements and are competent in PVC solvent welding and basic electrical wiring.
- Prepare an emergency response plan to manage potential water leaks or electrical faults during the commissioning phase.

Pre-Task Inspection

- Inspect the pump, filter housing, and media (sand, glass, or cartridge) for any damage sustained during transit.
- Check all PVC fittings, valves, and pipes for cracks or manufacturing defects.
- Ensure the concrete pad or mounting surface is level, dry, and capable of supporting the weight of the equipment when full of water.
- Verify that all handheld power tools are in good condition and that the electrical supply to the work area is protected by an RCD (Residual Current Device).

Pre-Task Activities

- Secure the area with barriers or cones to prevent unauthorized access to the installation zone.
- Verify that the main water supply and electrical circuits intended for the system are clearly identified and isolated.
- Conduct lockout/tagout (LOTO) on the electrical supply and relevant water valves according to site safety protocols.
- Set up a clean workstation for the preparation of pipes and the application of PVC solvent cement.

Main Task

- Position the filter and pump securely on the mounting pad, ensuring the pump is positioned to maintain a flooded suction if applicable.
- Wear appropriate PPE, including safety glasses, nitrile gloves (for solvent handling), and steel-toed boots.
- Measure and cut PVC piping to length, ensuring all ends are deburred and cleaned before assembly.
- Apply PVC primer and solvent cement to joints, connecting the pipework from the source to the pump suction, and from the pump discharge to the filter inlet.
- Complete the return line from the filter outlet to the treatment destination, incorporating any required check valves or flow meters.
- Mount the electrical starter or controller and connect the pump motor wiring, ensuring all cables are housed in weather-proof conduit.
- Use a voltage tester to verify the ground connection is secure before finalizing the electrical housing.
- Fill the filter with the specified media, ensuring the internal laterals are protected during the filling process.

Task Conclusion

- Double-check all solvent-welded joints for completeness and ensure all union nut connections are hand-tightened with a final quarter-turn.
- Store all tools and remaining materials, ensuring the area is clear of PVC offcuts or solvent rags.
- Remove LOTO devices, prime the pump with water, and perform a functional test to check for leaks under pressure.

- Document the installation in the site logbook, including pump serial numbers and filter media type, and report completion to the supervisor.

Tools Required

- PVC pipe cutters or fine-tooth saw
- Deburring tool or sandpaper
- PVC primer and solvent cement
- Set of wrenches/spanners and adjustable pliers
- VDE-insulated screwdriver set
- Voltage tester
- Spirit level

Control Measures

- Ensure the ladder or access platform is used on a stable, level surface if mounting overhead pipework.
- Wear safety glasses at all times when cutting pipe or using solvent cement to prevent eye injuries.
- Verify that the electrical circuit is dead using a voltage tester before touching any terminals.
- Do not over-tighten plastic fittings, as this can lead to stress cracking and leaks.
- Keep the work area clean and immediately wipe up any spilled solvent cement or primer.

Hazards

- Inhalation of fumes from PVC primers and solvent cements.
- Electric shock from incorrect wiring or failure to isolate power.
- Eye injuries from flying PVC chips during cutting or solvent splashes.
- Slips and falls from water leaks during the initial system testing.
- Manual handling injuries from positioning heavy pumps or bags of filter media.

Responsible Person	Signature	Date
Craig Greggor 16.1		26 February 2026

Reference	SHE-ATTS
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Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:	Method Statement Treatment plant construction
Responsible person presenting:	(16.1) Craig Greggor

#	Date	Name & Surname	Signature
1	26 February 2026	Abubaker Nageng	
2	26 February 2026	Matsome Matjila	
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