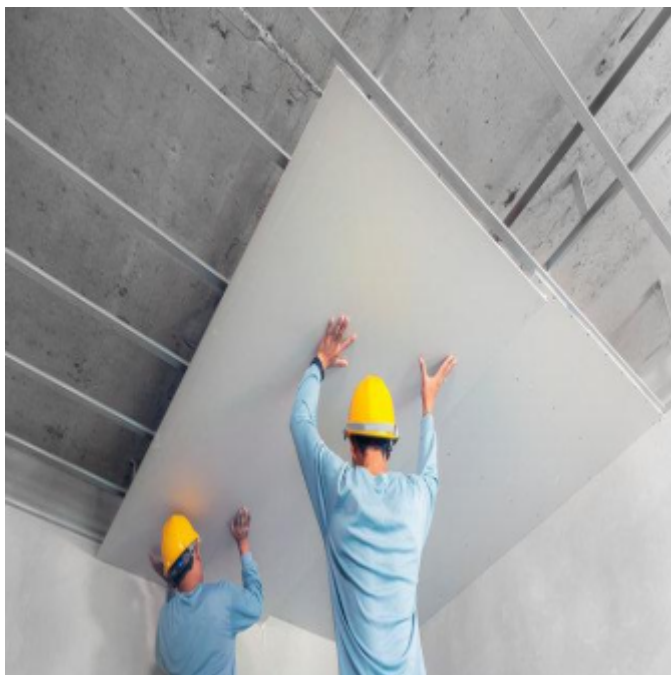




Gypsum Boards Ceiling Installation Method Statement

[Company]
[Company Address]
[Company E-mail]
[Company Phone]

Doc Ref #	XYZ/IMS/HSE/MS/00
Issue Date	DD-MM-YYYY
Rev #:	00
Pages	8

Prepared By	Approved By
Name:	Name:
Designation:	Designation:
Signature:	Signature:

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Revision Summary

S/#	Date	Rev	Revision Description	Revised By & Title
1				
2				
3				
4				
5				

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Project Credentials	
Project Name	
Project Ref #	
Site Name	
Location	

Client Credentials			
Client Name			
Address			
Contact #			
Concerned Person		Designation	

Contractor Details			
Contractor Name			
Contractor Ref #			
Address			
Contact #			
Concerned Person		Designation	

Other Details	
Onsite First Aider	
First Aid Kits Location	
Fire Extinguishers	
Site Supervisor Name	
Project Engineer Name	
Project Safety Officer	
Emergency Contact #	
Hospital Contact #	
Rescue Service #	
Police Station #	

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1. Introduction

Gypsum Boards ceiling installation is done to cover the ceiling through various designs. The gypsum boards are prefabricated with designs. The boards are installed in pieces and joints are covered with joint filling. The Gypsum Board Ceiling is also known as **False Ceiling**. It is an easy, quick and clean method.

The Method Statement is also developed to provide the guidelines when handling and installing the Gypsum Ceiling boards.

2. Scope

The Method Statement containing guidelines, to perform the job, are applicable to all of the staff members and activities involved in Gypsum Board Ceiling Installation.

3. Purpose

The purpose of this method statement is to identify and highlight the main points of installing gypsum boards ceiling according to the drawing of the area under work by complying with all safety and health laws at the workplace.

4. Roles and Responsibilities

4.1. CEO/MD

- Guide the staff and junior management to plan the job before start of the project.
- Provide resources and information to plan and execute the activities.
- Consultation and information exchange to ensure all of the hazards are identified and countered.
- Incident investigation launch to ensure the reoccurrence is prevented.

4.2. Safety Officer

- Provision of the guidelines and information to plan and execute the work activities.
- Identification and controls of hazards and corresponding risks.
- Inspection and testing of the work equipment and tools to ensure they are safe for use.
- Monitoring of the workplace, work activities and ensure workers are aware of their responsibilities.
- Develop and implement work procedures and methodologies.
- Incident investigations and reporting to the higher management.
- Emergency response planning and implementation.
- Training and development of the workforce to ensure they are competent enough to perform the job.
- Other tasks assigned by the top management.

4.3. Site Supervisor & Foreman

- Manage the workplace and work activities.
- Ensure workplace is safe for use and free of hazards.
- Ensure the implementation of the work methods and organizational policies.
- Report any kind of incident, accident, hazard to the higher management and safety department.
- Participate in toolbox talks, emergency drills, meetings, and trainings.
- Participate in Incident investigations on regular basis.
- Record management and daily work reporting to the higher management.

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4.4. Project Engineer

- Planning of work and guidelines to perform the job.
- Assistance in Risk Assessment, Hazard Identification, Controls suggestion, as well as accident investigations.
- Deciding and implement training plans of the workforce so that they are trained and competent to do job.
- Monitoring of work activities to ensure they are performed as per plan and agreed standards.
- Other tasks allocated by the management.

5. Procedure

5.1. delivery, Storage, and Handling

- Material shall be delivered onsite just before start of work to prevent any sort of deterioration, damage, wear and tear, through vehicles.
- The supply of other gypsum boards shall be maintained throughout the work according to the need.
- The gypsum boards shall be handled with care in vertical position to protect the edges and corners.
- The gypsum boards shall be placed in shelter above the ground, properly stacked, and handled with dry hands. Any kind of liquid shall be removed from the storage area.

5.2. Onsite Arrival and Preparatory Works

- Worksite shall be examined for all kind of hazards, the frame should be plumbed, and other work activities have been completed.
- Perform a **COSHH** assessment to identify the chemicals and implement control to reduce corresponding risk.
- Workers shall enter the worksite from the designated entry point and register their entrance time in the attendance register.
- The PPEs shall be provided by the management to the workers and damaged PPEs shall be removed from the site.
- Site supervisor, site engineer, safety officer shall provide a detailed and job-specific toolbox talk and information to the workers explaining the job requirements and final product specifications.
- Workers shall be instructed about the work-related activities, high risk activities, relevant documentation, work platforms, tools and equipment, Safe System of Work (SSW) and other factors that can affect the safety and security of the workers.
- Tools and equipment shall be distributed among the workers according to their work nature.
- Any damaged and irrelevant tool shall be removed and replaced.
- All of the tools and equipment shall be inspected before job commencement.
- Powered tools and equipment shall be closely inspected and damaged ones shall be replaced immediately.
- Site emergency response plan and relevant equipment shall be inspected.
- Fire extinguishers and first aid kits shall be delivered onsite and their locations will be communicated to whole workforce.
- Waste collection arrangements shall be reviewed.

5.3. Work Application

- The gypsum boards shall be lifted by two men when installing.
- Ensure that the frame used for the ceiling boards installation is as per recommended design, erected properly, and able to hold the load.

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- The space between two gypsum boards shall be maintained with the placement of studs or gap jointers.
- When installation has been accomplished, finishing level shall be maintained.
- Safely and carefully remove the gap jointers/studs and fill the gap with filling material.
- Clean the surface with cloth or foam once job has been done.
- If any gypsum board is damaged or worn off don't use it.
- Damaged, and worn off boards shall be segregated and disposed off as per waste removal guidelines.

6. Health and Safety Guidelines

- Don't operate any machinery or tool unless it has been declared safe for use by the HSE officer.
- Don't operate any machinery, tool or equipment unless you have received particular training to operate it.
- Check the power tools on regular basis and before start of job. Inspect body, wire, plug, operating switch to ensure it is safe for use.
- If anything is found damaged, report it to the maintenance person, or HSE officer for replacement.
- Use PPEs and others guards to protect yourself.
- Don't modify any equipment that has guards attached.
- Ensure power cords, extensions are in good condition, and well insulated.
- Ensure powered tools and equipment have circuit breakers to protect the worker in case of incident.
- Don't touch the powered equipment if your hands or body is wet.
- When equipment is not in use, power it off and remove plug and place on safe location to avoid damage and misuse.
- Ensure the wirings and cords are placed on the safe location to prevent any kind of damage.
- Don't install accessories and equipment when machine is running or in working state.
- Before use and after operation, clean the tool and equipment and secure on safe location.

7. Waste Removal and Disposal Arrangements

- Waste shall be removed from the client's site when the job is done.
- Use PPEs when removing waste to avoid exposure to chemicals identified in COSHH Assessment.
- The removed waste shall be collected at one place and special bags shall be used to secure it.
- During the work, a person shall ensure the waste is removed to keep the floor clean and tidy.
- The removed waste shall be placed in designated areas and handed over to the municipality or any of their approved contractor who is authorized and responsible to collect chemicals.
- The record of the removed waste shall be maintained.
- The used PPEs and discarded equipment shall be disposed-off accurately so that the environment is not damaged.
- Any spilled chemical shall be collected using spill containment kit and removed from the worksite.

8. Work Permit

S/#	Permit Detail	Permit Duration		Issued By	Status
		Issue Date	End Date		
1	Permit 1				
2	Permit 2				

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3	Permit 3				
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9. Training Requirements

S/#	Training Requirements	Training Date & Location	Trainer	Status
1	Training Topic 1			
2	Training Topic 2			
3	Training Topic 3			

10. PPE Requirements

S/#	PPEs	Qty.
1	Masks/ Respirators	
2	Gloves	
3	Helmets	
4	Coveralls	
5	Safety shoes	
6	Goggles/ Face Shields	
7	Ear Muffs/ Ear Plugs	
Total Quantity		

11. Material, Tools & Equipment

S/#	Material, Tools & Equipment	Qty.
1	Material, Tools & Equipment 1	
2	Material, Tools & Equipment 2	
3	Material, Tools & Equipment 3	
4	Material, Tools & Equipment 4	
5	Material, Tools & Equipment 5	
6	Material, Tools & Equipment 6	
7	Material, Tools & Equipment 7	
Total Quantity		

12. Emergency Procedure

The Organization's Emergency Response Plan shall be used to ensure the workers are aware of their responsibilities in case of emergency, the arrangements made to counter emergency are relevant, implemented, and reviewed on regular basis.

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13. Relevant Documents

- Risk Assessment & Method Statement
- Emergency Response Plan
- Workplace Inspection Checklist
- COSHH Assessment
- Workers Training Record