

## Method Statement Sequence of Events example:

1. Sign in at main security and confirm any specific procedures for parking/accessing the work area
2. Obtain the relevant site paperwork/work permit. Complete site induction and consult asbestos register/other documentation where required.
3. Confirm the paperwork is correct and proceed to work area and assess for risks/hazards. Contact Studioworks Manager/site contact with any concerns.
4. Put on personal protective equipment and check equipment
5. Ensure all risks/hazards are contained and the area is not accessible to any unauthorised persons
- 6. WORK SPECIFIC TASKS**
7. Ensure work area is cleaned and any waste is disposed of in accordance with site rules/local authority requirements
8. Sign off work with relevant Studioworks Manager
9. Complete relevant paperwork/close any permit
10. Sign out of site if applicable