Method statement for installation of roof trusses

**Site Details**

**Contractor:** The name and contact details of the contractor.

**Project name and site address:** Insert relevant details.

**Site manager:** Name, telephone number and email address.

**Transfer of information from client/contractor to joinery sub-contractor**

- The structural stability of the receiving structure must be confirmed.
- Proximity hazards such as overhead power lines, third party air space, railway lines, etc. must be identified by the contractor, the necessary permissions obtained and the joinery sub-contractor kept informed.
- The person responsible for the provision of craneage or materials handling machine must be agreed. The appropriate lifting machine must be selected depending on reach, weight of trusses etc.

**Attendances**

Prior to any work taking place on site the client / contractor shall:

- Provide and maintain hard access roads, hard standing for the crane (a 12m x 8m consolidated, level hard standing, capable of carrying the outrigger loads as specified in the lifting plan) and a stacking / off-loading area.
- Consider the site access from the public road onto and around the site before vehicles arrive on site, taking into account the site traffic management plan, the designated work area for delivery vehicles and the storage area for materials. Clearly identify and communicate this information to the joinery sub-contractor.
• Provide and maintain perimeter scaffolding of the working area, together with handrails, guardrails, platforms or staging required for safe access and to prevent operatives from falling. Note: Where the perimeter scaffolding top working platform is located at a height 950mm below wall-plate level then the wall can act as fall protection into the building.
• The provision of passive fall protection where the system of work requires it must be agreed and in place before work starts, for example, a safety decking system as shown in figure 1.
• Welfare facilities shall be made available to the joinery sub-contractor.

Work activity

Pre-start checks: The pre-start checks must cover the following areas:
- Crane and lifting requirements; work at height; structural stability; ground conditions; manufacturer’s technical data (e.g. the weight of each of the trusses); suspension of work during adverse weather conditions (strong winds, heavy rain etc.); proximity hazards and welfare facilities.

Description of the contract: A brief description of the work to be completed – this may include the number of visits that will be necessary to complete the contract.

Sequence of work and method of erection:

- The trusses will be fixed in sequence and placed in accordance with working drawings.
- Fall protection from trailers is required to mitigate a fall as personnel will be required to attach chains / slings to the bundles of trusses. Air bags or other soft landing system or staging must be erected around the trailer.
- A ladder will be used to gain access to the trailer. The ladder will be tied to the trailer, set at the appropriate angle and extend 1m above the working platform.
- Where the perimeter scaffolding top working platform is located at a height of less than 950mm below wall-plate level then a safety decking system (lightweight working platform) must be erected at the top floor level to provide an effective passive collective fall prevention system. This is to be installed by the main contractor.
- Where safety decking is not in use the slings used to lift the trusses must be removed whilst standing on the working platform.
• The slinger/banksman will access the lorry via the ladder and band the trusses into separate bundles in compliance with the crane’s or materials handling machine’s safe lifting capacity.
• Each bundle will be lifted separately and the slinger/banksman will attach the chains from the spreader bar to the two node points at each side of the truss as shown in figure 2.
• The bundle of trusses will then be lifted onto the wall plate and temporarily braced until needed.
• The joiners will then mark each position of the trusses, as specified on the drawing, along each wall plate.
• The bundle of trusses will be carefully separated by two joiners and the first truss will be lifted into position manually and temporarily braced to both wall plates (Do not manually lift trusses which exceed 95kg). The remaining trusses will then also be manually lifted into position and temporarily braced back to the first truss.
• The diagonal bracing will be fixed to the top of the first truss and nailed to the wall plate using 75mm long galvanised nails.
• All longitudinal bracing will be fixed to the trusses, ceiling ties and struts using 75mm long galvanised nails.
• The trusses will then be fixed to the walls and gables by bracing using galvanised metal retaining straps.
• The two joiners will then remove the temporary bracing and inspect all trusses to ensure they are aligned vertically and free from bowing.

**Lifting equipment details:** These should include the crane type (mobile or tower crane), tonnage rating, whether it is a contract lift or plant hire, the name of crane supplier, the general location of the crane etc. Communication between the crane operative and banksman is to be by two-way radios or hand signals if there is a good line of vision. Only approved lifting equipment with current test certificates will be used. Prior to the commencement of work the installation foreman will inspect the crane documents, all lifting certificates, the thorough examination report for the crane and the record of training for the crane driver. This equally applies to the materials handling machine.

**Maximum component weights and lifting machine’s working radius:** The maximum weight/radius for each bundle of trusses must be stated and any recommendations from the crane supplier must be considered. The appointed person must ensure the heaviest lift is within the crane or materials handling machine’s safe lifting limit.
Deliveries and site access: Trusses will be vertically propped and delivered to site on articulated lorries and the drivers directed to designated loading areas. Details to be given of the number and size of lorries to be used with any access requirements clearly specified.

Structural stability

Stability and bearings: The contractor (or the domestic client if they are acting as contractor) must ensure that all wall plates are level and adequately secured to the load bearing walls (which must be cured). No trusses will be placed onto any of the wall plates if the joinery subcontractor’s foreman considers this to be in an unsafe or unfit condition.

Personnel

Foreman: The foreman, (Name of foreman) will identify himself to the site management on arrival at site.

Slinger / signaller (banksman) erectors: The banksman and erectors names are:

Training: All operatives will be fully trained and copies of training certificates for the following will be available for inspection; slinger/signaller/banksman; first aider; appointed persons.

Appointed person: Name the appointed person to be in control of the lifting operations and who will be responsible for preparing the lifting plans.

Other site operations / 3rd parties: Where co-operation and co-ordination with other site operations / 3rd parties is required this must be stated.

Health and safety management and control measures

Personal protective equipment: All operatives will wear the following: - safety helmet, high visibility vest, gloves and safety footwear.

All operatives and erectors will comply with any other specific site requirements.
Site rules: All operatives and erectors will be informed of (via a site induction / toolbox talk) and expected to comply with the contractor’s site rules.

Specific site hazards: Any specific site hazards must be identified and dealt with prior to fixing operations commencing on site, such as the need to ensure steels or lintels are securely fixed in position before trusses are placed on them.

Access to the work area: The provision of safe means of access to the work area is the responsibility of the contractor / client.

Work at heights: The contractor / client must provide and maintain perimeter scaffolding of the working area, together with handrails, guardrails, platforms or staging required for safe access and to prevent operatives from falling.

Leading edge protection: This can be provided by erecting a safety decking system as mentioned above.

Welfare facilities: The contractor / client must provide access to welfare facilities. The joinery sub-contractor will make a first aid box available.

Amendments and additional information

Amendments to the method statement: Should any part of this method statement require amendment or alteration, this must be notified for agreement by all relevant parties prior to it being enforced.

Communicate method statement: Communicate to all relevant parties (via a toolbox talk) and ensure it is signed by all personnel.

The method statement was prepared by: B. Joiner.
Date: 31/03/11.

(Note - this Method Statement has been developed using the site specific risk assessment, the designer’s residual risk register, the Trussed Rafter Association’s product data sheets and ‘Health and Safety in Roof Work’ (HSG33).)
Method statement record:

Please sign to confirm you have read and understand this method statement.

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<td>A. Banksman</td>
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<td>C. DRIVER</td>
<td>A &amp; B Joinery Ltd</td>
<td>C. Driver</td>
<td>01/04/11</td>
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Figure 1: Safety decking system

Safety decking system being erected.

Safety decking system now complete providing a lightweight platform and an effective fall prevention system.
Figure 2 - Good mechanical lifting practice

- Spreader Bar
- Node Point's

A PRACTICAL GUIDE FOR THE SMALLER CONTRACTOR