

# WRITTEN STATEMENT OF SAFE WORKING METHODS

FROM: PIONEER QUALITY SERVICE

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

RELATING TO LOCATION: \_\_\_\_\_

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## PLEASE TICK THE BOXES AS APPROPRIATE

- Pioneer Quality Services representative will make a close physical inspection of the above site.
- Pioneer Quality Services representative will check as appropriate to our safe working the following
  - Safe electrical supply  
(Only sockets that are not in use by the clients i.e. computer equipment).
  - Pioneer Quality Services operative will familiarise themselves with the safe use of any cleaning materials and their safe storage and also;
  
- A) The location of the first aid point
- B) The fire procedures and exits
- C) any alarm systems
- D) the specification
- E) Pioneer Quality Services Health & Safety Policy
- F) The location of and use of the client's message book.
- G) And apply the safe methods of cleaning as described by Pioneer Quality Services in the site Health & Safety & Coshh file.

- H) The location of the Coshh file.

I/We will:

- I) Exercise due diligence and care in carrying out my/our various tasks and apply any training information that will from time to time be given to me/us by Pioneer Quality Services.
- J) Report any incident large or small that could cause a potential danger to a) the clients, b) the general public, c) the operatives.
- K) Familiarise myself/ourselves with the location for the storage or removal of any rubbish, as specified by the client.
- L) Familiarise myself/ourselves with any other specific direction/or information given as the need arises.

**Operative's signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contracts manager**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_