



# ELAN

SALES - SERVICE - HIRE

0800 313 4336

## Industrial Floor Cleaning Equipment

[www.scrubberdrierhire.com](http://www.scrubberdrierhire.com)

## Method Statement

Site: Address: Issue Date: Validity:

## Service & Repair of Floor Cleaning Equipment

### Description of Works

To carry out a site service and/or repairs to DC powered cleaning machinery. Ride-on & Walk-Behind Repairing, servicing and testing of electrical, battery & mechanical components to the manufacturer's specifications, ensuring machinery is safe to operate & is good working condition.

### Purpose

This method statement is to provide structure & procedures ensuring a safe system of working practice for employees of Elan Sales Ltd & the safety of others in the workplace.

### On Board Plant & Equipment

**Hand Tools Various** Maintained & calibrated as required  
**Power Tools** Battery Powered only, maintained & tested  
**Test Meters** Multi Meter, Clamp Meter, PAT Tester, Hydrometer Calibrated to recommendations.

### On Board Personal Protection

Safety Boots, Safety Specs or Goggles, Orange Hi Viz Jacket or Vest, Hard Hat, Gloves

### Additional PPE for use during Coronavirus Pandemic (as required)

Face Mask, Alcohol Hand Sanitiser, Viricidal Spray Cleaner

### Service Engineers

Elan engineers are fully trained, experienced & proficient for all tasks within the scope of this statement. To service/repair Walk-behind & Ride-on Sweepers & Scrubber Dryers.

### Parts & Consumables

Genuine OEM parts & consumables in the service & repair of the equipment covered in this statement.

## Method of Work Onsite

### On Arrival

Engineer to notify site contact/security upon arrival.

Sign in & receive induction if required (First Time on Site) & receive permission/permit to work.

A safe area of work to be agreed & if required cordoned off or barrier erected.

All employees in the vicinity should be notified & any potential hazards from adverse site conditions should be discussed and a dynamic risk assessment undertaken if required.

### Procedures

All site procedures, requirements & instructions must be strictly adhered to without deviation.

### Chemicals

Any hazardous chemicals present in the equipment should be removed prior to servicing if possible, engineer notified informed of the hazard & precautions. Safe filling & emptying locations to be advised by site contact before commencing works.

### PPE

Engineers must wear the correct PPE: Safety Boots, Hard Hat, Hi Viz Vest, & gloves at all times.

### Works

Working area to be kept clean, dry & tidy always, paying particular attention to any hazards that may cause slips, trips & falls. Power to the equipment should be isolated while servicing or assessing faults, power to be re connected when service/repair completed & ready for testing, all repairs & results to be logged on service schedule.

### Testing the Equipment

Machine to be tested on completion of repairs, a suitable area of floor should be located & agreed with site contact. Personnel in the vicinity notified. If for any reason the equipment is irreparable, dangerous or unusable the equipment must be isolated, (key removed) labelled "Do not Use" & site contact notified.

**Incidents** Any incident, accident or near miss should be reported immediately to the site contacts

**Fire** Procedures for evacuation & first aid as advised at the site induction.

**Hot works** None undertaken on site.

**Drugs & Alcohol** All engineers to comply fully with site policy on drugs & alcohol.

**Coronavirus PPE** During the coronavirus pandemic extra PPE will be available to engineers as required. Masks, Hand Sanitiser Gel & Viricidal Spray.

**Coronavirus** Contact areas on all equipment serviced will be sanitised before & after service/repair.