RISK UNDERSTANDING AND METHOD STATEMENT TEMPLATE

RUMS Template

This template was designed to determine a standardized approach to planning and executing work activities in a safe and secure manner.

The RUMS is divided into three (3) easy sections:

Background of the work activity	Method of Work	Approval and Certification
• Company/Department Details • Personnel Required for the activity • General Working Days/Hours • Vehicles and other specialzed equipment to be used	• Tasks and Sequence of Steps involved in the activity • Hazard identification and associated control programme • Materials, substances, tools and equipment required for the activity.	• Approval and certification by way of authorized signature by the Supervisor/ Manager. • For contractors, an authorized signature and authorized company stamp.

During the development of the RUMS, if more space is required to enter information under any of the sections of the template, attachments can be added with further information pertaining to the relevant section.

Section 1 – Background to Work Activity

1.1 Company Details

Company/ Department [1]	Bobcombe Enterprises
Name of Primary Contact:	Vanessa Bobcombe
Phone:	868-123-4567
Email:	vbobcombe@bobcombeenterprises.com
Brief Description of Activity	The installation of support brackets for a product line in the bitters bottling facility.

Section 1 – Background to Work Activity

1.2 Work Activity Details – Personnel
Identify the personnel required for the activity **(Total Number of Personnel: ____5_____)**

#	Name	Role	#	Name	Role
1	Vanessa Bobcombe	Site Supervisor	11		
2	Elizabeth Bobcombe	HSE Officer	12		
3	Aldric Bobcombe	Technician	13		
4	Vincent Bobcombe	Technician	14		
5	Joseph Bobcombe	Technician	15		
6			16		
7			17		
8			18		
9			19		
10			20		

Section 1 – Background to Work Activity

1.3 General Working Days/Hours – please identify the general working hours (e.g. weekdays, weekends, 8 AM – 4PM)

Weekdays – 8AM – 4PM

Section 1 – Background to Work Activity

1.4 Vehicles/Heavy Equipment -Identify vehicles expected to Enter the Facility **(Total # of Vehicles: _____)**

#	Vehicle Reg. No.	Purpose (e.g. employee commute, material transport).	#	Vehicle Reg. No.	Purpose (e.g. employee commute, material transport).
1	PCU 384	Employee Commute	5		
2	KDR 123	Material and equipment transport	6		
3			7		
4			8		

[1] Company – in the case of Contractors | Department – in the case of internal operations

Section 2 – Method of Work

2.1 System of Work– Identify the tasks and steps involved in each task (describe the steps from start to finish and how the work will be done safely. Attach drawings / sketches etc. if required)

Task #	Task Description	Sequence of steps to be performed *Be specific - include tools and equipment to be used along with the relevant standard(s)/ procedure(s) to be followed. If internal procedures are being referenced, please attach a copy of the procedure.*
1	Mobilization	1) Transport all materials and equipment required for the job. Delivery to site will be done via truck (KDR 123). 2)Material and Equipment Unloading: Safely unload tools, equipment, and materials, ensuring proper lifting techniques and mechanical aids are used. 3) Inspect all tools and equipment to confirm they are in proper working condition. 4)Walk the perimeter of the work site to verify overall conditions and note any environmental or structural hazards. 5) Identify potential hazards (e.g., uneven surfaces, overhead obstructions, exposed electrical cables). 6) Document hazards and conditions on the site inspection checklist.
1	Mobilization (continued)	7) Remove or mitigate hazards where possible (e.g., clear debris, secure loose materials). 8) Erect safety barriers, caution tape, and warning signage around the designated work area. 9) Ensure that emergency access routes remain unobstructed and clearly marked. 10) Obtain required Permit to Work from Angostura.
2	Marking and Measurement	1) Unpack and verify the availability and calibration of all required marking tools. 2) Retrieve the relevant engineering drawing (ENG-DWG-123) and review the specified locations for pipe support installation. 3) Measure the work area using a calibrated measuring tape, ensuring that all distances conform to the drawing specifications. 4) Use a spirit level to verify that the surface is even, ensuring accurate placement. 5) Use a 12 ft ladder to access the drilling points which are 10ft above ground. 5) Mark the drilling points clearly using a non-permanent marker or chalk, checking measurements with a second team member for accuracy.
3	Drilling and Anchor Installation	1) Confirm that all personnel are equipped with the necessary PPE before starting work. 2) Set up the power drill and perform a pre-use inspection to ensure it is in proper working order. 3) Access the drilling points through the use of a 12ft ladder. Ensure that the person is 100% tied off on the existing anchor point. 4) Drill holes at the pre-marked points, following the specified depth and angle outlined in the engineering drawing. 5) Utilize a dust extraction tool or manually clear out dust and debris from each drilled hole to ensure proper anchor adhesion. 6) Apply 123 Epoxy Resin as per manufacturer's specification and insert the anchor bolts into each hole. 7) Use a torque wrench to tighten the anchor bolts to the precise torque setting as per the procedure.

Section 2 – Method of Work

2.1 System of Work– Identify the tasks and steps involved in each task (describe the steps from start to finish and how the work will be done safely. Attach drawings / sketches etc. if required)

Task #	Task Description	Sequence of steps to be performed *Be specific - include tools and equipment to be used along with the relevant standard(s)/ procedure(s) to be followed. If internal procedures are being referenced, please attach a copy of the procedure.*
4	Bracket Installation	1) Retrieve the bracket and cross-check its dimensions and specifications with the engineering drawing (ENG-DWG-123). 2) Temporarily position the bracket at the anchor locations, using clamps to secure it and verify proper alignment. 3) Align the bracket precisely with the pre-installed anchors and mark fastener locations if necessary. 4) Insert the approved fasteners through the bracket into the anchor holes. 5) Using a socket wrench, tighten the fasteners in a gradual sequence to ensure even pressure and alignment. 6) Re-check the bracket alignment using a level and adjust as needed before final tightening.
5	Demobilization	1) Conduct a detailed inspection of the installed bracket using a standardized checklist, verifying that the work meets all engineering and safety specifications. 2) Document any discrepancies or deviations and, if necessary, undertake corrective actions immediately. 3) Remove all temporary tools, equipment, and debris from the site. 4) Confirm that all temporary safety measures (e.g., barriers) are removed only after the work area is deemed safe. 5) Finalize the task by signing off on the completion report and updating the work log.
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-	-	-
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Section 2 – Method of Work

2.2 Hazard Identification– Identify the potential incidents, accidents, injuries or environmental issues that can occur during the tasks listed in Section 2.1 and identify what will be done to prevent it.

Task #[2]	What could happen to cause an incident, accident, injury or environmental issue?	What will be done to prevent it from happening?
1,2,3,4,5	Slips, trips, and falls due to uneven surfaces, debris, or misplaced tools.	1) Conduct a site risk assessment before work begins. 2)Keep work areas tidy and remove tripping hazards. 3) Ensure proper lighting and mark hazard zones with caution tape. 4)Require all personnel to wear safety footwear with anti-slip properties.
1,2	Unauthorized personnel entering the work area, leading to potential injury.	1)Set up physical barriers, cones, or caution tape around the work zone. 2)Post warning signs and inform nearby personnel of restricted access. 3)Assign a spotter or safety observer to monitor the area.
2	Lack of awareness or misunderstanding of safety procedures, leading to unsafe actions.	1)Conduct a pre-job safety briefing (toolbox talk) before work begins. 2)Ensure all workers sign off on the safety briefing attendance sheet. 3)Provide refresher training on permit-to-work and site-specific hazards.
3,4	Injury from improper tool handling (e.g., cuts, bruises, hand injuries from drills, wrenches, or fasteners).	1)Ensure all workers are trained in the safe use of tools and equipment. 2)Inspect tools before use to confirm they are in good condition. 3)Wear task-appropriate PPE (gloves, safety glasses, steel-toe boots). 4)Use tools only for their intended purpose.
4	Flying debris from drilling may cause eye injuries or respiratory issues.	1)Require workers to wear safety goggles and dust masks. 2)Use dust extraction or vacuum systems to minimize airborne particles. 3)Ensure that bystanders are kept at a safe distance.
4	Exposure to noise pollution from drilling leading to hearing damage.	1)Use of hearing protection (earplugs or earmuffs). 2)Limit exposure by scheduling breaks in high-noise areas.
4,5	Equipment malfunction (e.g., drill overheating or fastener failure) leading to injury.	1)Conduct pre-use equipment checks and ensure maintenance logs are up to date. 2)Do not force equipment beyond its capacity. 3)Allow equipment to cool down if overheating occurs.
5	Bracket or anchor failure due to improper installation, leading to falling objects or structural damage.	1)Follow torque specifications when tightening fasteners. 2)Double-check alignment and secure fittings before final tightening. 3)Have a supervisor inspect and approve the installation before work completion.
3,4,5	Ergonomic injuries (e.g., back strain, muscle fatigue) from lifting heavy brackets or equipment.	1)Use mechanical lifting aids where possible. 2)Train workers in proper lifting techniques (bend at the knees, not the back). 3)Assign multiple workers for heavy lifting tasks.
5	Environmental pollution from improper disposal of waste materials (e.g., dust, excess fasteners, packaging, epoxy waste).	1)Collect and properly dispose of all waste materials in designated bins. 2)Follow the company's waste management procedure. 3)Separate recyclable materials where applicable. 4) Dispose of all hazardous waste in accordance with the SDS.

[2] Reference task number(s) from Section 2.1. If the hazards involved are similar in multiple tasks, more than one task number can be placed separated by a comma e.g. 1,2,3.

Section 2 – Method of Work

2.2 Hazard Identification– Identify the potential incidents, accidents, injuries or environmental issues that can occur during the tasks listed in Section 2.1 and identify what will be done to prevent it.

Task #[3]	What could happen to cause an incident, accident, injury or environmental issue?	What will be done to prevent it from happening?
1,2,3,4	Fall from 12ft ladder and dropped objects whilst accessing the drilling points	1) Conduct pre-use inspection of 12ft ladder. 2) Ensure all workers use **full-body harnesses** and are 100% tied off to anchor point. 3) Tether tools to prevent objects falling. 4) Assign a spotter to monitor workers at height.
1,2,3,4	Fall from 12ft ladder and dropped objects whilst accessing the drilling points *(continued)*	5) Establish an exclusion zone and enforce that persons working below wear hard hats. 6) Ensure ladder is securely placed and anchored. 7) Ensure persons expected to work at height are trained and medically fit for working at height. 8) Ensure all working at height equipment are certified. 9) Emergency response plan to address arrangements for rescue and medical emergencies.
3	Chemical release resulting in exposure to epoxy which is considered an irritant and potential environmental pollution	1) Utilize chemical-resistant hand protection and appropriate eye protection. 2) Epoxy is being utilized in a well-ventilated area. 3) Use, store and handle chemicals in alignment with the Safety Data Sheet (SDS). 4) Ensure epoxy is stored in secondary containment. 5) Ensure SDS is communicated to all staff. 6) Emergency response plan to address chemical exposure and spills.

[3] Reference task number(s) from Section 2.1. If the hazards involved are similar in multiple tasks, more than one task number can be placed separated by a comma e.g. 1,2,3.

Section 2 – Method of Work

2.3 Identification of high-risk activities - A Safe Work Permit is required for high-risk activities as well as all contracted activities[4]. Additional permits are also required based on the specific high-risk activity to be performed. Please tick the appropriate box and corresponding permit type that is required.

☑ **if yes**	Contracted Activity	Critical Lifting Operation	Excavation Operations	Demolition	Hazardous Chemicals/ Line Breaking	Live Machinery Intervention	Work at Height > 6ft	High-hazard Electrical Work	Welding, Cutting, Grinding	Confined Space Work
	☒	☐	☐	☐	☐	☐	☒	☐	☐	☐
☑ **Permit required**	Safe Work Permit									
	☒							Electrical Work	Hot Work	Confined Space Entry
								☐	☐	☐

Section 2 – Method of Work

2.4 List Materials, Chemicals and Substances - Identify the materials and substances required for the activity (e.g. concrete, caustic soda, paint, thinners, etc.).

Item #	Material and/ or Substance[5] Description
1	Structural brackets – Steel or aluminum brackets for installation.
2	Anchor bolts – Heavy-duty expansion bolts for securing brackets.
3	Fasteners (nuts, bolts, washers) – Required for bracket installation.
4	Two (2) liters of 123 Epoxy Resin – for securing anchor (see attached SDS)
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[4] Except normal, routine low risk tasks (e.g. Office-based activities-auditing ; inspections not involving interventions or use of specialized equipment.

[5] Any chemicals entering the company must be support by a Safety Data Sheet to determine authorization for use.

Section 2 – Method of Work

2.5 Tools and Equipment – Identify the tools and equipment required for the activity (e.g. drill, welding plan, saw, crane, manlift).

Item #	Equipment/ Tool Description	Serial number for statutory equipment requiring certification[6]
1	Power drill – For installing anchor bolts and fasteners.	N/A
2	Torque wrench – For securing bolts to the correct torque specification.	N/A
3	12 ft Ladder	N/A
4	Hand tools (hammers, wrenches, screwdrivers, pliers, measuring tape)	N/A
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Section 3 – Approval and Certification of RUMS (Authorized Signature is required to authenticate this RUMS).

I have read and understood this RUMS, or had it explained to me. I am satisfied that it is safe (so far as is reasonably practicable) to allow the work to commence based on the information provided and that it reflects on-site conditions including ongoing collaboration/cooperation amongst all parties. Where any significant changes are required, the work will be stopped, and the RUMS will be revised before recommencing work.

For use by Contractor		*For use by Angostura*	
Name:	Mya Bobcombe	**Angostura Performing Authority**	
Title:	Managing Director	**Name:**	Shantel Bobcombe
Signature:	M. Bobcombe	**Title:**	**Operations Manager**
Date:	3-Mar-2025	**Signature:**	S. Bobcombe
Company Stamp:	Bobcombe Enterprises	**Date:**	10-Mar-2025
		HSSE Department (Reviewed by)	
		Name:	Dave Morales
		Signature:	D. Bobcombe
		Date:	8-Mar-2025

[6] There may be equipment/ tools (e.g. welding plan, compressor, aerial lift). that require statutory certification or evidence of being inspected to ensure safe for use.