

# Safe Work Method Statement

Sample tank / Admix biocide

Registered Office Location:		Task Description:  Extract Sample, Supply/admix biocides	Name:
Site/Contact:			Position:
Phone No:			Signature:
No.	Method :	Potential Hazards	Control Measures
1	Gain access to building	Traffic flow	Exercise caution and care
2	Sign in and obtain necessary passes/keys	Public	Exercise caution and care
3	Proceed to tank location with all tools required	Traffic flow	Exercise caution and care
4	Record fuel level reading or dipstick measurements	Obstructions	Observe surroundings and take time
5	Obtain sample/ or admix biocides	Spills, chemical handling	Correct PPE, spill containment kit
6	Access site condition and report any complexity or change	Obstructions	Observe surroundings and take time
7	Leave site in condition as found		
8	Return to building management return keys and sign out.	Public	Exercise caution and care
9	Exit building.	Traffic flow	Exercise caution and care