



A.B.N. 43 009 438 073

AU07899

# OCCUPATIONAL HEALTH & SAFETY PROGRAMME

## SAFE WORK METHOD STATEMENT

AUSTRALIAN AIRCONDITIONING

SERVICES PTY. LTD.

42 INDUSTRY STREET  
MALAGA WA 6090  
TELEPHONE: (08) 9209 2520  
FACSIMILE: (08) 9209 2530  
Email: aas@aust-aircon.com.au

<b>CONTRACTOR:</b>			<b>NAME:</b> _____
			<b>SIGNED OFF:</b> _____
			<b>DATE:</b> _____ <b>JOB NO.</b> _____
<b>PROJECT:</b>			<b>ACCEPTED: YES / NO</b>
<b>JOB: SERVICE WORK</b>			<b>AREA:</b>
<b>PROCEDURE (IN STEPS):</b>	<b>POSSIBLE HAZARDS</b>	<b>RISK SCORE</b>	<b>SAFETY CONTROLS</b>
<b>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</b>	<b>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</b>	<b>Risk Potential *Class 1, 2 or 3</b>	<b>Specify what action or procedure will be taken to eliminate or minimise the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.</b>
1. ISSUE PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)	HEAD, HAND, FOOT AND BODY INJURY	2	REFER TO SAFE WORK INSTRUCTION: SW 001 (P.P.E.)
2. ESTABLISHMENT OF SITE	MANUAL HANDLING, POSSIBLE BACK STRAIN, IMPACT INJURY ETC	2	REFER TO SAFE WORK INSTRUCTION: SW 002 MANUAL HANDLING
3. ISOLATE POWER AS REQUIRED	ELECTROCUTION	1	LOCK OUT/TAG OUT. REF SW 023REFER TO SAFE WORK INSTRUCTION: SW 016 USE OF ELCB (RCD) EXTENSION CORDS
4. ENSURE ALL ELEMENTS OF SERVICE WORK ARE COVERED, EG WATER, AIR TEMPERATURE, NOISE, ELECTRICAL, CONTROL SEQUENCE ETC	ELECTROCUTION	1	REFER TO SAFE WORK INSTRUCTIONS : SW 010 USE OF ELECTRIC DRILLS SW 022 SAFE HANDLING/STORAGE OF GAS CYLINDERS
AS REQUIRED REPLACE (FAULTY PARTS AND EQUIPMENT), CHECK, ADJUST, TIGHTEN RECORD AS REQUIRED BY CONTRACT DOCUMENT	FIRE / EXPLOSIONS	1	

\* Class 1: Death or Permanent Disability Class 2: Serious Injury/Lost Time Class 3: Minor Injury resulting in no lost time

Form	WMS 1.1	1/3
Rev	A	13-May-11



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Procedure (in steps) continued:	Possible Hazards:	Risk Score:	Risk Score Safety Controls:
Specify what action or procedure will be taken to eliminate or minimise the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.	Specify what action or procedure will be taken to eliminate or minimise the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.	Risk Potential	Specify what action or procedure will be taken to eliminate or minimise the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.
5. For high level work ensure clear floor area is available and appropriate access equipment is used Eg. Ladders, Mobile Scaffolds, Elevated Work, Platform ETC.	Falling	2	Refer to safe work instructions: SW 008 Use of Ladders. SW 009 Use of Mobile Scaffolds. SW 021 Use of elevated platforms
6. Do not take any risks Eg. Turn off/Isolate, Tag and or lock (As Applicable)	Electrocution	1	Refer to Safe Work Instruction: SW 016 Use of ELCB (RCD) Extension Cords, Lock Out/Tag Out. Ref SW 023
7. On completion of service work Re: Commissioning remove all scrap materials from site.	Manual Handling, Possible Back Strain, Impact Injury Etc	2	Refer to Safe Work Instruction :SW 002 Manual Handling
<b>SPECIAL NOTES:</b>			
<p>A. When using or encountering Hazardous Substances Refer to SW 017 Hazardous Substances and Material Safety Data Sheet - Hazardous Substances Register</p> <p>B. Ensure all plant records are in place.</p> <p>C. Instruct client in Plant Operation.</p> <p>D. Ensure all relevant Documentation is presented to client</p>			

Form	WMS 1.2	2/3
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Personal Qualifications & Experience:	Personal Duties & Responsibilities:	Training Required to complete work:
<b>Engineering Details/Certificates/Workplace Services Approvals:</b>	<b>Codes of Practice, Legislation:</b>	
<b>Plant/Equipment:</b>	<b>Maintenance Checks:</b>	
<b>Read &amp; Signed by All Employees on Site:</b>		

Form	WMS 1.3	3/3
Rev	A	13-May-11