



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

CONTRACTOR:			NAME: _____
PROJECT:			SIGNED OFF: _____
JOB: INSULATION			DATE: _____ JOB NO. _____
PROCEDURE (IN STEPS):			ACCEPTED: YES / NO
POSSIBLE HAZARDS			AREA:
RISK SCORE	SAFETY CONTROLS		
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.	Risk Potential *Class 1, 2 or 3	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.
1. Issue Personal Protective Equipment (P.P.E)	Head, Hand, Foot and Body Injury	2	Refer to Safe Work Instruction : SW 001(PPE)
2. Establishment of Site	Manual Handling, Possible Back Strain, Impact Injury ETC.	2	Refer To Safe Work Instruction: SW 002 Maunal Handling
3. Insulation to be delivered on site, Labelled in sealed bags or containers by an appropriate method into designated area Eg. Hand, Crane Hoists, Forklift or Onsite lift.	Manual Handling, Possible Back Strain, Impact Injury Poisoning. Falling Objects	2 1 1	Refer to Safe Work Instructions: SW 002 Manual Handling SW 020 Use of Solvents. SW 003: Use of Crane. SW 004: Use of Forklift.

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

Form	WMS 2.1	1/4
Rev	A	13-May-11



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Procedure (in steps) continued :	Possible Hazards:	Risk Score	Safety Controls:
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.	Risk Potential *Class 1, 2 or 3	Specify what action or procedure will be taken to eliminate the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.
4. Install and Fix as Per Standards and Specification	Electrocution	1	Refer to Safe Work Instructions: SW 010 Use of Electric Drills SW 011 Use of Angle Grinders SW 013 Use of Friction Saw (Drop Saw) SW 014 Use of Nibblers/Shears SW 016 Use of ELCB (RCD) & Extension Cords
5. For high level installation ensure clear, flat floor area is available and appropriate access to equipment Eg ladders, mobile scaffold Etc.	Falling	2	Refer to Safe Work Instructions: SW 008 Use of Ladders SW 009 Use of Mobile Scaffolds
6. Ensure work area is cleaned and scrap insulation is placed in labelled, sealed plastic bags. Vacuum clean area if necessary.	Manual Handling Possible Back Strain Impact Injury	2	REFER TO SAFE WORK INSTRUCTION :SW 002 MANUAL HANDLING

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Special Notes:

- A. If required, Use approved signs and Barricades. Bunting to work area.
- B. When using or encountering Hazardous Substances Refer to Safe Work Instruction No. 017 - Hazardous Substances - and Material Safety Data Sheet Hazardous Substances Register
- C. When spot welding gun is in use, Clear area of Fire Risk Materials.
- D. Ensure compliance to "Code of Practice" - Safe Handling of Insulation, Synthetic and Mineral Fibres.

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Form	WMS 2.3	3/4
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Personal Qualifications & Experience:	Personal Duties & Responsibilities:	Training Required to complete work:
Engineering Details/Certificates/Workplace Services Approvals:	Codes of Practice, Legislation:	
Plant/Equipment:	Maintenance Checks:	
Read & Signed by All Employees on Site:		

Form	WMS 2.4	4/4
Rev	A	13-May-11