



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: INTERNAL CLEANING OF DUCTWORK			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	3	Refer to Safe Work Instruction: SW 001 - Personal Protective Equipment (P.P.E)
2. Establishment of Site	Manual Handling of equipment and materials on site Eg. Back Strain or Impact Injury	2	Refer to Safe Work Instruction: SW 002 - Manual Handling
3. Gaining access to Ductwork By ladder or Mobile Scaffold.	Falling	2	Refer to Safe Work Instructions: SW 008 – Use of Ladders SW 009 – Use of Mobile Scaffolds.

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

Form	WMS 3.1	1/3
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. Vacuum inside of Ductwork	Dust Inhalation to Body Cuts	1	Ensure correct PPE is work Eg. Hand, Foot, Face and Body Protection. Refer to SW 001 – Personal Protective Equipment (PPE)
	Personnel being welded in Ductwork	2	Ensure approved safety line is attached to personnel and provide observer at all times.
	Electrocution	1	Refer to Safe Work Instruction SW 016 - Use of Earth Leakage Circuit Breaker (E.L.C.B) Residual Current Device (R.C.D) and Extension Cord.
5. Ensure all waste materials dust Etc. Removed from Ductwork is properly bagged and removed from site.	No major hazard Identified	Nil	Not Applicable

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Form	WMS 3.2	2/3
Rev	A	13-May-11



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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 3.3	3/3
Rev	A	13-May-11