



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: VENTILATION CLEANING			DATE: _____ JOB NO. _____
PROCEDURE (IN STEPS):			ACCEPTED: YES / NO
POSSIBLE HAZARDS		RISK SCORE	AREA:
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	Back Strain	2	Refer to Safe Work Instruction: SW 002 - Manual Handling
3. Cut access holes into sheet metal ducting to facilitate cleanign and extraction	Electrocution	1	Refer to Safe Work Instruction: SW 010 - Use of Electric Drills
	Hand Injury	3	Refer to Safe Work Instruction: SW 001 – Personal Protective Equipment (P.P.E)
	Inhalation of Dust	2	

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

Form	WMS 4.1	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. Install access panels over access opening. Please Note: Battery Power drills used.	Falling from Ladder	2	Refer to Safe Work Instructions: SW 008 - Use of Ladders.
5. Purifying Duct work by way of pressure fogging.	Falling from Ladder	2	Refer to Safe Work Instructions: SW 008 - Use of Ladders.
6. Removal of all waste materials from site.	No Hazards Identified		

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

Form	WMS 4.2	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 4.3	3/3
Rev	A	13-May-11

