



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: ELECTRICAL (POWER AND CONTROL)		DATE: _____ JOB NO. _____	
PROCEDURE (IN STEPS):		ACCEPTED: YES / NO	
POSSIBLE HAZARDS		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 SCORE	SAFETY CONTROLS
		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 - Personal Protective Equipment (P.P.E)
2. Establishment of Site	Manual Handling, Possible Back Strain, Impact Injury Etc.	2	Refer to Safe work instruction: SW 001 - Personal Protective Equipment (P.P.E)
3. Unload all materials Eg. Electrical Switch, boards/cable drums Etc. From Transportation and position onto designated area using crane, forklift, site hoists, lifts Etc.	Manual Handling, Possible Back Strain, Impact Injury, Materials slipping from crane/forklift Etc.	2	Refer to Safe Work Instruction: SW 002 - Manual Handling
		1	Refer to Safe Work Instructions: SW 002 - Manual Handling 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 5.1	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/Fix cable trays Etc with approved fixings. Eg. Dynabolts, Anchorss Etc.	Falling	2	Refer to Safe Work Instructions: SW 008 - Use of Ladders SW 009 - Use of Mobile Scaffolds
* Install Cables/Controls	Electrocution	1	SW 021 - Use of Elevated Platforms SW 010 - Use of Electric Drills
5. Termination of cables to equipment, Switch boards, Sub Boards Controls Etc.	Electrocution	1	SW 016 - Use of ELCB (RCD) Extension Cords. Ensure correct warning signs are displayed Eg. (1) Electrical Switchroom Authorised Personnel Only. (2) Electrical cables now alive. Isolate power when connectors are made. Lock out/Tag out. Ref SW 023.

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Form	WMS 5.2	2/4
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.
6. Commission/Test all electrical Installation. Obatin all staturoy certifications	Electrocution	1	Refer to safe work instruction: SW 016 - Use of ELCB (RCD) Extension cords
7. On completion of work each day collect all waster materials and deposit in bins provided on site.	Manual Handling, Possible Back Strain, Impact Injury	2	Refer to safe work instruction: SW 002 - Manual Handling
<p>SPECIAL NOTES: When using or encountering hazardous substances refer to SW 017 Hazardous Substances and Materials Safety Data Sheet - Hazardous Substances Register.</p>			

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Form	WMS 5.3	3/4
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 5.4	4/4
Rev	A	13-May-11

