



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: ACCESS TO EQUIPMENT			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 Personal Protective Equipment (P.P.E.)
2. Establishment of Site	Manual Handling, Possible Back Strain, Impact Injury	2	Refer to Safe Work Instruction: SW 002 Manual Handling
3. Ensure safe access to roof and equipment on roof, ceiling spaces and equipment in ceiling spaces.	Falling	2	Refer to Safe Work Instructions: SW 008 Use of Ladders SW 009 Use of Mobile Scaffold SW 021 Use of elevated Work platform
4. Access to plant rooms, Plenums/control rooms Etc.	Falling/Tripping	2	Ensure adequate lighting is provided

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

Form	WMS 9.1	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.
5. Ensure equipment to be worked on is isolated.	Electrocution	1	Refer to Safe Work Instructions: SW 010 Safe use of Electric Drill. SW 016 Safe use of ELCB (RCD) Extension cords
6. Exposure to the weather, when working on equipment.	Electrocution	1	Do not use electrical tools Etc. If wet or raining. Ensure correct personal protective equipment is worn. Refer to Safe Work Instruction: SW 001 Personal Protective Equipment (P.P.E.)
7. Ensure that special consideration is observed when working on equipment in confined spaces.	Asphyxiation	1	Ensure proper ventilation is provided and clear access and egress at all times.
SPECIAL NOTES: When using or encountering hazardous substances Refer to Safe Work Instruction No.17 Hazardous Substances and Material Safety Data Sheet - Hazardous Substances Register			

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Form	WMS 9.2	2/3
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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 9.3	3/3
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