



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

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CONTRACTOR: | | | NAME: _____ |
| PROJECT: | | | SIGNED OFF: _____ |
| JOB: COMMISSIONING | | | 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 all elements of commissioning are covered, Eg water, air temperature, noise, electrical, control sequence Etc. Check adjust, Tighten records as required by contract document. | Electrocution Fire/Ecplosion | 1 1 | Refer to Safe Work Instructions: SW 010 Use of Electric Drills SW 022 Sade Handling/Storage of gas cylinders |

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

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| Form | WMS 10.1 | 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. For high level work ensure clear floor area is available and appropriate access equipment is used Eg. Ladders, Mobile scaffold, Elevated workplatform etc. | Falling | 2 | Refer to Safe Work Instructions: SW 008 Use of Ladders SW 009 Use of Mobile scaffold SW 021 Use of Elevated Platforms |
| 5. Do not take any risks Eg. Turn off/isolate, tag and/or lock (as applicable) | Electrocution | 1 | Refer to Safe Work Instruction: SW 016 Use of ELCB (RCD) Extension cords Out/Tag Out. Ref SW 023 |
| 6. On completion of commissioning remove all scrap materials from site | Manual Handling, Possible Back Strain, Impact Injury Etc. | 2 | Refer to Safe Work Instructions: SW 002 Manual Handling |
| SPECIAL NOTES: <ul style="list-style-type: none"> · When using or encountering hazardous substances refer to Safe Work Instruction No.17 Hazardous Substances and Material Safety Data Sheet - Hazardous Substances Register - Ensure all plant records are in place · Instruct client in plant operation · Ensure all relevant documentation is presented to client | | | |

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| Form | WMS 10.2 | 2/3 |
| Rev | A | 13-May-11 |



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

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| Form | WMS 10.3 | 3/3 |
| Rev | A | 13-May-11 |

