



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

Australian Airconditioning Services Pty Ltd.			
Activity: ROUTINE MAINTENANCE (Page 1 of 2)			
PROCEDURE (IN STEPS):	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 or minimise the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.
1. Observe and complete AAS Site Checklist	Nil		Refer AAS Site Checklist
2. Complete AAS Form "Hazard Identification and Control (HIAC)	Nil		Comply as per HIAC findings
3. Complete on site induction, if required	Nil		
4. Locate plant as shown on maintenance sheets	Falls, Site Hazards	3	Obtain local guidance if unfamiliar with site
5. Ensure safe access and exit	Falls, inability to safely depart	3	Obtain local guidance if unfamiliar with site. Carry a mobile phone
6. Isolate all energy sources, as required	Electrocution, compression fractures, sight compromise	1	Tag isolated plant "Out of Service" Lock Out / Tag Out Ref SW 023
7. Perform maintenance as per "Check Procedure"	Cuts/abrasions	3	Safe trade practice - PPE
8. Ensure that plant can be returned to service	Cuts/abrasions	3	Safe trade practice
9. Re-establish required energy sources	Electrocution, compression fractures, sight compromise	1	Lock Out / Tag Out Ref SW 023
10. Return plant to active service	Nil		Remove "Out of Service" tag

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

Form	WMS 21.1	1/2
Rev	A	10-Aug-12



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Activity: ROUTINE MAINTENANCE (Page 2 of 2)

Personal Qualifications & Experience:	Personal Duties & Responsibilities:	Training Required to complete work:
(Minimum) Restricted Electrical Licence AC/R	Licence in date	Trade qualifications
Refrigerant Handlers Licence	Licence in date	Trade qualifications
(Preferred) Site Familiarisation	As per (3) above	
(If Required) Working at Heights Training	Fall Arrester Equipment in date	Working at Heights via TRO

Engineering Details/Certificates/Workplace Services Approvals:	Codes of Practice, Legislation:
Dedicated Site Induction	"Prevention of Falls at Workplace" (Code of Practice)
	"Isolation of Plant" (Guidance Note)
Plant/Equipment:	Maintenance Checks:

Read & Signed by All Employees on Site:

Form	WMS 21.1	2/2
Rev	A	10-Aug-12