

**RISK MANAGEMENT PLAN (For the Handling and Storage of Refrigerants)**

\*The Australian and New Zealand Refrigerant Handling Code of Practice 2007

ACTIVITY	RISK/HAZARD	REFERENCE	RISK CONTROL MEASURES	RESPONSIBILITY	REVIEW DATE
Receiving Refrigerant at AAS	Leaks. Physical Damage. Sealed Valve.	* COP 15.1 AS2469. AS2470.	1. The quantity of refrigerant delivered must agree with the Delivery Note. 2. Refrigerant cylinders must be undamaged, correctly identified and valve capped and sealed. Cylinders must comply with relevant Australian Standards	Works Co-ordinator. Service Manager Delegate.	Ongoing
Accepting Refrigerant into Stock at AAS	Leaks. Traceability, Physical Damage. Out of Date.	* COP 15.1.6 - 10 AAS GENpro2	1. Cylinder Number and Contents must agree with suppliers delivery note. 2. Cylinders must:- 2.1 be weighed to confirm quantity. 2.2 Tested for leaks, 2.3 Recorded as per AAS Tracking Procedure GENpro2.	Works Co-ordinator. Service Manager Delegate.	Ongoing
Movement of Refrigerant through Stock and/or Refrigeration Wholesalers	Leaks. Traceability, Physical Damage.	* COP 15.1.6 - 10 AAS GENpro3	1. Cylinders to be checked for physical damage and capped. 2. AAS Control Measure GENpro3 to be observed.	Works Co-ordinator. Service Manager Delegate. Technician.	Ongoing
Transportation.	Leaks. Physical Damage.	* COP 15.1.6 - 10 AAS Safe Work Method Statement WMS 6	1. Refrigerant cylinders may be transported in a vehicle providing: 1.1 They are secured in a vertical position. 1.2 They are securely sealed by way of valve and cap. 1.3 The maximum cylinder size is a nominal 20kg capacity. 1.4 The vehicle is adequately ventilated	Technician.	31.3.14
Transfer of Refrigerant. (System Charging).	Refrigerant Leaks.	AS 2030.1 AS4332 AAS Safe Work Method Statement WMS 6. AAS Safe Work Instruction SW 017	1. When charging equipment with refrigerant care must be taken to avoid the escape of refrigerant to atmosphere. Manufacturers instructions must be observed or in the absence of such instructions, good trade practices must happen.	Technician.	31.3.14
Transfer of Refrigerant. ( Transfer Between Cylinders).	Refrigerant Leaks.	AS 2030.1 AS4332 AAS Safe Work Method Statement WMS 6. AAS Safe Work Instruction SW 017 AS2469. AS2470.	To lessen the number of refrigerant cylinders held in storage, transfer of several small quantities into a single cylinder is permitted providing 1. Refrigerants are of one type. 2. The recipient cylinder is designed to accept refrigerant intake. 3. Transfer must only happen through a reclaim unit. (Transfer by gravity is not permitted)	Technician.	31.3.14
Redundant Plant Management.	Escape of Residual Refrigerant.	AS 2030.1 AS4332 AAS Safe Work Method Statement WMS 6 AS2469. AS2470.	Plant being made redundant shall have the entire refrigerant charge decanted into an approved refrigerant cylinder. Once removed the plant shall be left open to atmosphere and all components that held refrigerant shall be labeled as 'Reclaimed' and the label shall show the name and RHL number of the responsible person.	Technician.	31.3.14
Control of Damaged Cylinders.	Escape of Refrigerant. Injury to Personnel.	AS 4332 8.3 AAS Safe Work Method Statement WMS 6 AAS Procedure 0035 AAS Safe Work Instruction SW 017	Cylinders found to be damaged shall be (If safe to do so) 1. Tagged 'Out of Service' 2. isolated in a well ventilated place. 3. Have any leak minimised. 4. Returned to the supplier as soon as possible in accordance with AS 4332 8.3 or, if AAS owned, controlled in accordance with AAS Procedure 0035. 5. Managed in accordance with AS4332 Appendix D, E and F	Technician.	31.3.14

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