

Air Conditioner Maintenance | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Air Conditioner Maintenance

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME	SIGNATURE	DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; 2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, 3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Electrical hazards, Trip hazards	2M	<ul style="list-style-type: none"> - Conduct a pre-start site inspection and risk assessment to identify, assess, and address potential hazards before beginning the air conditioner maintenance task. - Clearly mark and signpost designated work areas where the maintenance will be performed to minimise the risk of accidental contact with power sources or trip hazards. - Ensure technicians are trained and competent in performing air conditioner maintenance tasks, particularly those associated with electrical systems and handling tools and equipment. - Ensure all electrical systems are isolated or disconnected by following proper lockout/tagout procedures before any work begins on the air conditioning units. - Verify that all tools and equipment required for the maintenance task have been inspected and tagged for compliance with the Australian Standards and are in good working condition. - Follow established housekeeping practices to maintain a clean and orderly workspace, regularly removing accumulated debris and clutter which pose slipping/tripping hazards. - Utilise appropriate personal protective equipment (PPE) such as safety shoes, gloves, eye protection, and high-visibility clothing to protect against possible injuries from electrical and trip hazards. - Position electrical cords and other equipment in a manner that minimizes trip hazards and prevents contact with water or other conductive materials. - Implement proper cable management solutions such as cable guards or overhead gantries to secure and separate electrical cables from pedestrian pathways, reducing the risk of tripping. - Erect temporary barriers to restrict access to unauthorised personnel, further limiting the risk of electrical and trip hazards within the work area. - Ensure sufficient lighting is provided in the work area to increase visibility, especially when working near potential electrical or trip hazards. - Establish and enforce a stringent "no-go" zone around the air conditioning units while maintenance is being conducted, minimising the risk of exposure to electrical and trip hazards. - Schedule regular toolbox talks and ongoing training sessions to reinforce workplace health and safety protocols and continually update staff members on best practices for controlling electrical and trip hazards during air conditioner maintenance tasks. 	1L	
2. Safety Inspection	Inadequate PPE, Slip and fall accidents	3H	<ul style="list-style-type: none"> - Conduct thorough risk assessments before commencing the maintenance work to identify and manage potential hazards related to inadequate PPE and slip and fall accidents. 	2M	

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			<ul style="list-style-type: none"> - Ensure that all workers wear appropriate PPE, such as safety goggles, gloves, hard hats, and non-slip footwear, while performing air conditioner maintenance tasks. - Train workers on correct usage and maintenance of PPE to ensure it remains effective in providing protection against hazards. - Provide caution signage in any area where maintenance is being conducted to warn residents or other workers about potential slip and fall hazards during the inspection process. - Keep the work area clean and free from clutter, debris, and excess materials to minimise the risk of slips and falls. - Implement anti-slip measures (e.g., anti-slip mats) in highly-trafficked areas to prevent slip and fall accidents, especially on wet or slippery surfaces. - Regularly inspect the work environment for potential hazards that could cause slips or falls, and take appropriate corrective actions, such as cleaning up spills or repairing uneven flooring. - Establish clear communication channels within the maintenance team to share information about any identified hazards so that all team members are aware and can act accordingly. - Encourage workers to report any hazards they encounter during their work activities to management promptly. - Use adequate lighting to illuminate the work area and minimise shadows, making it easier for workers to spot potential slip or trip hazards. - Utilise barriers or guardrails around open edges or elevated work platforms to prevent accidental falls during the safety inspection. - Instruct workers to always use proper lifting techniques and avoid rushing tasks that could result in injury due to loss of balance or mishandling of equipment. - Provide ongoing training and refresher courses to reinforce best practices for workplace health and safety, including PPE usage and hazard identification. - Evaluate the effectiveness of the implemented control measures regularly and make adjustments as necessary to ensure maximum protection for workers during air conditioner maintenance tasks. 		
3. System Shutdown	Exposure to refrigerants, High voltage risks	2M	<ul style="list-style-type: none"> - Proper Training and Certification: Ensure that all technicians working on air conditioner maintenance have undergone adequate training and are certified to handle refrigerants safely, as well as aware of high voltage risks. - Personal Protective Equipment (PPE): Technicians should wear appropriate PPE, such as safety gloves and goggles, to minimise the risk of exposure to chemicals and electrical hazards during system shutdown. 	1L	

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			<ul style="list-style-type: none"> - Follow Manufacturer's Guidelines: Adhere strictly to the manufacturer's instructions and guidelines for shutting down the air conditioning system, including steps for depressurizing and discharging refrigerants. - Lockout/Tagout Procedures: Implement lockout/tagout procedures for the air conditioning system to ensure that it is completely shut down and cannot be accidentally re-energised during maintenance work. - Ventilation: When releasing refrigerant gases, proper ventilation should be in place to minimise the risk of inhalation or exposure to these hazardous chemicals. - Refrigerant Recovery and Storage: Use approved refrigerant recovery equipment to collect discharged refrigerants, store them in approved containers, and dispose of them according to local regulations. - Inspection and Maintenance of Tools and Equipment: Regularly inspect and maintain electrical tools, equipment, and devices used in system shutdown, ensuring that they are in good working condition and properly grounded. - Hazardous Chemical Storage and Handling: Store and handle refrigerants according to the Safety Data Sheet (SDS) information and adhere to any applicable local regulations regarding chemical storage and handling. - Emergency Response Plan: Develop and implement an emergency response plan that addresses potential accidents or incidents involving refrigerant exposure or electrical hazards during system shutdown, and train all employees on the appropriate actions to take during an emergency. - Ongoing Safety Awareness and Training: Regularly review and update safety protocols for system shutdown procedures, provide refresher training for technicians, and encourage a culture of safety awareness within the workplace. 		
4. Filter Removal	Dust/particulate exposure, Sharp edges	2M	<ul style="list-style-type: none"> - Personal Protective Equipment (PPE): Ensure that workers wear appropriate PPE, such as gloves, safety glasses, and dust masks to protect against dust exposure and potential injury from sharp edges. - Proper training: Provide comprehensive training on filter removal procedures and safe handling of equipment, including identification of potential hazards. - Pre-inspection of filters: Visually inspect filters before removal to identify any risks associated with sharp edges or excessive dust accumulation. - Safe removal techniques: Train workers on using appropriate tools and methods for removing filters without damaging the unit or exposing themselves to risk. - Clear signage: Place clear signage in the area indicating ongoing maintenance work, including potential hazards related to filter removal. - Spill containment: Use a spill containment system, such as a tray or tarp, to capture dust and debris released during filter removal. 	1L	

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			<ul style="list-style-type: none"> - Airborne particle management: Utilise proper ventilation, air filtration systems, and local exhaust when necessary to control airborne particles and prevent inhalation of harmful particulates. - Use of specialised tools: Equip workers with appropriate tools, such as filter pliers or specialised grips, meant to handle filters safely and efficiently, minimising direct contact with sharp edges. - Regular equipment maintenance: Schedule regular checks and maintenance of air conditioning units to miniimise the need for extensive filter removal or replacement, thus reducing potential hazards. - Communication: Maintain open lines of communication between workers, supervisors, and the Workplace Health and Safety Consultant, allowing for real-time updates on any changes in hazard levels during the filter removal process. - Risk assessment and evaluation: Continuously assess and review the effectiveness of these control measures, updating them as necessary based on best practices and feedback from workers. 		
5. Cleaning Filter	Chemical fumes, Moisture risks	3H	<ul style="list-style-type: none"> - Proper ventilation: Ensure the workspace is well-ventilated to prevent the build-up of chemical fumes during filter cleaning. This might include opening windows, doors or running an exhaust system. - Use personal protective equipment (PPE): Workers should wear appropriate PPE like gloves, goggles, and masks to prevent contact with chemical fumes and moisture while handling air conditioner filters. - Safe storage of chemicals: Store cleaning chemicals in a secure and dry location, away from heat sources or electrical appliances. Follow the manufacturer's guidelines for storage conditions. - Chemical handling training: Provide training to workers on the safe handling of cleaning chemicals, including any risks associated with their use, proper disposal methods, and emergency response actions. - Regular inspection of filters: Implement regular inspections of air conditioner filters to identify issues early on, such as excessive moisture buildup or signs of mould, which can be hazardous to workers' health. - Develop a drying process: Establish a thorough drying process after cleaning the filters to miniimise the risk of moisture-related hazards. This could include using dehumidifiers, fans, or adequate airflow to ensure filters are completely dry before reinstallation. - Appropriate waste management: Ensure that any absorbed moisture and contaminated materials resulting from cleaning activities, including rags soaked in cleaning chemicals or disposable gloves, are disposed of appropriately following environmental regulations. 	1L	

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			<ul style="list-style-type: none"> - Control moisture exposure: Isolate other work areas and electrical installations from the area where filter maintenance is being performed. Using barriers, tarps, or covers may help prevent spillover hazards related to moisture exposure. - Monitor for leaks: Regularly inspect air conditioning systems for any leaks, which may lead to excess moisture or chemical exposure risks. Address and repair any identified leaks promptly. - Emergency response plan: Develop and maintain an emergency response plan in case of accidental chemical spillage, fume inhalation, or other incidents involving hazardous substances. Regularly review and update the plan, and ensure all workers are properly trained in appropriate actions to take during hazardous situations. 		
6. Evaporator Coil Inspection	Exposure to refrigerants, Electrical hazards	3H	<ul style="list-style-type: none"> - Proper personal protective equipment (PPE) such as gloves, safety glasses, and face masks should be worn by technicians for protection against exposure to refrigerants and electrical hazards. - Technicians should receive appropriate training on handling, storage, and disposal of refrigerants, in accordance with relevant guidelines and regulations. - Before starting the inspection and maintenance process, ensure that the air conditioner unit is turned off and disconnected from its power source to eliminate electrical hazards. - Inspect the work area for any potential hazards or obstacles that may pose a risk during the evaporator coil inspection process, addressing them before proceeding. - Maintenance personnel should be knowledgeable about the specific air conditioner model being serviced and follow manufacturer guidelines and instructions for inspecting and maintaining evaporator coils. - Use only approved tools and equipment, specifically designed for air conditioning maintenance, ensuring they are in good working condition and have been tested for electrical safety. - If possible, perform a visual inspection of the evaporator coil first, using a flashlight, mirror, or camera, to identify any visible damage or contaminants without direct physical contact. - Follow proper lockout/tagout procedures to prevent accidental re-energising of the electrical system while performing the evaporator coil inspection. - Work in pairs or teams during the inspection process to provide additional support and assistance, particularly when dealing with larger or more complex air conditioning systems where increased risks may be present. - Properly ventilate the work area throughout the inspection process and avoid inhalation of refrigerants by maintaining a safe distance from the evaporator coil. 	2M	

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			<ul style="list-style-type: none"> - Immediately report any leaks, spills, or accidents involving refrigerants to supervisors, who should oversee the prompt clean-up and disposal of hazardous materials according to relevant policies and regulations. - Upon completion of the evaporator coil inspection, double-check that all connections, components, and panel covers are securely fastened before reconnecting the power supply and turning the air conditioner back on. 		
7. Condensate Drainage Check	Slip and fall hazards, Biological contaminants	2M	<ul style="list-style-type: none"> - Proper housekeeping: Regularly clean and maintain the work area to prevent the accumulation of water and other debris, thereby reducing the risk of slip and fall hazards. - Warning signs: Place clear and visible warning signs around slippery surfaces to alert workers about the associated risks. - Non-slip footwear: Ensure all workers wear appropriate non-slip footwear as a part of their personal protective equipment (PPE) to minimize the chances of slipping. - Fall protection equipment: Use fall protection equipment such as harnesses and lanyards when working at height or in areas where there is an increased risk of falling. - Inspection of drainage system: Regularly inspect the condensate drainage system for blockages, leaks, and damage to ensure it operates effectively. - Use of mechanical aids: If possible, use mechanical devices to handle heavy components during maintenance tasks to reduce manual handling and the risk of human error. - Safe handling of biological contaminants: Handle biological contaminants such as mould and algae with caution using appropriate PPE, including gloves, goggles, and masks, to minimize exposure. - Training and awareness: Train workers on the potential hazards associated with air conditioner maintenance, including the risks related to handling biological contaminants and proper disposal procedures. - Disposal of hazardous waste: Dispose of any hazardous waste, including biological contaminants, according to local environmental regulations and guidelines. - Spill containment and cleanup: Be prepared to address accidental spills, including equipment and supplies for containment, cleanup, and decontamination. - Restricted access: Limit access to areas where the condensate drainage check is being conducted to only authorised personnel trained in the hazard control measures. - Emergency response plan: Develop and implement an emergency response plan that outlines actions to be taken in case of accidents, injuries, or exposures to hazardous materials. - Monitoring and review: Continuously monitor the effectiveness of the implemented control measures and make necessary adjustments or improvements based on 	1L	

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			feedback from workers, incident reports, and regulatory updates. Regularly review and update the SWMS to reflect changes in the work environment, tasks, equipment, or personnel.		
8. Condenser Unit Maintenance	Noise hazards, Moving parts injury	3H	<ul style="list-style-type: none"> - Proper PPE: Ensure that all maintenance personnel are wearing appropriate personal protective equipment (PPE), such as earplugs, safety glasses, gloves, and steel-toed shoes to mitigate the risk of noise exposure and injuries from moving parts. - Regular inspection: Conduct routine inspections of the condenser unit to identify any potential hazards or issues with the functioning of the unit in order to minimise unexpected dangers during maintenance tasks. - Equipment isolation: Ensure proper isolation and lockout/tagout procedures are followed before working on the condenser unit to prevent accidental activation and subsequent injuries caused by moving parts. - Noise reduction measures: Implement noise control measures around the condenser unit, like acoustic barriers or enclosures, to reduce noise levels and protect workers from hazardous noise exposure during maintenance activities. - Training: Provide regular training to employees on safe work practices, use of PPE, and emergency procedures relevant to air conditioner maintenance, specifically focusing on condenser unit maintenance. - Safe lifting techniques: Encourage the use of mechanical lifting aids like hoists, hand trucks, or pallet jacks during maintenance to reduce the risk of injuries related to manual handling of heavy components in the condenser unit. - Work area marking: Clearly mark the work area around the condenser unit with safety signage and physical barriers, such as cones or hazard tape, to warn other workers of the ongoing maintenance activities and associated hazards. - Clear workspace: Maintain a clean and organised work environment around the condenser unit, ensuring that tools and equipment are properly stored when not in use to minimise the risk of injury from trip hazards and falling objects. - Communication: Establish an effective communication system among team members involved in the maintenance process, ensuring that everyone is aware of their specific responsibilities and any potential hazards associated with their activities. - Emergency preparedness: Develop a comprehensive emergency response plan outlining the necessary actions to be taken in case of an incident during maintenance, such as first aid procedures or evacuation plans, ensuring all employees are trained in the implementation of these measures. 	1L	
9. Refrigerant Level Check	Refrigerant leak, High-pressure hazards	3H	<ul style="list-style-type: none"> - Proper training and certification: Ensure that all technicians handling refrigerant are certified according to the Australian Refrigeration Council (ARC) standards and have undergone proper training for safe handling of refrigerants. 	2M	

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			<ul style="list-style-type: none"> - Personal Protective Equipment (PPE): All technicians must wear appropriate PPE such as safety glasses, gloves, and face masks to protect against potential exposure to chemicals during the refrigerant level check. - Leak detection: Before checking the refrigerant level, perform a thorough leak inspection using electronic leak detectors or ultraviolet dye to identify any potential leaks in the system. - Safe handling procedures: Follow standard operating procedures for connecting and disconnecting hoses, as well as proper venting and purging techniques to minimise the risk of refrigerant leaks. - Refrigerant recovery equipment: Use only approved refrigerant recovery equipment to remove any excess refrigerant from the system during maintenance checks. - Clear workspace: Ensure the area around the air conditioner unit is clean and free of clutter, reducing the chances of slipping or tripping during the refrigerant level check. - Pressure monitoring: Continuously monitor pressure levels during the refrigerant check to ensure they do not exceed safe working limits. - Proper ventilation: Perform the refrigerant check in a well-ventilated area to reduce the risk of excessive exposure to hazardous chemicals. - Emergency spill response plan: Have a spill response plan in place, including necessary equipment such as safety goggles, gloves, absorbent materials, and an eyewash station, in case of refrigerant leaks or spills. - Regular equipment inspection: Inspect all tools and equipment used for refrigerant level checks regularly to ensure their integrity and safe operation. - Safe storage and disposal: Store refrigerant containers safely with appropriate labels and dispose of used refrigerant according to local regulations. - Review Material Safety Data Sheets (MSDS): Technicians should be familiar with the MSDS for each refrigerant they work with to understand the potential hazards and necessary safety precautions. - Incident reporting: Any refrigerant leaks, equipment failures, or other incidents should be reported immediately to supervisors and properly documented in order to track patterns and improve safety measures for future maintenance tasks. 		
10. System Start-Up	Broken equipment, Insufficient ventilation	2M	<ul style="list-style-type: none"> - Conduct regular equipment inspections: Ensure that all equipment and tools used in the maintenance process are in good working condition to avoid malfunctions that could lead to broken equipment or safety hazards. - Train workers thoroughly: Provide training sessions on proper use of tools, equipment, and safety protocols, emphasising on following manufacturer recommendations for system startup and handling equipment. 	1L	

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			<ul style="list-style-type: none"> - Create and follow a clear communication plan: Establish a system for effective communication among team members during work processes, which includes clear hand-signals, verbal commands, or radio communications where necessary. - Implement lockout/tagout procedures: Use an established protocol for safely isolating energy sources before system startup. This ensures that unexpected startups do not result in accidents, injuries, or broken equipment. - Verify proper ventilation in the work area: Before starting the air conditioning system, check that there is adequate airflow around the unit and within the workspace. - Provide personal protective equipment (PPE): Supply and require workers to wear appropriate PPE, such as safety glasses, gloves, and ear protection to minimise the risk of injury while handling equipment and machinery. - Use calibrated instruments: Ensure accurate readings of pressure, temperature, and other critical variables by utilising calibrated instruments during the startup process. - Perform pre-startup checks: Execute a thorough inspection of the air conditioning system, including the unit, ductwork, filters, and electrical connections, prior to startup. This can eliminate potential issues that may create hazards during operation. - Monitor work environment conditions closely: Be mindful of factors like extreme temperatures, fumes, or humidity that may contribute to potential hazards and affect ventilation. Implement necessary adjustments promptly to maintain a safe workspace. - Install warning signs: Clearly display caution signs to keep unauthorised personnel away from the work area, especially during system start-up to prevent inadvertent interference or potential hazards. - Plan emergency response procedures: Have a well-defined emergency response plan in place, including designated first aid stations and exit points, to handle any incidents that may arise during the maintenance process. - Continuously update SWMS: Review and update the Safe Work Method Statement (SWMS) regularly to include new developments, best practices, or changes in regulation to ensure the safety of all workers involved in the air conditioner maintenance process. 		
11. Functionality Testing	Testing failure, Mistakes leading to malfunctions	3H	<ul style="list-style-type: none"> - Properly train and educate technicians: Ensure that all the technicians responsible for functionality testing are properly trained and educated on the proper procedures, guidelines, and potential hazards. - Implement a thorough testing procedure: Ensure that a detailed testing procedure is in place and followed by each technician to minimise errors or mistakes leading to malfunctions. 	1L	

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			<ul style="list-style-type: none"> - Conduct pre-testing equipment inspection: To mitigate testing failures, inspect all testing tools, equipment, and resources before starting the maintenance process. - Provide clear documentation and instructions: Offer comprehensive guides and reference materials to technicians that outline the correct procedure for functionality testing of the air conditioning systems. - Double check connections and configurations: Before initiating the functionality test, confirm that all connections, settings, and configurations are accurate to decrease the likelihood of testing failure or malfunctions. - Assess system performance over time: Instead of relying on a single test result, monitor system functionality, and performance over a set period, allowing multiple tests for increased accuracy. - Encourage open communication among team members: Promote a culture where technicians feel comfortable reporting any issues, concerns, or uncertainties they may have during the testing process. - Utilise appropriate safety gear: Ensure technicians are equipped with necessary personal protective equipment (PPE), such as gloves or safety goggles, while performing functionality testing to reduce the risk of injury. - Enforce safe practices around electrical components: Educate staff on proper handling of electrical components and enforce safety guidelines to prevent accidents or damage to equipment during testing. - Regularly audit and review safety protocols: Continuously assess existing safety measures and make adjustments as needed to ensure the safest and most effective testing processes possible. - Learn from previous incidents: Analyse any past instances of testing failure or malfunctions to identify areas for improvement and update safety measures accordingly. - Foster continuous learning and improvement: Regularly offer opportunities for technicians to learn about advancements in technology and industry best practices for air conditioner maintenance, so they stay up-to-date with the safest and most effective techniques. 		
12. Final Clean Up	Trip hazards, Leftover chemicals	2M	<ul style="list-style-type: none"> - Ensure all tools, equipment, and materials are stored in their designated areas to eliminate trip hazards. - Put up highly visible signage or barrier tape around the work area to warn others of potential obstructions and prevent tripping incidents. - Use drip trays or absorbent mats when handling liquids or chemicals to minimise spills, which can lead to slip and trip hazards. - Keep the work area well-lit and clear of debris throughout the maintenance process – periodically check and remove any obstacles or clutter that might accumulate. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Wear appropriate personal protective equipment (PPE) such as safety boots with non-slip soles, gloves, and safety goggles to protect against exposure to chemicals and accidents. - Make sure all condensed water, refrigerants, oils, or other hazardous substances have been appropriately removed and disposed of according to local regulations and environmental guidelines. - Properly store leftover chemicals in clearly labelled containers and make sure they are placed in designated chemical storage areas away from high traffic zones. - Train employees on proper handling, storage, and disposal of chemicals to ensure they understand the risks involved and follow best practices for minimising exposure and preventing accidents. - Inspect ladders, scaffolding, and other access equipment for damage or wear before each use, as well as maintaining a safe distance from electrical sources to reduce the likelihood of falls or trips. - Develop and implement procedures for quick response and effective communication in case of an emergency, including providing workers with access to first aid kits and emergency contact numbers. - Conduct regular safety audits and inspections to ensure that all control measures are being followed and adjust them if needed based on findings from incident investigations and ongoing hazard assessments. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	□ 1	□ 2	□ 3	□ 4	□ 5	□ 6	□ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	