

SAFE WORK METHOD STATEMENT (SWMS)

SWMS 030 - Commissioning an AC Unit

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

<input type="checkbox"/> Work involving a risk of a person falling more than 2 metres. <input type="checkbox"/> Work carried out on a telecommunication tower. <input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing <input type="checkbox"/> Work around Asbestos Containing Material (ACM) <input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse <input type="checkbox"/> Work carried out in or near a confined space <input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel <input type="checkbox"/> Work involving the use of explosives <input type="checkbox"/> Working near or on Energised electrical installations or services <input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines	<input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping <input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> Work involving tilt-up or precast concrete <input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians <input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant <input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature <input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Work involving diving work
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Risk = Consequence & Likelihood			Probability					Elimination	Substitution	Isolation	Engineering	Administration	PPE	PPE is the last method of control						
			Rare	Unlikely	Possible	Likely	Almost Certain													
		A	B	C	D	E														
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme													
	Major	4	Medium	High	High	Extreme	Extreme													
	Moderate	3	Low	Medium	High	Extreme	Extreme													
	Minor	2	Low	Low	Medium	High	Extreme													
Low		1	Low	Low	Medium	High	High													

Foot Protection	Hearing Protection	High-Vis Clothing	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Respiratory Protection	Sun Protection	Fall Arrest	Low Voltage Rescue Kit	Long Hair & Loose items such as Jewellery removed/tied back

Other PPE (Please List)	
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Contact: Jared Warren

ABN: 28 791 930 310

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Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

Name	Job Description	Signature	Date

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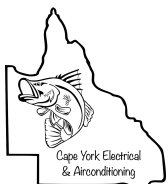
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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Test gas Pressure	<ul style="list-style-type: none"> Refrigerant Charging Pressure test 	High Risk 	<ol style="list-style-type: none"> Gloves, long sleeves/pants, safety glasses, Hard Hat, Hi-Vis, Safety Boots to be worn Fit gauges with quick connect coupler Refrigerant handling as per Hazardous Substances SWMS (Follow manufacturers specifications as noted on the MSDS for R410 A and Nitrogen) 	Medium Risk 	Foreman Workers
2	Energise	<ul style="list-style-type: none"> Electrical Energization 	High Risk 	<ol style="list-style-type: none"> Visual Inspection of AC Unit (checking for incomplete electrical works, pipe works, etc.) Isolation and Lockout process to be followed as per Isolation Lock Out Procedure 	Medium Risk 	Foreman Workers
3	Communication A/C Unit	<ul style="list-style-type: none"> Measurement of Electric Current 	High Risk 	<ol style="list-style-type: none"> Ensure all exposed live parts have been covered with mechanical protection (Terminal Box Covers and keep Switchboards Closed) Use clamp on Ammeter to check current 	Medium Risk 	Foreman Workers
4	Check Air Readings & Adjustments	<ul style="list-style-type: none"> Using Air Hood Using a Ladder 	High Risk 	<ol style="list-style-type: none"> Refer Working At Heights Check that the ladder has no defects. If the ladder is defective or damaged, attach an Out of Service tag and remove from site Ladder must be of SOLID construction The ladder must be industrial rated with a minimum load rating of 120kgs (Industrial Type) The ladder must be placed on a firm, flat surface. Do not place near any edge. Ladder must not be placed side on to the edge of slab. Use a two man lift to carry ladder Step ladders four (4) steps or less are not permitted on site The persons legs and trunk should be positioned in the centre of the ladder styles to avoid the ladder tipping over. The ladder must be kept close to the work being performed to avoid over-reaching. 	Medium Risk 	Foreman Workers

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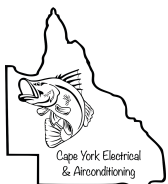
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5	De- mobilize	<ul style="list-style-type: none"> Clean-up 	High Risk 	<ol style="list-style-type: none"> All rubbish to be removed from works area and deposited in skip bin provided on site or back at workshop. 	Medium Risk 	Foreman Workers
6	Various	<ul style="list-style-type: none"> Incident/Accident 	High Risk 	<ol style="list-style-type: none"> Access the area – Don't put yourself at risk (Isolate hazards where possible) Stay with patient – Send for help Notify the Principals Safety Manager Principals Emergency response plan to be put in place Notify Principals first aid officer for assistance Call '000' if help is taking too long or if you are unsure what to do. 	Medium Risk 	Foreman Workers
7	Emergency	<ul style="list-style-type: none"> Any emergency that arises. 	High Risk 	<ol style="list-style-type: none"> Follow Principals emergency procedures accordingly Call 000, and notify immediate supervisor or staff member Evacuate area to assembly point or safest possible area to assemble close to this area 	Medium Risk 	Foreman Workers
8	Not going to plan	<ul style="list-style-type: none"> Disruptions, change of situation possible danger exposure 	High Risk 	<ol style="list-style-type: none"> STOP WORKS, Re-assess works Review SWMS and JSEA. Consult with other team members and workers Assess and Review Re-sign SWMS Recommence work if safe to do so 	Medium Risk 	Foreman Workers
9	Commissioning in Progress Signs	<ul style="list-style-type: none"> Other trades and people not sure of stages of commissioning and disturb the test / site before readings can be obtained 	High Risk 	<ol style="list-style-type: none"> Commissioning signs need to be in place and other trades need to be aware commissioning under way and leave areas as found? 	Medium Risk 	Foreman / tester

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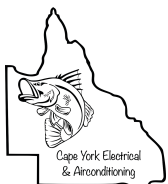
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10	Other Trades	<ul style="list-style-type: none"> The Works 	High Risk 	<ol style="list-style-type: none"> Barricades/Signage (Caution – Commission in Progress) when other trades are at risk Ensure other clear of electrical refrigeration 	Medium Risk 	Foreman Workers

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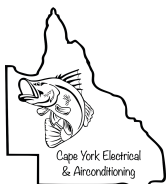
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 • Refrigerant Handling Code of Practice 2007 Part 1 & 2 • Hazardous Chemicals COP 2011 • AS 2030.1 – 2009 Gas Cylinders • AS 4332 – 2004 Storage & handling of gases in cylinders. 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011. • Ozone Protection and Synthetic Greenhouse Gas Management Act 2017 • Ozone Protection and Synthetic Greenhouse Gas Management Regulations 2004 • Gas Management Regulations admtd. 2014 • HB40 - Australian. Refrigeration and Air Conditioning Code of Good Practice <p>Referenced Australian Standards</p> <ul style="list-style-type: none"> • AS/NZS 3000 Wiring Rules • AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites. • AS/NZS 3017 - Electrical installations - verification guidelines • AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment • AS/ NZS 1677.1 – 1998 Refrigeration Systems • AS/ NZS 1677.1 – 1998 - Admt. 1 2002 • AS/ NZS 1677.2 – 1998 Refrigeration Systems • AS/ NZS 1677.2 – 1998 - Admt. 1&2 / 2002
Referenced QLD – Codes of practice	Further Information
<ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au

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