



# SAFE WORK METHOD STATEMENT (SWMS)

## SWMS 029 - Storing & Handling Refrigerant

**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					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		Elimination
	Major	4	Medium	High	High	Extreme	Extreme		Substitution
	Moderate	3	Low	Medium	High	Extreme	Extreme	Isolation	
	Minor	2	Low	Low	Medium	High	Extreme	Engineering	
	Low	1	Low	Low	Medium	High	High	Administration	
			Low	Low	Medium	High	High	PPE	

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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Authorised by: Jared Warren

Company Name: Cape York Electrical & Airconditioning

Phone Number: 0428407010

Address: 13 Greenacres Close Whiterock Cairns 4868

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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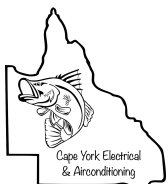
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1	Confirm SWMS, and communicate with workers	Personal injury - <ul style="list-style-type: none"> <li>Cuts, strains, abrasions, burns</li> <li>Possible eye injury</li> </ul> Gas inhalation	High Risk 	<ol style="list-style-type: none"> <li>Authority and empowerment to Stop the Job.</li> <li>Follow all site rules and procedures.</li> <li>Ensure correct manual handling techniques are followed.</li> <li>Wear all mandatory PPE and task specific PPE.</li> <li>Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.</li> <li>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</li> <li>Work on flat surface where practicable</li> <li>Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</li> </ol>	Medium Risk 	Work crew Supervisor
2	Purchase of Refrigerant	<ul style="list-style-type: none"> <li>Loose or damaged cylinder caps - Refrigerant leak</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Check refrigerant cylinders are tightly capped</li> <li>Keep Refrigerant Purchase Records (check purchase to sale quantities)</li> <li>Document incident of poor capping, identified at store in a logbook</li> </ol>	Medium Risk 	Work crew
		<ul style="list-style-type: none"> <li>Poor cylinder condition (rusted, corroded, damaged)</li> <li>Refrigerant leak</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Check cylinder date markings/ imprints to ensure that they are “In Test”</li> <li>Check for additional labels and accompanying records</li> <li>Check cylinders for corrosion</li> </ol>	Medium Risk 	Stores Manger / Refrigerant Handlers

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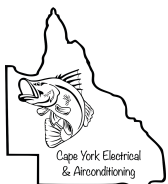
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3	Transportation of refrigerant	<ul style="list-style-type: none"> <li>Damaged cylinder during transportation -Refrigerant Leak</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Safely secured when transporting</li> <li>Ensure cylinders are capped tightly</li> <li>Ensure valves are adequately protected</li> </ol>	Medium Risk 	Stores Manger / Refrigerant Handlers
		<ul style="list-style-type: none"> <li>Damaged cylinder during transportation - Refrigerant leak</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Safely secured when transporting</li> <li>Small quantities of gas carried</li> <li>Ensure cylinders are capped tightly</li> <li>Ensure cylinders are adequately protected</li> </ol>	Medium Risk 	Stores Manger / Refrigerant Handlers
4	Using Equipment containing Refrigerant	<ul style="list-style-type: none"> <li>Leakage of refrigerant during charging of equipment</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Implement best practice procedure (as per HB40 &amp; AS 1677)</li> <li>Ensure charging lines are as short as possible</li> <li>Ensure seals are checked regularly</li> </ol>	Medium Risk 	Stores Manger / Refrigerant Handlers
		<ul style="list-style-type: none"> <li>Improper care of cylinders</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>After each use check refrigerant cylinders are tightly capped</li> <li>Check for signs of corrosion</li> <li>Check for impact and other mechanical damage</li> </ol>	Medium Risk 	Stores Manger / Refrigerant Handlers
5	Installation, service and maintenance of equipment containing refrigerant	<ul style="list-style-type: none"> <li>Lack of servicing of equipment containing refrigerant</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Adhere to manufacturers recommendations and relevant standards</li> <li>Maintain recommended servicing frequency</li> <li>Keep records of service                             <ul style="list-style-type: none"> <li>Obtain and keep warranties on repairs</li> <li>Keep record of each service to equipment</li> <li>Check cylinder weight at regular intervals</li> <li>Ensure regular leak check carried out before use</li> </ul> </li> </ol>	Medium Risk 	Stores Manager / OH&S Manager

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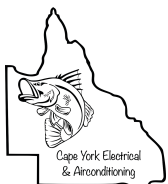
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6	Installation, service and maintenance of equipment containing refrigerant	<ul style="list-style-type: none"> <li>Infrequent testing of equipment containing refrigerant</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Check ALL Test equipment is in good working order at least once yearly</li> <li>Regularly monitor vacuum pump oil</li> </ol>	Medium Risk 	OH&S Rep./ stores staff
		<ul style="list-style-type: none"> <li>Inadequate leak testing</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Implement best practice procedure</li> <li>Check at least every three months/ record leak checks on tag</li> </ol>	Medium Risk 	OH&S Rep. / Service Manager
7	Recovery and Recycling of Refrigerant	<ul style="list-style-type: none"> <li>Improper filling of Cylinders</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Fill bulk refrigerant cylinders inline with manufacturers recommendations</li> <li>Follow correct procedures and filling ratios</li> <li>Never overfill cylinders/ implement best practice</li> </ol>	Medium Risk 	Supplier / Stores manager
		<ul style="list-style-type: none"> <li>Poor cleaning and flushing</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Never charge refrigerant into equipment with identified leaks</li> <li>Minimize amount of oil reclaimed</li> </ol>	Medium Risk 	Stores Manger / Refrigerant Handlers
		<ul style="list-style-type: none"> <li>Venting</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Never vent fluorocarbon refrigerant where its release is avoidable</li> </ol>	Medium Risk 	Refrigerant Handlers

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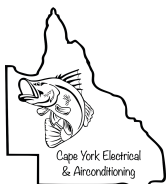
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8	Storage of Refrigerant	<ul style="list-style-type: none"> <li>Poor storage of cylinders on Premises</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Ensure test tags are on all cylinders</li> <li>Ensure three monthly leak tests are completed and recorded</li> <li>Ensure all cylinders are stored in a safe and secure location               <ul style="list-style-type: none"> <li>climate controlled</li> <li>free of obstacles</li> <li>separate from reclaimed gas containers</li> </ul> </li> </ol>	Medium Risk 	Stores Manager / Refrigerant Handlers
		<ul style="list-style-type: none"> <li>Inadequate seals</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Closed valves</li> <li>Ensure valves are capped</li> </ol>	Medium Risk 	Refrigerant Handlers
		<ul style="list-style-type: none"> <li>Mixing Refrigerant Types</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Only Single refrigerant stored in any container at any one time</li> <li>Store reclaimed refrigerant separately</li> <li>Dispose of refrigerant regularly and as per regulation (RRA)</li> </ol>	Medium Risk 	Stores / Refrigerant Handlers
		<ul style="list-style-type: none"> <li>Lack of Labeling</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Ensure Test tags are on all cylinders</li> <li>The refrigerant Type noted on cylinder</li> <li>Lubricant Type on maintenance register</li> <li>Name service person, license number and service organisation</li> <li>Date of Service</li> <li>Ensure all cylinder hydro static testing performed by registered testing station</li> </ol>	Medium Risk 	Stores / OH&S Advisor
9	Disposal	<ul style="list-style-type: none"> <li>Equipment that cannot be repaired</li> </ul>	High Risk 	<ol style="list-style-type: none"> <li>Document and keep records of reasons why</li> <li>Establish a retirement plan of action according to Hydrostatic testing</li> <li>Return refrigerant contaminated to supplier for disposal</li> <li>Ensure all equipment is disposed of correctly and in accordance with regulations</li> </ol>	Medium Risk 	A/C Supervisor / Refrigerant Handlers

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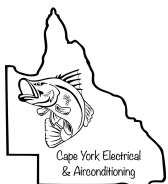
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10	Training / Instruction	<ul style="list-style-type: none"> <li>Direction clear and understood by all involved</li> </ul>	High Risk 	1. Staff to be shown what is required and general Procedures to be completed for tasks/ works required	Medium Risk 	Refrigerant Handlers
11	General	<ul style="list-style-type: none"> <li>Experience</li> </ul>	High Risk 	1. Check tasks/ checks are being completed at regular intervals. 2. Minimum Qualifications Refrigerant Handler 3. Check works are completed at time task completed not left 4. Check work processes suitable at regular interval, not planned Audit ( change if not suitable)	Medium Risk 	A/C Manager; OH&S Advisor
		<ul style="list-style-type: none"> <li>Changes to process to be quickly transmitted to staff</li> </ul>	High Risk 	1. Variations or proposed variations to be transmitted to work site AsAp, even if the intention has only been suggested.	Medium Risk 	A/C Manager; OH&S Advisor

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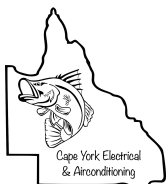
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> <li>• Work Health and Safety (First Aid in the Workplace) Code of Practice 2015</li> <li>• Work Health and Safety (Hazardous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

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