



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

CONTRACTOR:			NAME: _____
PROJECT:			SIGNED OFF: _____
JOB: EQUIPMENT INSTALLATION			DATE: _____ JOB NO. _____
PROCEDURE (IN STEPS):			ACCEPTED: YES / NO
POSSIBLE HAZARDS			AREA:
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. Issue Personal Protective Equipment (P.P.E.)	Head, Hand, Foot and Body Injury	2	Refer to Safe Work Instruction: SW 001 Personal Protective Equipment (P.P.E.)
2. Establishment of Site	Manual Handling, Possible Back Strain, Impact Injury	2	Refer to Safe Work Instruction: SW 002 Manual Handling
3. Unload equipment from transportation and position onto designated area/plant room, Using crane and/or forklift when required.	Manual Handling, Possible Back Strain, Impact Injury	2	Refer to Safe Work Instruction: SW 002 Manual Handling
	Equipment slipping from crane/forklift	1	Refer to Safe Work Instruction: SW 003 Use of Crane SW 004 Use of Forklift

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

Form	WMS 11.1	1/4
Rev	A	13-May-11



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Procedure (in steps) continued :	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 the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.
4. Positioning of equipment involving manual handling and approved lifting equipment.	Manual handling, Possible back strain, Impact injury	2 2	Refer to Safe Work Instruction: SW 002 Manual Handling Refer to Safe Work Instruction: No. 007 Use of Equipment Lifter
5. Fixing of equipment with approved method Eg. Dynabolts, Anchors Etc.	Falling Electrocution Hand injury	2 1 2	Refer to Safe Work Instructions: SW 008 Use of Ladders SW 009 Use of Mobile Scaffold Refer to Safe Work Instruction: SW 016 Use of Earth Leakage Circuit Breaker (ELCB) Residual Current Device (RCD) and Extension Cords. Refer to Safe Work Instruction: SW 010 Use of Electric Drills Refer to Safe Work Instruction: SW 014 Use of Nibblers/Shears

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Form	WMS 11.2	2/4
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Procedure (in steps) continued :	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 the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.
6. On completion of work each day collect all waste materials and deposit in bins provided on site,	Manual handling, Possible back strain, Impact injury	2	Refer to Safe Work Instruction: SW 002 Manual Handling
SPECIAL NOTES: · IF USING CHAIN BLOCK REFER TO SAFE WORK INSTRUCTION NO. 019 – USE OF CHAIN BLOCK · IF REQUIRED USE APPROVED SIGNS AND BARRICADES · WHEN USING OR ENCOUNTERING HAZARDOUS SUBSTANCES REFER TO SAFE WORK INSTRUCTION NO. 017 – HAZARDOUS SUBSTANCES - AND MATERIAL SAFETY DATA SHEET – HAZARDOUS SUBSTANCES REGISTER · IF WORKING AT VARIOUS HEIGHTS REFER TO SAFE WORK INSTRUCTION NO. 018 – WORKING AT HEIGHTS · WHEN WELDING REFER TO SAFE WORK INSTRUCTIONS: **NO. 005 – USE OF OXY ACETYLENE **NO. 006 – USE OF ARC WELDER			

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Form	WMS 11.3	3/4
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Personal Qualifications & Experience:	Personal Duties & Responsibilities:	Training Required to complete work:
Engineering Details/Certificates/Workplace Services Approvals:	Codes of Practice, Legislation:	
Plant/Equipment:	Maintenance Checks:	
Read & Signed by All Employees on Site:		

Form	WMS 11.4	4/4
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