

# SAFE WORK METHOD STATEMENT



national electrical and communications association

## Installation of Refrigeration Equipment SWMS

Works including awareness, asbestos, silicas, lead, chemicals, transporting hazardous substances and dangerous goods, traffic trees, manual handling, working outdoors, hand and power tools, plant and equipment, electrical equipment, working at heights, set up, risk assessment, accessing and working on roof, entering restricted spaces, working with false ceilings, installation of refrigeration unit, cabling, and piping, connection, use of vacuum pump, clean up and leaving site.

<b>Organisational Details</b>	Company Name:			Approval Date:	Click or tap to enter a date.	
	Company Address:			Next Review Date:	Click or tap to enter a date.	
	Director / Manager Name:			Contact Number:		
	Type of SWMS:	Generic (multiple projects, jobs, or work requests) <input type="checkbox"/>		Site specific (complete section below) <input type="checkbox"/>		
<b>Site Specific Details</b>	Principle Contractor:	n/a <input type="checkbox"/>		Contact Number:	n/a <input type="checkbox"/>	
	Site Manager or Supervisor Name:	n/a <input type="checkbox"/>		Other PCBU's:	n/a <input type="checkbox"/>	
	Site Address:	n/a <input type="checkbox"/>			n/a <input type="checkbox"/>	
	What high risk work activities are covered by this SWMS?		Work on or near energised electrical installations or services, and work on or near chemical, fuel, or refrigerant lines.			
What is the scope of the works?		Scope of work includes the physical work of installing, maintaining, repairing, altering, removing, and decommissioning refrigerant equipment.				
<b>SWMS Details</b>	Who else was consulted/involved in preparing this SWMS?	Workers/employees <input type="checkbox"/>	Principle Contractor <input type="checkbox"/>	NECA <input type="checkbox"/>		
	Additional compliance measures:	Pre-start Hazard Risk Assessment <input type="checkbox"/>	Toolbox Talk <input type="checkbox"/>	Workplace Safety Inspection <input type="checkbox"/>		
<b>Sign off</b>	Person responsible for ensuring compliance with SWMS:			Responsible persons signature:		
	Contact Number:					
	Date:	Click or tap to enter a date.				

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Training / Licencing Requirements					
Construction industry general induction (White Card)	<input type="checkbox"/>	Senior First Aid Training	<input type="checkbox"/>	LVR/CPR	<input type="checkbox"/>
Working at Heights	<input type="checkbox"/>	Asbestos Awareness	<input type="checkbox"/>	Working with Asbestos of a Minor nature	<input type="checkbox"/>
Elevated Work Platform class SL	<input type="checkbox"/>	Elevated Work Platform class VL	<input type="checkbox"/>	Elevated Work Platform class TL	<input type="checkbox"/>
Elevated Work Platform class BL	<input type="checkbox"/>	Elevated Work Platform Licence class WP	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>
Electrical trades Licence	<input type="checkbox"/>	Air Conditioning / Refrigeration Trade Licence	<input type="checkbox"/>	Accredited Service Provider Authorisation / permit / rescue	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
Personal Protective Equipment					
Arc Rated clothing HRC 1 (ATPV 4 <sup>cal/cm2</sup> min)	<input type="checkbox"/>	Arc Rated clothing HRC 2 (ATPV 8 <sup>cal/cm2</sup> min)	<input type="checkbox"/>	Arc Rated clothing HRC 3 (ATPV 25 <sup>cal/cm2</sup> min)	<input type="checkbox"/>
Arc Rated clothing HRC 4 (ATPV 40 <sup>cal/cm2</sup> min)	<input type="checkbox"/>	Double insulated gloves	<input type="checkbox"/>	Insulated gloves	<input type="checkbox"/>
Low Voltage Rescue Kit	<input type="checkbox"/>	Defibrillator	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
Insulated Mat	<input type="checkbox"/>	Insulated barriers	<input type="checkbox"/>	Lock Out Tag Out kit	<input type="checkbox"/>
Safety boots	<input type="checkbox"/>	Eye protection	<input type="checkbox"/>	Respiratory equipment	<input type="checkbox"/>
Safety Helmet	<input type="checkbox"/>	Hearing protection	<input type="checkbox"/>	Barricading and signage	<input type="checkbox"/>
Communication equipment	<input type="checkbox"/>	Torch / lighting	<input type="checkbox"/>	Harness and other fall protection equipment	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>

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## Preparation for Installation of Refrigeration Equipment

#	Job Step / Process / Activity	Identify Hazards	Risk Level (R) and the Residual Rating (RR)				Identify Controls / Action Required	Person Responsible
			L	C	R	RR		
1	Awareness	<ul style="list-style-type: none"> <li>Lack of situational awareness</li> <li>Physically or psychologically and/or mentally impaired</li> </ul>	3	4	H	L	<p>All persons, including electrical workers, supervisors, safety observers and those assisting electrical workers working on or near electrical installations or equipment, shall understand the scope of the work and the potential hazards involved in working on or near electrical installations or equipment.</p> <ul style="list-style-type: none"> <li>They should be capable of always maintaining an adequate physical and mental ability when working on or near electrical installations and equipment.</li> </ul> <p>If personnel are temporarily or permanently physically, psychologically and/or mentally impaired, e.g., under the influence of alcohol, drugs, stress, distraction, fatigue or are injured to a level that adversely affects their work performance, they shall not participate in the work.</p>	Management, supervisors, workers
2	Working on or near asbestos containing materials	<ul style="list-style-type: none"> <li>Danger to public and other workers</li> <li>Asbestos panel and dust</li> <li>Exposure to:                             <ul style="list-style-type: none"> <li>Asbestos</li> <li>mesothelioma,</li> <li>asbestosis, and,</li> <li>lung cancer</li> </ul> </li> </ul>	2	3	M	L	<ul style="list-style-type: none"> <li>Refer to 'PRIM-B-MA-HR-102 Asbestos SWMS'.</li> <li>Install barriers, as appropriate.</li> <li>Where asbestos possible wear appropriate PPE and minimise disturbance</li> <li>Dispose of asbestos waste and contaminated materials at authorised depot</li> </ul>	Management, supervisors, workers
3	Working on or near Silica containing materials, (bricks, concrete, and tiles)	<ul style="list-style-type: none"> <li>Exposure to operator and others to dust that may contain silica</li> </ul>	5	2	H	L	<ul style="list-style-type: none"> <li>Refer to 'PRIM-MA-HR-105 Silica SWMS'</li> <li>Manage release of dust by using dust extraction tools.</li> <li>Wear eye protection during drilling tasks.</li> <li>Wear hearing protection.</li> <li>Wear appropriate dust mask to minimise residual dust.</li> <li>Barricade work areas (exclusion zones) to minimise exposure to others.</li> </ul>	Management, supervisors, workers

