Health & Safety

Task Procedures Manual

Site Details -	**Various Sites Various Site Addresses**
Project No. –	**As per individual job number**

- **TASK PROCEDURES**
- **RISK IDENTIFICATION**
- **IMMINENT DANGER PROCEDURES**

JGR BUILDING SERVICES LTD.

Guidance Notes – Task Procedures Manual

The Task Procedures, related Risk Identification information and Imminent Danger Procedures within this manual are provided principally for the persons who undertake the work described their supervisors and their management.

The information is generic in nature, e.g. it summarise the results of model assessments undertaken on a range of tasks / activities that are commonly undertaken.

These Task Procedures are designed to present a way of doing things that will ensures a safe system of work under most conditions, for an engineer who has received suitable general training in their trade, had basic training in health & safety at work and gained the appropriate experience in the range of normal working environments.

However, as with all generic arrangements, the information within this manual relates only to the perceived conditions at the time of assessment, and such information cannot therefore exactly cover all of the situations in which engineers may work.

Therefore, all engineers must realise the importance of staying alert to the range of additional hazards that may affect the everyday task and they should always consider whether or not, a change is required to the normal control measures, to ensure their own health & safety and that of others who may be affected by your work.

Should an engineer come across a work situation, where the control measures detailed within this manual or other established arrangements do not appear to be sufficient (e.g. work conditions are not as they usually come) then all works must be suspended until such times that a safe system of work can be established and the following conditions are met –

1. The engineer has successfully encountered a similar experience before and can follow the same safe procedures as before or you have had suitable training to deal with the particular situation
2. You are confident about all additional control measures that are required
3. You have and can, competently and safely, use all additional resources that are required e.g. tools, equipment, and items personal protection equipment.

If, at any time, the engineer is not confident that the above conditions can be met, he must refer the situation to your supervisor / manager for advice and for assistance.

These Task Procedures form part of the site Health & Safety documentation found in the project Site Safety Folder. This folder contains all relevant safety documents required for works being carried out safely such as Method Statements and Risk Assessments as well as these Task Procedures. All engineers should ensure all works are carried out in accordance with the information detailed in this Safety Folder.

Contents – Refrigeration / Air Conditioning Procedures

Ref	Task Name / Description
R17	Cleaning and Maintenance of Refrigeration and Air Conditioning Systems

Review Status	
Review Completed By	Guy Wood
Signature	
Position	Director / Commissioning Manager
Date of Last Review	February 2018
Next Review Due	February 2020

Task Reference	R17
Task Activity	Cleaning and Maintenance of Refrigeration and Air Conditioning systems

Hazards

- Cold burns from contact with cold surfaces on refrigeration equipment
- Contact with moving parts
- Electrocution

Risk

Low	✓	Medium		High	

Control Measures

- Only competent trained operatives to complete works
- Follow all control measures and task methodologies detailed in all relevant site Method Statements, Task Procedures and Risk Assessments
- When working in isolated area(s) ensure other persons are available to render assistance if required

Task Methodology

Note – At NO time should any operative carryout any further works on Refrigeration and Air Conditioning systems, other than those detailed in this Task Procedure, unless they are competent and hold the relevant training certificates and they meet all requirements from all relevant legislation and guidance such as –

- ***F-Gas Regulations***
- ***Pressure Equipment Directive***

1. Advise site management of works to be carried out and gain permission to complete works.

2. Assess the area where works will be completed and –

- Ensure the immediate area has a satisfactory working space, free from trailing cables and hoses etc.
- Cordon off the immediate with suitable signage and protective barriers to protect other persons and prevent unauthorised access to work area.
- Ensure the immediate work area is suitably illuminated, with sufficient lighting provided.

3. Where required, complete site permit to work system for completing Cleaning and Maintenance works on refrigeration and air conditioning systems, ***prior*** to completing any works.

4. Ensure all tools and equipment used for completing Cleaning and Maintenance works on refrigeration and air conditioning systems are –

- Suitable for the tasks being carried out and the environment in which they are to be used
- Suitably maintained and tested (i.e. where required PA Tested and calibrated) and in good condition, with pre-user checks carried out prior to use.

5. Ensure all operatives completing Cleaning and Maintenance works on refrigeration and air conditioning systems are suitably competent for the works being carried out and have full understanding of the works to be carried out, with all site Method Statements, Task Procedures and Risk Assessments for the work to hand.

6. Ensure all operatives working on refrigeration and air conditioning systems are wearing all required items of PPE, as detailed in this Task Procedure and site Risk Assessments.

7. Carry out cleaning and maintenance works on refrigeration and air conditioning works in an orderly manner on an item-to-item basis, ensuring that by completing the works, 'danger' is not caused to others as a result.

Inspection of Refrigeration Plant

- Carry out a general inspection of the refrigeration plant to
  - Identify damage to any parts of the case / unit
  - Ensure all covers are in place and in good condition
- Carry out a visual check on oil level, using sight glass
- Carry out a visual check on all accessible pipework and lagging is in good condition
- Where refrigeration plant is located indoors, check plant room is clear and tidy
- Clean out condenser coils

  Depending on the location of the refrigeration plant and the condition of the condenser coil, the following methods will be adopted
  - Refrigeration Plant located outdoors –
    - Brush and clean coil with a soft hand brush
    - Spray warm tap water on to the coil using a pump action pump spray – **Note** – Only to be carried out on weatherproof sealed units with all covers and panels in place with no damage
    - Blow through the coil with Oxygen Free Nitrogen (OFN) – **Note** – Only to be carried out as a last resort and only if the surround area is clear of all other people and equipment that could be affected by the dust.
  - Refrigeration Plant located indoors –
    - Brush and clean coil with a soft hand brush

Case Cleans

- Confirm case has been emptied of stock by store staff.
- Switch off and isolate case / unit by switching off the local isolator
- Complete and place Tag-Out label on isolator
- Carry out general visual inspection of the case / unit to
  - Identify damage to any parts of the case / unit
  - Ensure all blinds are in place, working and in good condition
  - Ensure all covers are in place and in good condition
  - Ensure all lights are secure, working and in good condition
- Remove access covers and base plate / kick plate by removing securing screws to allow access
- Remove Honeycombs to clean by removing securing screws and sliding the Honeycomb out from the case
- Take the Honeycomb outside to a suitable clear location and clean using either Oxygen Free Nitrogen (OFN) or Warm tap water using a pump action pump spray
  - Oxygen Free Nitrogen (OFN)
    - Connect Nitrogen Gauge to Nitrogen
    - Following instructions and guidance from CoSHH Risk Assessment for OFN.
    - Blow through Honeycomb
  - Warm tap water & Pump Action Pump Spray
    - Fill pump action pump spray container with warm tap water
    - Connect lid and pump handle to obtain required pressure
    - Spray Honeycomb with water until clean.
    - Dry / wipe off Honeycomb using Paper Towel / Clean Rags
- Replace Honeycomb and secure into position
- Remove fan mounts to enable access to the wells by sliding them out, making sure connecting cables are not damaged.
- Clean all drains and dairy pumps using a Wet Vac

- Add one Gel Clear tablet, following manufacturer's instructions and guidance from CoSHH Risk Assessment
- Replace all drains and dairy pumps
- Replace / slide the fan mounts back into position in the wells, making sure connecting cables are not damaged
- Ensure all water spills are clear up using Paper Towel / Clean Rags and Bucket
- Replace base plate / kick plate by securing fixing screws into position
- Remove Tag-out label and switch ON isolator
- Inform store management that the case / unit can restocked

Coldrooms

- Confirm coldroom has been suitably emptied of stock by store staff, to enable suitable access to carry out cleaning and maintenance works.
- Carry out general visual inspection of the coldroom to -
  - Identify damage to any part of the coldroom
  - Carry out visual checks on all checker plate flooring is secure and in good condition, with no slip or trip hazards.
  - Ensure checker plate flooring is in secure, all fixings in place and in good condition
  - Check evaporator coil to ensure it is clean and free from ice build-up
  - Check evaporator fan guards to ensure they are in place, secure and in good condition
  - Check the doors, hinges and handles are in place, secure and in good condition and fully operational
- Test all drains to ensure they are operating correctly, using warm tap water & Pump Action Pump Spray
- Where installed, clean and inspect drain pumps
  - Where fitted, switch OFF and isolate pump by at the local isolator (Where there is no isolator fitted, ensure it is a sealed pump unit, prior to cleaning before continuing)
  - Complete and place Tag-Out label on isolator
  - Remove drain pump cover to enable access to the drain tank.
  - Clean all drains tank using a Wet Vac
  - Reconnect drain pump cover to the drain tank
  - Ensure all water spills are clear up using Paper Towel / Clean Rags and Bucket
  - Where required, remove Tag-out label and switch ON isolator

8. Ensure that on completion of works, all connections are made good and all tools and equipment is operating safely and correctly and warning notices and barriers are removed.

9. Ensure work area is clear of all tools and equipment

10. Inform site management works have been completed and, where required, sign off Permit to Work and return any access / plant room keys, if applicable.

Plant & Equipment Used to Carry out Task

- Hand Tools
- Battery Powered Tools
- 110v Wet Vac
- Pump Action Pump Spray
- 110v Wet Vac
- Paper Towel Roll / Clean Rags
- Bucket

Training / Competency

- Appropriate CSCS card
- UKATA Asbestos Awareness Training Certificate

Emergency Procedures

▪ Evacuate Area / Raise the alarm and clear personnel, especially injured persons, from immediate area
▪ Where required, if safe to do so –
  o Shut off / Isolate any equipment / cylinders
  o Switch off electrical supply
  o Remove any equipment / cylinders from any heat source and keep cylinders cool
▪ Call Emergency Services if necessary
▪ Ventilate Area, if necessary
▪ Locate failure area and investigate damage caused to system or other equipment and make-safe

Protection of Other
▪ Immediate area to be kept free from cables, ropes and equipment that may affect the works to be carried out ▪ Suitable signage / safety barriers to be erected around the area where works are being carried out to warn of works and prevent unauthorised access to work area.
Personal Protective Equipment required for Task
▪ Safety Footwear (BS EN 20345) ▪ FFP3 Dust Mask ▪ Gloves (BS EN 388) ▪ Goggles (BS EN 166)