

SAFE WORK METHOD STATEMENT (SWMS) SPLIT SYSTEM INSTALL TO HEIGHTS

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AUTHORISED BY:

Name

LISLE PEACOCK

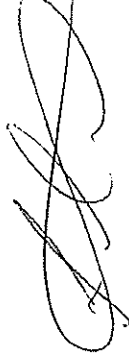
Position

DIRECTOR

Date

15/10/12

Signature



DESCRIPTION OF WORK ACTIVITY: Installation of SPLIT SYSTEMS

RELEVANT LEGISLATION:SECTION 299(HIGH RISK); SECTION 44 (PPE) WORKPLACE HEALTH AND SAFETY 2011. PART 4.7 ELECTSAFETY CLAUSE328 2b HAZARDOUS CHEMICALS

Trades involved with undertaking this work activity: REFRIGERATION MECHANICS, ELECTRICIANS

This SWMS is submitted to : KYOCERA DOCUMENT SOLUTIONS SERVER ROOM- BRUCE BAILEY

COMPANY: ICOOLM AIR CONDITIONING PTY. LTD.

CONTACT NAME:LISLE PEACOCK

CONTACT NAME:

SITE ADDRESS: LEVEL 3, 6-10 TALAVERA RD NORTH RYDE

PROJECT DESCRIPTION: SUPPLY & INSTALL 1X FUJITSU SPLIT SYSTEM

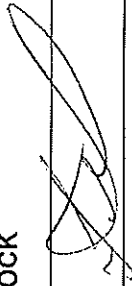
This SWMS was reviewed by:

NAME: LISLE PEACOCK

POSITION: DIRECTOR

SIGNATURE:

DATE: 15/10/12



Person responsible for supervising and implementing, the WHS controls associated with each step of this work activity.

NAME: MARK PEACOCK

SIGNATURE:

DATE: 15/10/12

List plant, equipment and tools to be used	List PPE to be used	(Tick)	List hazards to consider	(Tick)
Battery Drill	Safety glasses/ear muffs	✓	Dust in eyes, noisy tools.	N/A
Hilti Drill	Safety glasses/ear muffs	N/A	Dust in eyes, noisy tools.	N/A
Vacuum Pump	Safety glasses/ear muffs	✓	Dust in eyes, noisy tools.	N/A
Hand tools	Safety glasses/ear muffs	N/A	Dust in eyes, noisy tools.	N/A
Ladders / Extension Ladders		✓	Heights, instability	✓
Electronic Scales	As required	✓		N/A
Nitrogen	Safety Glasses, Trolley	✓	Heavy Lifting	✓
R410a gauges	Safety Glasses	✓		✓
3m Mechanical Lifter	Safety Glasses	N/A		N/A
Extension Leads	Safety Switch	✓	Electrocution	✓
Trolley	As required	✓	Heavy lifting , back strain	✓
Oxyacetylene		✓	Flashback arrestors attached	✓

How to complete the following form

- List the step-by-step sequence of tasks required to carry out a work activity from start to finish.
 - List the potential hazards associated with each step, and the related OHS risks.
 - List what controls you will implement to reduce the risks to the lowest possible level.
- List the names or positions of the persons responsible for ensuring that the controls are implemented.

STEP	Activity step <i>Break the activity down into steps. List the steps in this column.</i>	Hazards Identification <i>Identify any potential hazards associated with each step – and any related risks.</i>	Control Implemented <i>Decide what controls to use to eliminate or minimise the risks.</i>	Person responsible
1	Access/arrival to work site.	- Obstruction with other site personnel or other vehicle.	-Drive carefully to work areas, observe speed regulations and parking regulations. -Avoid accessing a tight work area all at the same time. -Walk to work areas, no running.	All on site, Supervisor & driver of vehicle.
2	Assess access to area and weather conditions.	- Obstruction with other site personnel or other vehicle. -slips, trips, falls - lack of handrails/ fall protection /scaffold	-Avoid accessing a tight work area all at the same time. -Walk to work areas, no running. -Don't work in hazardous weather conditions.	All on site, Supervisor
3	Check work area below & equipment.	-Storage of materials & excess ground water. -falls & trips -tools falling	-Ensure materials are stored adequately during the work process. -Clean work area prior to commencing works if necessary. -De-water work area if necessary.	Supervisor & all on site.
4	Set up work area.	-Storage of materials & excess ground water.	-Ensure materials are stored adequately during the work process. -Clean work area prior to commencing works if necessary. -De-water work area if necessary.	Supervisor & all on site.

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5	Set up tools and equipment.	-falling objects	<ul style="list-style-type: none"> -Persons not involved in unloading materials to stay clear of the area. -Unload as close to worksite as possible. -Lift loads correctly. Team to lift materials over 25Kg. -ensure safe loading and lowering of tools, 	Supervisor & all on site.
6	Delivery of materials.	<ul style="list-style-type: none"> -Unsecured loads. -Working above others. -Protruding objects. -Pipe and pipe covers could fall. -Heavy lifting. 	<ul style="list-style-type: none"> -Guide trucks into work space if area is tight. -Ensure remaining materials on the delivery vehicle are secured and safe during the unloading of required materials. -Persons not involved in unloading materials to stay clear of the area. -Unload as close to worksite as possible. -Lift loads correctly. Team to lift materials over 25Kg. 	Supervisor & all on site. Delivery personnel.

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7	Materials handling.	-Heavy loads. -Back strain/personal injury. -Obstruction	-Team to lift any materials over 25Kg. -Lift loads correctly to minimize back strain. -When carrying loads, make sure path is visible and cleared of any objects which could cause a person to trip.	Supervisor & all on site.
8	Using tools & equipment.	-Electric shock. -Personal injury. -Dust inhalation. -Noise.	-Ensure all personnel are trained in the use of tools & equipment, or if necessary are licensed. -Wear all necessary PPE. -Ensure all work area is cleaned regularly. -Ensure all power tools are used in the correct manner.	Supervisor & all on site.
9	Mount bracket to wall.	-Injury using tools & equipment. -Incorrect use of ladder (fall from heights)	-Ensure all personnel are trained in use of tools and equipment. -Ensure ladder is erected on flat surface with no water beneath.	Supervisor & all on site.

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10	Install indoor units	<ul style="list-style-type: none"> -Injury using tools & equipment. -Back strain/personal injury. -Indoor unit not mounted to brackets correctly. -Working above others. -Dust in eyes from cutting gyprock 	<ul style="list-style-type: none"> -Ensure all personnel are trained in the use of tools and equipments. -Wear all necessary PPE. -Team to lift any objects over 25Kg. -Lift loads correctly (bend knees). -Ensure mounting clips are secured properly to ensure the unit will stay firmly on the wall. -Eye protection 	Supervisor & all on site.
11	Install refrigerant piping.	<ul style="list-style-type: none"> -Injury due to incorrect use of tools & equipment. -Fall from heights. -Dust inhalation. -Stepping on incorrect supports in roof space. -Incorrect set up of ladders. 	<ul style="list-style-type: none"> -Ensure all personnel are trained in the use of tools and equipment. -Ensure necessary PPE is worn. -Runway may need to be installed. -Ladders to be stabilised 	Supervisor & all on site.

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12	Install outdoor unit to height.	<ul style="list-style-type: none"> -Injury due to incorrect use of tools & equipment. -Back strain/personal injury. -Heavy loads. 	<ul style="list-style-type: none"> -Ensure all personnel are trained in the use of tools & equipment. -Team to lift any objects over 25Kg or use necessary trolley to cart heavy objects. -Wear all necessary PPE. 	Supervisor & all on site.
13	Clean site.	-Trips hazards	-Remove all waste material & ensure the site is left clean.	Supervisor & all on site.

Declaration by contractors and workers

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been given **training** in the safe use of the equipment

I have read and understood the requirements set out in this SWMS:

[illegible]