

SAFE WORK METHOD STATEMENT (SWMS) REMOVAL AND DISPOSAL OF OLD UNITS

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AUTHORISED BY:

Name ANDREW PEACOCK

Position DIRECTOR Date 28/9/12

Signature



DESCRIPTION OF WORK ACTIVITY: REMOVAL AND DISPOSAL OF OLD AIR CONDITIONING UNITS

RELEVANT LEGISLATION:SECTION299(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: AIR CONDITIONING AND REFRIGERATION MECHANICS, ELECTRICIAN, TRADE ASSISTANT

This SWMS is submitted to :

COMPANY: MIDSON CONSTRUCTIONS

CONTACT NAME: GABE FARRUGIA CONTACT NAME:

SITE ADDRESS: 13 MEMORIAL AVE. LIVERPOOL PROJECT DESCRIPTION: REMOVAL OF OLD UNIT

This SWMS was reviewed by:

NAME: ANDREW PEACOCK

POSITION: DIRECTOR

SIGNATURE:

DATE: 28/9/12

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

NAME: MARK PEACOCK

SIGNATURE:

DATE: 28/9/12

SIGNATURE:

DATE: 30.7.12

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.	
Hand tools	Safety glasses/ear muffs		Dust in eyes, noisy tools.	
Reclaim Unit	Safety glasses/ Gloves		Refrigerant Leakage	
Mechanical Lifter	Safety glasses		Dust in eyes	
R410a Refrigerant Gauges	Safety glasses		Leakage to atmosphere	
R22 Refrigerant Gauges	Safety glasses		Leakage to atmosphere	
Reclaim Bottle – Small, Medium or Large	Trolley		Back strain	
Electronic Scales	As required			
Extension lead – tested and tagged	Safety Switch		Electrocution	
Oxyacetalene				

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>	Controls 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	-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.

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9	Connection of reclaim unit to condensing unit.	<ul style="list-style-type: none"> -Injury using tools & equipment. -Back strain/personal injury. -Emission of refrigerant if gauges are not connected properly. 	<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). -Safety Glasses. -Gloves 	Supervisor & all on site.
10	Disconnection at Reclaim unit once refrigerant has been decanted safely.	<ul style="list-style-type: none"> -Injury due to incorrect use of tools & equipment. -Inhalation of refrigerant if gauges not fitted properly. - Inhalation of refrigerant if reclaim unit has not had enough time to decant the refrigerant. 	<ul style="list-style-type: none"> -Ensure all personnel are trained in the use of tools and equipment. -Ensure necessary PPE is worn. - Safety Glasses -Gloves 	Supervisor & all on site.

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11	Sending Reclaimed Refrigerant to Authorised Agent as per Arctic regulations eg. Heatcraft	-Incorrect disposal of reclaimed refrigerant if not sent to authorized agent.	-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. -Ensure all personnel are aware of all authorized agents.	Supervisor & all on site.
12	Disposal Of Units	-Injury due to incorrect use of tools and equipment. -Back strain/ personal injury -Debris in CDU, spiders, leaves, contaminants	-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. -Safety Glasses -Gloves	Supervisor & all on site.
13	Storage of Units	- Unstable stacking - Falling objects	-Stack units in safe and neat location	Supervisors & all on site.

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14	Clean site.	-Trips hazards	-Remove all waste material & ensure the site is left clean. - Safety Glasses - Gloves	Supervisor & all on site.
15	Recording of all Refrigerants Recovered	- Non authorized agents used for disposal of reclaimed refrigerant.	-All return receipts/ reclaim receipts handed to Manager / or ARC Contact. -Recording of weight and reclaim cylinder serial numbers used on a monthly basis.	Managers & ARC Contact

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.

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

[illegible]