

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

ICOOLM Air Conditioning Pty. Ltd.  
3/276 New Line Road  
DURAL, NSW 2158

P: 02 9651 6222  
F: 02 9651 6400

ABN: 61 854 960 294 AU29262 LIC24160C

AUTHORISED BY:

Name LISLE PEACOCK

Position DIRECTOR Date 27/7/12

Signature

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

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: AIR CONDITIONING AND REFRIGERATION MECHANICS, ELECTRICIAN, TRADE ASSISTANT

This SWMS is submitted to :

COMPANY: MIDSON CONSTRUCTIONS

CONTACT NAME: DALE WELLINGTON (OFFICE)

CONTACT NAME:

SITE ADDRESS: 31 COREEN AVE PENRITH

PROJECT DESCRIPTION: CHECK UNITS FOR SERVICING

This SWMS was reviewed by:

NAME: Gary Kiong

POSITION: Construction Manager

SIGNATURE: E. Bottom as per OK

DATE: 30/7/12

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

NAME:

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	

#### 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	<b>Activity step</b> <i>Break the activity down into steps.</i> <i>List the steps in this column.</i>	<b>Hazards Identification</b> <i>Identify any potential hazards associated with each step – and any related risks.</i>	<b>Controls Implemented</b> <i>Decide what controls to use to eliminate or minimise the risks.</i>	<b>Person responsible</b>
1	Access/arrival to work site.	<ul style="list-style-type: none"> <li>- Obstruction with other site personnel or other vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>-Drive carefully to work areas, observe speed regulations and parking regulations.</li> <li>-Avoid accessing a tight work area all at the same time.</li> <li>-Walk to work areas, no running.</li> </ul>	All on site, Supervisor & driver of vehicle.
2	Assess access to area and weather conditions.	<ul style="list-style-type: none"> <li>- Obstruction with other site personnel or other vehicle.</li> <li>-slips, trips, falls</li> <li>- lack of handrails/ fall protection /scaffold</li> </ul>	<ul style="list-style-type: none"> <li>-Avoid accessing a tight work area all at the same time.</li> <li>-Walk to work areas, no running.</li> <li>-Ensure fall protection and handrails provided by Midson Constructions are in place where required.</li> <li>-Don't work in hazardous weather conditions.</li> </ul>	All on site, Supervisor
3	Check work area below & equipment.	<ul style="list-style-type: none"> <li>-Storage of materials &amp; excess ground water.</li> <li>-falls &amp; trips</li> <li>-tools falling</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure materials are stored adequately during the work process.</li> <li>-Clean work area prior to commencing works if necessary.</li> <li>-De-water work area if necessary.</li> </ul>	Supervisor & all on site.

STEP	<b>Activity step</b> <i>Break the activity down into steps.</i> <i>List the steps in this column.</i>	<b>Hazards Identification</b> <i>Identify any potential hazards associated with each step – and any related risks.</i>	<b>Controls implemented</b> <i>Decide what controls to use to eliminate or minimise the risks.</i>	<b>Person responsible</b>
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.
5	Set up tools and equipment.	-falling objects	-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.

STEP	<b>Activity step</b> <i>Break the activity down into steps.</i> <i>List the steps in this column.</i>	<b>Hazards Identification</b> <i>Identify any potential hazards associated with each step – and any related risks.</i>	<b>Controls Implemented</b> <i>Decide what controls to use to eliminate or minimise the risks.</i>	<b>Person responsible</b>
6	Delivery of materials.	<ul style="list-style-type: none"> <li>-Unsecured loads.</li> <li>-Working above others.</li> <li>-Protruding objects.</li> <li>-Pipe and pipe covers could fall.</li> <li>-Heavy lifting.</li> </ul>	<ul style="list-style-type: none"> <li>-Guide trucks into work space if area is tight.</li> <li>-Ensure remaining materials on the delivery vehicle are secured and safe during the unloading of required materials.</li> <li>-Persons not involved in unloading materials to stay clear of the area.</li> <li>-Unload as close to worksite as possible.</li> <li>-Lift loads correctly. Team to lift materials over 25Kg.</li> </ul>	Supervisor & all on site. Delivery personnel.
7	Materials handling.	<ul style="list-style-type: none"> <li>-Heavy loads.</li> <li>-Back strain/personal injury.</li> <li>-Obstruction</li> </ul>	<ul style="list-style-type: none"> <li>-Team to lift any materials over 25Kg.</li> <li>-Lift loads correctly to minimize back strain.</li> <li>-When carrying loads, make sure path is visible and cleared of any objects which could cause a person to trip.</li> </ul>	Supervisor & all on site.

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
8	Using tools & equipment.	<ul style="list-style-type: none"> <li>-Electric shock.</li> <li>-Personal injury.</li> <li>-Dust inhalation.</li> <li>-Noise.</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all personnel are trained in the use of tools &amp; equipment, or if necessary are licensed.</li> <li>-Wear all necessary PPE.</li> <li>-Ensure all work area is cleaned regularly.</li> <li>-Ensure all power tools are used in the correct manner.</li> </ul>	Supervisor & all on site.
9	Connection of reclaim unit to condensing unit.	<ul style="list-style-type: none"> <li>-Injury using tools &amp; equipment.</li> <li>-Back strain/personal injury.</li> <li>-Emission of refrigerant if gauges are not connected properly.</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all personnel are trained in the use of tools and equipments.</li> <li>-Wear all necessary PPE.</li> <li>-Team to lift any objects over 25Kg.</li> <li>-Lift loads correctly (bend knees).</li> <li>-Safety Glasses.</li> <li>-Gloves</li> </ul>	Supervisor & all on site.

STEP	<p>Activity step</p> <p><i>Break the activity down into steps.</i></p> <p><i>List the steps in this column.</i></p>	<p><b>Risks Identification</b></p> <p><i>Identify any potential hazards associated with each step – and any related risks.</i></p>	<p><b>Controls implemented</b></p> <p><i>Decide what controls to use to eliminate or minimise the risks.</i></p>	<p>Person responsible</p>
10	<p>Disconnection at Reclaim unit once refrigerant has been decanted safely.</p>	<ul style="list-style-type: none"> <li>-Injury due to incorrect use of tools &amp; equipment.</li> <li>-Inhalation of refrigerant if gauges not fitted properly.</li> <li>- Inhalation of refrigerant if reclaim unit has not had enough time to decant the refrigerant.</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all personnel are trained in the use of tools and equipment.</li> <li>-Ensure necessary PPE is worn.</li> <li>- Safety Glasses</li> <li>-Gloves</li> </ul>	<p>Supervisor &amp; all on site.</p>
11	<p>Sending Reclaimed Refrigerant to Authorised Agent as per Arctic regulations eg. Heatcraft</p>	<ul style="list-style-type: none"> <li>-Incorrect disposal of reclaimed refrigerant if not sent to authorized agent.</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all personnel are trained in the use of tools &amp; equipment.</li> <li>-Team to lift any objects over 25Kg or use necessary trolley to cart heavy objects.</li> <li>-Wear all necessary PPE.</li> <li>-Ensure all personnel are aware of all authorized agents.</li> </ul>	<p>Supervisor &amp; all on site.</p>

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
12	Disposal Of Units	<ul style="list-style-type: none"> <li>-Injury due to incorrect use of tools and equipment.</li> <li>-Back strain/ personal injury</li> <li>-Debris in CDU, spiders, leaves, contaminants</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all personnel are trained in the use of tools &amp; equipment.</li> <li>-Team to lift any objects over 25Kg or use necessary trolley to cart heavy objects.</li> <li>-Wear all necessary PPE.</li> <li>-Safety Glasses</li> <li>-Gloves</li> </ul>	Supervisor & all on site.
13	Storage of Units	<ul style="list-style-type: none"> <li>- Unstable stacking</li> <li>- Falling objects</li> </ul>	<ul style="list-style-type: none"> <li>-Stack units in safe and neat location</li> </ul>	Supervisors & all on site.
14	Clean site.	<ul style="list-style-type: none"> <li>-Trips hazards</li> </ul>	<ul style="list-style-type: none"> <li>-Remove all waste material &amp; ensure the site is left clean.</li> <li>- Safety Glasses</li> <li>- Gloves</li> </ul>	Supervisor & all on site.



STEP	<b>Activity step</b> <i>Break the activity down into steps.</i> <i>List the steps in this column.</i>	<b>Hazards Identification</b> <i>Identify any potential hazards associated with each step – and any related risks.</i>	<b>Controls Implemented</b> <i>Decide what controls to use to eliminate or minimise the risks.</i>	<b>Person responsible</b>
15	Recording of all Refrigerants Recovered	<ul style="list-style-type: none"> <li>- Non authorized agents used for disposal of reclaimed refrigerant.</li> </ul>	<ul style="list-style-type: none"> <li>-All return receipts/ reclaim receipts handed to Manager / or ARC Contact.</li> <li>-Recording of weight and reclaim cylinder serial numbers used on a monthly basis.</li> </ul>	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.

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]