

Safe Work Method Statement Form

Safe Work Method Statement		Signed by senior management company representative for use: _____
Contractor: COASTAL AIR CONDITIONING		
Project:		TITLE ; Manager/Director
Trade: INSTALLATION OF DUCTED AIR CONDITIONING AND MINOR VENTILATION SYSTEMS		Date: _____
PERSONAL PROTECTIVE EQUIPMENT TO BE WORN: Yes	<ul style="list-style-type: none"> <li style="width: 33%;">• Hardhats <li style="width: 33%;">• Safety vests as required <li style="width: 33%;">• Safety harnesses <li style="width: 33%;">• Safety boots <li style="width: 33%;">• Ear muffs/plugs depending on tool in use 	
Procedure (in steps):	Possible Hazards:	Safety Controls:
<i>Break the job down into steps. Each of the steps should accomplish some major tasks and be logical</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Using the first two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness.</i>
Access to Workface and Work Areas	<ul style="list-style-type: none"> • Obstruction with other site personnel 	<ul style="list-style-type: none"> • Avoid accessing a tight work area all at the same time • Walk to work areas only, no running • Drive carefully to work areas
Set up work area	<ul style="list-style-type: none"> • Storage of Materials • Excess ground water 	<ul style="list-style-type: none"> • Ensure materials are stored adequately during the work process. • Clean work area prior to commencing work • De-water work area if necessary

Safe Work Method Statement Form cont'd

Procedure (in steps):	Possible Hazards:	Safety Controls:
Obtain Site Power	<ul style="list-style-type: none"> • Electric Shock • Protection of leads 	<ul style="list-style-type: none"> • Ensure all power tools are connected to a current tagged earth leakage box • Ensure all leads are to be elevated from source to work area, use lead stands where applicable • All tools and leads to have current tagging by a licensed electrician
Delivery of Materials	<ul style="list-style-type: none"> • Unsecured Loads • Working above others • Protruding objects • Ductwork could fall 	<ul style="list-style-type: none"> • Guide trucks into workspace if area is tight & congested. • Ensure remaining materials on the delivery vehicle are adequately secured & safe during unloading the required materials. • Ensure any overhead lifting is clear of other working areas. • Persons not involved in unloading of materials to be kept clear of the area • Unload mechanical services components as close as possible to the work area • Delivery trucks not to exceed 5km/h whilst on site

Safe Work Method Statement Form cont'd

Procedure (in steps):	Possible Hazards:	Safety Controls:
Materials Handling	<ul style="list-style-type: none"> • Heavy loads • Back Strain/personal injury • Personal Strain • Obstruction 	<ul style="list-style-type: none"> • Team lift any materials over 25kg • Lift loads correctly to minimise back strain • Team lift ductwork, where required. • When carrying loads, ensure path of travel is visible.
Using tools and equipment	<ul style="list-style-type: none"> • Electric Shock • Personal injury • Dust, fumes • Noise 	<ul style="list-style-type: none"> • Ensure all power tools are connected to a current tagged earth leakage box, all leads are elevated from source to work area and all tools and leads to be currently tagged by licensed electrician • Ensure all personnel are trained in the use of tools and equipment, or are licensed. • Wear all necessary Personal Protective Equipment (PPE). • Ensure work area adequately ventilated • Ensure work area is cleaned regularly.

Safe Work Method Statement Form cont'd

<p>Installation of ductwork</p>	<ul style="list-style-type: none"> • Personnel Injury using tools and equipment • Fall from heights • Cuts and abrasions from burrs and sharp edges • Noise/Dust/fumes whilst cutting steel ductwork 	<ul style="list-style-type: none"> • Ensure all personnel are trained in the use of tools and equipment, or are licensed • Ductwork and fans at high level to be lifted and held into position using a genie hoist, as required, until final fixings have been installed. Small ducting and fans (under 20kg) lifted by hand. • Wear all necessary Personal Protective Equipment (PPE). • Use mobile scaffold for work above 1.8m. • Scaffold to be erected to Workcover requirements & certificate of compliance to be obtained prior to use. Scaffold to have toe board, mid rail, top rail and ladder access.
<p>Installation of roof mounted exhaust fans</p>	<ul style="list-style-type: none"> • Fall from heights • Falling objects • Personal injury • Working with power tools 	<ul style="list-style-type: none"> • Ensure all personnel are trained in the use of tools and equipment, or are licensed. • Installer to wear harness, attached to roof anchors • Wear all necessary PPE • When working at heights, tools to be attached to tool belt
<p>Cutting out penetrations and installing grilles</p>	<ul style="list-style-type: none"> • Fall from heights • Dust inhalation 	<ul style="list-style-type: none"> • Use only certified commercial ladders • Use mobile scaffold for work above 1.8m. • Wear all appropriate PPE
<p>Site cleaning</p>	<ul style="list-style-type: none"> • Trip hazards 	<ul style="list-style-type: none"> • Remove all waste material and ensure the site is left clean

Safe Work Method Statement Form cont'd

Name of Site Supervisory staff - include Qualifications and Experience:	Duties and Responsibilities of supervisory staff:	Training Required to Complete Work under this contract:	
 is responsible for supervising all work, identifying all health and safety risks, directing others and maintaining all plant and equipment used and provided for employees.		
Certificates/WorkCover Approvals required:		Codes of Practice, Legislation applicable to this work:	
Design Certification on erection		Code of Practice – Electrical Practices Construction Work, Hazardous Substances Regulation , Code of Practice – Amenities for Construction Work	
		Australian standard for scaffolding	
Plant/Equipment:		Code of Practice - Safe working on Roofs - commercial	
Mobile Scaffold, Ladders, harnesses, electrical leads, hand tools, grinder, drills			
Read & Signed by performers of work on Site:			
Name	Qualifications & Training	Position	Signature
			Date

Safe Work Method Statement Form
cont'd

Note: A copy of this work method statement will be placed on file and signed by each employee for understanding. is responsible for training all employees with regard to this SWMS.