

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 AIR CONDITIONING SPLIT SYSTEMS		Date: _____	
PERSONAL PROTECTIVE EQUIPMENT TO BE WORN: Yes	<ul style="list-style-type: none"> • Hardhats • Safety boots 	<ul style="list-style-type: none"> • Safety vests as required • Ear muffs/plugs depending on tool in use 	<ul style="list-style-type: none"> • Safety harnesses
Procedure (in steps):	Possible Hazards:	Safety Controls:	
Break the job down into steps. Each of the steps should accomplish some major tasks and be logical	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.	Using the first two columns as a guide, decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness.	
Arrival to site.	<ul style="list-style-type: none"> • Collision with pedestrians or other vehicles 	<ul style="list-style-type: none"> • Drive with caution and observe speed regulations, parking as directed by those in authority. 	
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:
Delivery of Materials	<ul style="list-style-type: none"> • Unsecured Loads • Working above others • Protruding objects • Pipes and pipe covers 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
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 minimize 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 • Trip hazards 	<ul style="list-style-type: none"> • Use only tested drills and leads connected to a residual current device or substitute for battery powered equipment. • Ensure that all leads and cables are supported clear of the ground.

Safe Work Method Statement Form cont'd

Procedure (in steps):	Possible Hazards:	Safety Controls:
Cutting out penetrations and installing pipes, wiring and units.	<ul style="list-style-type: none"> • Fall from heights • Dust inhalation 	<ul style="list-style-type: none"> • Use only certified commercial ladders correctly restrained where required. • Use mobile scaffold for work above 1.8m. • Wear all appropriate PPE
Site cleaning	<ul style="list-style-type: none"> • Trip hazards 	<ul style="list-style-type: none"> • Remove all waste material from work area as job progresses, 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:

Safe Work Method Statement Form cont'd

..... 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.

..... is also responsible for maintaining & checking all tools & equipment. A record of tagging all electrical tools is to be kept along with service records of equipment

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	

Safe Work Method Statement Form cont'd

Read & Signed by performers of work on Site:				
Name	Qualifications & Training	Position	Signature	Date

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.