SAFE WORK METHOD STATEMENT (SWMS)

Business name

Document: SWMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Refrigerant leak repair and regas	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Air conditioning and refrigeration

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

	Risk of a person falling more than 2 metres	**YES**	Work on or near chemical, fuel or refrigerant lines
	Work on a telecommunication tower	**YES**	Work on or near energised electrical installations or services
	Demolition of an element of a structure that is load-bearing or related to its physical integrity		Work in an area that may have a contaminated or flammable atmosphere
	Likely to involve disturbing asbestos		Work involving tilt-up or precast concrete elements
	Structural alterations or repairs that require temporary support to prevent collapse		Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
	Work in or near a confined space		Work in an area with movement of powered mobile plant
	Work in or near a shaft or trench with an excavated depth greater than 1.5 metres		Work in an area with artificial extremes of temperature
	Work in or near a tunnel		Work in or near water or other liquid that involves a risk of drowning
	Use of explosives		Diving work
	Work on or near pressurised gas distribution mains or piping		

3. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Hold the right refrigerant licence or certification for the work	Refrigerant leaks Rules: Ozone Protection and Synthetic Greenhouse Gas Management Act 1989	**Medium Unlikely / Major**	1.1 Recover refrigerant into an approved cylinder before opening the system. Never vent it. [Isolate] 1.2 Ventilate closed spaces and use a leak detector during the work. [Engineering] 1.3 Refrigerant leaks: see step 3 for the full controls [Administrative]	**Low Rare / Major**	Site supervisor
2	Isolate power, lock out and danger tag	Electric shock from live wiring Rules: WHS Regulation 2011,	**Extreme Possible / Catastrophic**	2.1 Isolate the power before any work. Do not do live work except in the limited cases the WHS Regulations allow (r.157; in Qld, the Electrical Safety Regulation 2013). [Eliminate]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Part 4.7 General electrical safety		2.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 2.3 Test before you touch: prove dead at the point of work with a voltage tester, proving the tester on a known live source before and after (AS/NZS 4836). [Engineering] 2.4 Only licensed electricians do electrical work. [Administrative] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 2.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 2.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]		
3	Recover refrigerant into a cylinder, never vent it	Refrigerant leaks Stored energy Rules: Ozone Protection and Synthetic Greenhouse Gas Management Act 1989	**Medium Unlikely / Major**	3.1 Recover refrigerant into an approved cylinder before opening the system. Never vent it. [Isolate] 3.2 Ventilate closed spaces and use a leak detector during the work. [Engineering] 3.3 Only holders of a refrigerant handling licence (ARCtick) work on refrigerant systems. [Administrative] 3.4 Check the licence covers the job: the restricted split licence only covers single-head splits under 18 kW, and adding refrigerant needs an ARC Refrigerant Trading Authorisation (RTA) for the business. [Administrative] 3.5 With flammable refrigerants (such as R32 or R290), remove ignition sources and use spark-free tools. [Administrative] 3.6 Wear cold-rated gloves and safety glasses or a face shield. [PPE] 3.7 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 3.8 Lock out and tag all energy sources with personal locks. [Isolate] 3.9 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 3.10 Test that the system is dead and nothing can move before you start. [Administrative] 3.11 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 3.12 Wear safety glasses and gloves. [PPE]	**Low Rare / Major**	Site supervisor
4	Braze repairs under a hot work permit with nitrogen purge	Fire from hot works Burns from hot surfaces Confined space entry Rules: AS 1674.1 Safety in welding and allied processes (fire precautions); WHS Regulation 2011, Part 4.3 Confined spaces	**Extreme Possible / Catastrophic**	4.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 4.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 4.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 4.4 Get a hot work permit before starting. [Administrative] 4.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 4.6 Isolate heating systems and let parts cool before you touch them.	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Eliminate] 4.7 Fit guards or insulation on hot pipes and equipment. [Engineering] 4.8 Mark hot items with chalk or a "HOT" sign so others know. [Administrative] 4.9 Keep a first aid kit and cool running water nearby for burns. [Administrative] 4.10 Wear heat-resistant gloves and long sleeves. [PPE] 4.11 Do the work from outside the space where you can, using cameras or long-reach tools. [Eliminate] 4.12 Isolate and lock out all pipes, power and moving parts going into the space. [Isolate] 4.13 Test the air for oxygen, flammable and toxic gases before entry, and keep testing during the work. [Engineering] 4.14 Use forced ventilation to keep the air clean. [Engineering] 4.15 Issue a confined space entry permit before anyone goes in. Only trained workers enter. [Administrative]		
5	Pressure test, evacuate and recharge	Pressure testing Refrigerant leaks Rules: Ozone Protection and Synthetic Greenhouse Gas Management Act 1989	**Medium** **Unlikely / Major**	5.1 Test with water instead of air or gas where the system allows it. Never put water in refrigerant pipework, which is tested with dry nitrogen. [Substitute] 5.2 Keep people out of the test area with signs and barriers. [Isolate] 5.3 Use a calibrated gauge and a relief valve set to protect the system. [Engineering] 5.4 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative] 5.5 Release the pressure fully before tightening anything or fixing leaks. [Administrative] 5.6 Wear safety glasses or a face shield. [PPE] 5.7 Refrigerant leaks: see step 3 for the full controls [Administrative]	**Low** **Rare / Major**	Site supervisor
6	Record refrigerant used and clean up	Poor housekeeping and waste	**Medium** **Likely / Minor**	6.1 Order materials to size and send packaging back where you can. [Eliminate] 6.2 Put skip bins and waste chutes close to the work. [Engineering] 6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.4 Keep exits, stairs and walkways clear at all times. [Administrative] 6.5 Stack materials neatly on level ground, away from edges. [Administrative] 6.6 Wear gloves when handling waste. [PPE]	**Low** **Unlikely / Minor**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Extreme. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control: Eliminate, Substitute, Isolate, Engineering, Administrative, PPE.

4. PPE AND PERMITS

Required PPE	Permits and plans

Required PPE	Permits and plans
Safety glasses Work gloves Steel cap boots Face shield Insulated electrical gloves Arc-rated clothing and face shield Welding gloves Overalls	Electrical isolation permit Hot work permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Hand tools					
Electrical test equipment		Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval			
LPG gas torch					

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. EMERGENCY ARRANGEMENTS

Emergency number	000	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Notify the regulator immediately of any notifiable incident and preserve the site.		

8. IMPLEMENTING, MONITORING AND REVIEWING THE CONTROLS

How they are put in place	Controls are set up before the work starts. The person responsible explains this SWMS to every worker before they start, and workers sign to confirm they understand it.	**How they are monitored**	The person responsible checks the controls are in place before work starts each day and during the work, and talks to the workers about any problems. Stop work and review this SWMS if the work changes, the controls are not working, after any incident, or if a worker raises a concern.
When it is reviewed	Reviewed when the work or site changes, after any incident, if a control is not working, or if a worker or health and safety representative asks.		

Legal basis: Work Health and Safety Regulations 2011, Part 6.3 (Victoria: OHS Regulations 2017). A SWMS must be prepared before any high risk construction work starts. It must list the high

risk work, the hazards and risks, the control measures, and how those controls will be put in place, monitored and reviewed. It must be easy for the workers to read and understand.

Keep this SWMS, and every revised version, until the high risk construction work is finished, where workers and inspectors can see it on site. If a notifiable incident happens during the work, keep it for at least 2 years after the incident.

9. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

10. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Person responsible (supervisor)				
Principal contractor review				Accepted for use: Yes / No

By signing below, each worker confirms they were consulted on and have read and understood this SWMS, and will follow it. If the work cannot be done as this SWMS says, stop as soon as it is safe and do not restart until the SWMS is reviewed.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date