


Customer			Address/location		
Permit/job number			Job title		
Date drafted:	April 7, 2020		Systems isolation Certificate No:		
Procedure Developed by:	Refrigeration Professionals Guild of New Zealand		Approved by:		
Introduction & Purpose:	The purpose of this Safe Work Method Statement is to maintain a consistent approach to worker safety and minimise risk to all stakeholders				
Objective:	This SWMS will detail the procedure for conducting all Refrigeration & Air Condition essential service works during the lockdown. It is the responsibility of all staff to be familiar with the SWMS. The Branch Health & Safety Representative or the supervisor must be informed of any concerns				
Concerns:	The key concerns that necessitate this SWMS are; Developing &/or transmission of the Severe acute respiratory syndrome coronavirus (2) or COVID-19				
Key Referenced Guidelines, legislation, codes of practice:	Health and Safety at Work 2015 Health and Safety at Work (General Risk and Workplace Management) Régulations 2016 Hazardous Substance Regs 2017 ASNZS 5149:pt 1-4. 2016		Core Certifications & Competency :	Refrigeration & Air Conditioning NZQA L4 Approved Filler Certificate Electrical service technician practicing licence COVID-19 Competency	
Personal Protective Equipment Required <i>(Additional items of PPE may be required to meet particular works or customer's requirements):</i>					
					
Note extra PPE and or equipment required	Disposable protective suit for cleaning filters			COVID-19 Training all workers using SWMS	

Special Notes:	ONLY CARRY OUT ESSENTIAL WORK	Any action that maintains the health & safety of an Essential business		
		Any action that maintains the necessities of life or is critical to safety.		
		Any building and construction related to essential services and critical infrastructure, including those in the supply and support chain		
		Any maintenance and repair services for utilities and communications, including supply chains		
		Wash hands regularly	Wear Gloves, Eye protection Min	Social Distancing minimum of 2m
Symptoms of SARS – COV 2 or COVID-19		• Fever	• Vomiting	• Sore throat
		• Sneezing	• Fatigue	• Running nose
		• Coughing	• Headaches	• Respiratory distress
Planning/Preparation		<ul style="list-style-type: none"> • Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place. 		
Hold Points		<ul style="list-style-type: none"> • Hold points identified and signed off before continuing work. 		
Training/Licence		<ul style="list-style-type: none"> • All workers to have a been inducted to site/building • Relevant workers have relevant certificates of competency, licenses, and training. • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets. 		
Worker duties and responsibilities		<ul style="list-style-type: none"> • Fit condition for work, i.e. no signs of fatigue, alcohol or drugs, no symptoms of a communicable disease or been in contact with persons that have tested positive or are in 14-day isolation period • Attend all site inductions/briefings (maintain social distancing rules, conduct briefing outdoors) OR ensure induction is done online • Comply with all site requirements, e.g. PPE, Traffic Management Plans • Only carry out essential work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor. 		
Monitor/Review		<ul style="list-style-type: none"> • All persons involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually. 		

Further Guidelines, legislation, codes of practice or International References:

- Accident Compensation Act 2001
- Climate Change Response Act 2002
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
- Health and Safety in Employment (Pressure Equipment, Cranes, and Passenger Ropeways) Regulations 1999
- The Electricity Act 1992
- Waste Minimisation Act 2008
- AS/NZS ISO 817:2016 Refrigerants – Designation & safety classification
- AS/NZS2865:2001 Safe working in Confined Space
- AS/NZS3000:2007 Electrical Installations (known as Wiring Rules)
- AS/NZS3788:2006 Pressure equipment - In-service inspection
- AS/NZS3823.1.1:1998 Performance of electrical appliances – Air conditioners and heat pumps
- AS/NZS4219:2009 Seismic Performance of Engineering Systems in Buildings
- AS/NZS2865:2001 Safe working in Confined Space
- AS/NZS3000:2007 Electrical Installations (known as Wiring Rules)

- AS/NZS3788:2006 Pressure equipment - In-service inspection
- AS/NZS3823.1.1:1998 Performance of electrical appliances – Air conditioners and heat pumps
- AS/NZS4219:2009 Seismic Performance of Engineering Systems in Buildings
- AS/NZS4442:2018 Occupational Safety
- AS/NZS60079.10.1.2009 Explosive atmospheres – Classification of areas – Explosive gas atmospheres
- AS/NZS60079.29.2:2008 Explosive atmospheres - Gas detectors - Selection, installation, use and maintenance of detectors for flammable gases and oxygen
- AS1210:2010 Pressure Vessels
- AS4041:2006 Pressure Piping
- AS4343:2014 Pressure equipment – Hazard levels
- ISO1400:2015 – Environmental Management System
- PD5500:2015 Specification for unfired fusion welding pressure vessels
- <https://www.gov.uk/coronavirus>
- [Centre of Disease Control - Coronavirus Disease 2019 \(COVID-19\)](#)
- [United States Environmental Protection Agency](#)

Compliance

Permits	PTW	Hot work	Heights	Confined space	Other./No. (Specify)	Council	N/A
Plant & Equipment					Hazardous Substances entering site (list)	Supervisions	
Electrical tools and leads		Tested and tagged			Audit of documentation & training		
Hand tools - Meet AS/NZS		Regular visual inspection			Remote or lone working communication schedule		
Ladders - Meet AS/NZS		Inspected and tagged out if damaged			Direct on-site supervision		
Mobile plant		Inspected and tagged out if damaged			Work Management plan		
Testing devices		Calibrated and labelled			Is the work associated with other SWMS/JSA/PTW/SOP or Project?		
Height safety gear		Tested and tagged			Yes	This SWMS must align with all other site requirements.	
List equipment:					Notes:		

Overview for COVID-19 Essential Refrigeration & Air Conditioning works		
Step	Action	Key Points/defined as the hazard and then control
1.	Communicate	Confirm with all stakeholders the work timing and reconfirm that safe distances can be maintained
2.	Wash hands	Wet your hands under clean running water. Use the warmest temperature water available. Rub hands together with soap until it makes bubbles. Rub on both sides of both hands, in between fingers and round thumbs—fingernails in palms and wrists. Rinse all the soap off under clean running water. Use warm water if available. Dry your hands all over using a paper towel is best
3.	Donn and Start gloves, eyewear and respirator where 2m distancing can not be maintained	Before putting on a respirator, clean hands with alcohol-based hand rub or soap and water. (as above) Cover mouth and nose with respirator and make sure there are no gaps between your face and the respirator. Avoid touching the respirator while using it; if you do, clean your hands with alcohol-based hand rub or soap and water. Replace the mask with a new one as soon as it is damp and do not re-use single-use respirator.
4.	Clean Surfaces	Clean all surfaces that you may touch regularly including your PPE, tools and vehicle
5.	Setup exclusion zones	Set up cordons, exclusion zones or barriers if required to distance yourself from others (E.g. Supermarkets)
6.	Carry out work	Complete your work in line with any additional JSA/SWMS/PTW/SOP
7.	Clean equipment	Clean surfaces and your equipment on completion of works
8.	Doft PPE	Remove one glove, then the second over the first - Clean hands with alcohol gel or soap Remove Protective Clothing where applicable and dispose of in a closed bin - Clean hands with alcohol gel or soap Remove visor or eyewear – close your eyes during the process Remove the mask from behind (do not touch the front of the mask); discard immediately in a closed bin
9.	Wash hands & Sanitise	As per step 2 together with disinfection your workboots
10.	Record	Make a note of the locations you visited, the equipment & surfaces you touched and the people you interacted with during your works.
11.	Communicate	Advise all stakeholders on completion of works – advise your family of your expected arrival home
12.	Decontaminate	Your family should go to another area of your home – put your clothing straight in the wash and have a shower do not touch anything

Hazard analysis												
	Environmental	Mechanical	Pressure	Electrical	Thermal	Chemical	Radiation	Gravitational	Acoustic / Vibration	Micro-biological	Muscular	Psychological
	1	2	3	4	5	6	7	8	9	10	11	12
A	People / Vehicle	Rotating machinery	Refrigerant	Power tools	Extreme heat	Toxic	Solar	Heights above 2m	Greater than 85db	Cooling towers	Manual handling	Production demand /Stress
B	Poor lighting	Friction	Hydraulic	High Voltage	Extreme Cold	Corrosive	Radioactive isotopes	Heights above 5m	Greater than 95db	Evaporative condensers	Difficult access	Lone working
C	Heat >35°C	Cutting	Steam	Low voltage		Flammable	Infrared	Falling objects	Greater than 105db	Evaporators	Pre-existing injury	Fatigue
D	Cold <0°C	Crushing	Production fluids	Exposed terminals		Oxidiser	Welding	Ladder	Power tools	Food process equipment		Claustrophobic
E	Slippery floors	Impact	Other gases	Live equipment		Ecotoxic		Scissor hoist	Machinery	Poultry		Fear of Heights
F	Trip hazards	Ejection		Emergency systems impairment				Boom lift	Engine-rooms	Fish		COVID -19
G	Adverse weather	Abrasion		Override/manual operation				Forklift		Beef		
H	Dust	Penetrations		Programming				Scaffold		Dairy		
I	Odour & Emissions to the atmosphere			Commissioning				Within 2m from edge		Laboratory		
J	Spills to waterways or soil							Rigging/crane lifts		COVID -19		
K	Humidity											
L	Other; Please describe											

SARS-CoV-2 / COVID-19 Work Steps						
No.	Activity / Step	Hazards	Risk score prior control	Detail/Controls	Risk score post control	Responsible person
1	TRAINING – Coronavirus (COVID-19)	Infection &/or transmission COVID-19 (J10), (A1)		<p>COVID-19 is spread from someone infected with COVID-19 virus to people they have been in 'close contact' with or by contact with contaminated hands, surfaces or objects contaminated by droplets spread by coughing or sneezing</p> <p>'Close contact' refers to:</p> <p>Having face-to-face contact with an infected person for at least 15 minutes or been in the same closed space for at least 2 hours, as someone who has tested positive for the COVID-19 when that person was infectious.</p> <p>Generally, symptoms first appear 5 to 6 days after exposure to the virus, although it can range from 2 to 14 days. For this reason, people who might have been in contact with a confirmed case are being asked to self-isolate for 14 days</p> <p>Most COVID-19 cases appear to be spread from people who have symptoms.</p> <p>Universal Standard Precautions assume that all people demonstrating flu-like symptoms are potentially infectious</p> <p>Transmission of infection can be reduced by taking appropriate precautions.</p>		
2	TRAINING - Universal Standard Precautions for infection control of COVID-19	Infection &/or transmission COVID-19 (J10), (A1)		<p>All workers to understand universal precautions and follow the universal precautions for infection control:</p> <p>Workers must avoid people experiencing fevers, sweats, chills or other flu-like symptoms</p> <p>All workers should be encouraged to practise frequent handwashing</p> <p>Where possible, practice social distancing (stay at least one and a half metres or more away from people)</p> <p>Maintain good respiratory (cough) etiquette, i.e. cover the mouth with the elbow and do not cough onto people, objects or into the open air</p> <p>Do not touch, kiss, or hug others</p> <p>Undertake appropriate cleaning and disinfection activities</p> <p>Use appropriate PPE as relevant</p> <p>If a worker has been in 'close contact' with someone with a confirmed case of COVID-19, they MUST NOT be working.</p>		

No.	Activity / Step	Hazards	Risk score prior control	Detail/Controls	Risk score post control	Responsible person
3	TRAINING – Hand hygiene Demonstration video	Infection &/or transmission COVID-19 (J10), (A1)		Hand washing method: Remove all wrist and hand jewellery and watches Wet hands Using liquid antibacterial soap with running water, vigorously wash hands for a minimum of 20 seconds Ensure all areas are washed including the back of hands and between fingers Rinse with water Dry thoroughly with single-use material, e.g. disposable paper towel If manual taps are used, use a paper towel to turn off the tap to avoid recontamination If soap and water are not available, use an alcohol-based hand sanitiser that contains at least 70% alcohol Avoid touching eyes, nose, or mouth with unwashed hands Always clean hands: After going to the toilet Before eating, drinking or smoking After removing gloves If hands are visibly dirty After handling any potentially infectious material without gloves After handling surfaces that are potentially infectious.		
4	TRAINING - Equipment hygiene	Infection &/or transmission COVID-19 (J10), (A1)		All equipment must be kept thoroughly clean Cleaning items that can be immersed in water: Dismantle items and rinse in warm water Wearing heavy-duty gloves, thoroughly scrub with hot water and soap or detergent Rinse in hot water (not less than 70°C) and allow to dry Cleaning items that cannot be immersed in water: e.g. electrical equipment: Wear heavy-duty gloves Clean with a clean cotton pad saturated with 70% w/w ethyl alcohol Allow airing to dry.		
5	Reporting possible COVID-19 infection	Infection &/or transmission COVID-19 (J10), (A1)		A WORKER MUST NOT PRESENT AT WORK IF: You, or anyone you've been in close contact with, have travelled overseas in the last 14 days You have been in close contact with someone with a confirmed case of COVID-19 If you exhibit any COVID-19 symptoms Report to your supervisor Seek medical advice immediately If a worker is diagnosed with COVID-19, they must not return to work until medically cleared to do so.		

No.	Activity / Step	Hazards	Risk score prior control	Detail/Controls	Risk score post control	Responsible person
6	Arrival at site & performing the activity	Infection &/or transmission COVID-19 (J10), (A1)		<p>Before attending the job, the supervisor will confirm the following:</p> <p>Are you or anyone at the residence/workplace experiencing any of the following symptoms:</p> <ul style="list-style-type: none"> Fever? Flu-like symptoms, such as coughing, sore throat and fatigue? Shortness of breath? <p>Have you, or anyone at the residence/workplace been in close contact with, travelled overseas in the last 14 days? Have you or anyone at the residence/workplace been in close contact with someone with a confirmed case of COVID-19?</p> <p>If upon arrival or during the task anyone exhibits COVID-19 symptoms report to supervisor and leave the site immediately</p> <ul style="list-style-type: none"> ⚠ Workers must maintain good personal hygiene at all times ⚠ Social Distancing: <p>Workers must follow social distancing rules. Remain at least 1.5 metres from other individuals wherever possible (1 person per 4 square metre rule)</p> <p>Organise work to only have single people in small areas, e.g. rooms wherever possible Do not shake hands or hug anybody. Avoid large gatherings Hold essential meetings outside in the open air if possible. Use good hand and cough/sneeze hygiene at all times. Eat lunch outside rather than indoors if possible. Do not share food or drinks in the workplace</p> <ul style="list-style-type: none"> ⚠ Ensure hands are washed: <ul style="list-style-type: none"> Before any work is undertaken Before putting on and after removing gloves After skin contact with blood or other body substances After any activities, which may cause contamination of the hands and forearms, e.g. using the toilet After leaving an area and then returning to resume the job In any other circumstances when infection risks are apparent <p>All disposable PPE must be changed after each use Disposable PPE must never be washed or re-used. A worker MUST STOP WORK IMMEDIATELY if they start to experience symptoms and report to their supervisor.</p>		

No.	Activity / Step	Hazards	Risk score prior control	Detail/Controls	Risk score post control	Responsible person
7	On completion	Infection &/or transmission COVID-19 (J10), (A1)		Dispose of all cloths, paper towels and disposable PPE associated and wash hands thoroughly after every job.		
8	Emergency Response	Infection &/or transmission COVID-19 (J10), (A1)		<p>If you have been in close contact with a confirmed case of COVID-19 you should self-isolate for 14 days from the date of close contact.</p> <p>The New Zealand Coronavirus Healthline: 0800 358 5453</p> <p>If experiencing serious symptoms such as shortness of breath: seek immediate medical attention by calling 111</p>		

**OVERALL RISK RATING
AFTER CONTROLS**
LOW
MODERATE
HIGH
ACUTE

Safe work method statement Approval							
Liaison / Issuer:		Contact No.		Receiver:		Contact No.	
Signed:		Date:		Sign:		Date:	
Sign off Statement							
<p>This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described.</p> <p>I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions and PPE described and;</p> <p>a) <i>I have been consulted and trained in the specific safety requirements of the activity for which I am engaged on this site and,</i></p> <p>b) <i>I will work in accordance with this SWMS and understand that I am responsible for my own and fellow worker's safety and,</i></p> <p>c) <i>If found necessary to amend the SWMS, I will consult with the supervisor and help if required in re-development of this Safe Work Method Statement.</i></p>							
<i>Name: & role</i>		<i>Sign:</i>		<i>Date:</i>		<i>Approved by (Initial)</i>	
<i>Name: & role</i>		<i>Sign:</i>		<i>Date:</i>		<i>Approved by (Initial)</i>	
<i>Name: & role</i>		<i>Sign:</i>		<i>Date:</i>		<i>Approved by (Initial)</i>	
<i>Name: & role</i>		<i>Sign:</i>		<i>Date:</i>		<i>Approved by (Initial)</i>	
<i>Name: & role</i>		<i>Sign:</i>		<i>Date:</i>		<i>Approved by (Initial)</i>	
<i>Name: & role</i>		<i>Sign:</i>		<i>Date:</i>		<i>Approved by (Initial)</i>	

RISK SCORE		CONSEQUENCE				
		Insignificant No Injuries Low financial loss	Minor First Aid, property or environmental damage up to \$5,000	Moderate Any Lost Time Injury, short term temporary disability (under 1 month), property or environmental damage \$5,000 to \$50,000	Major Lost Time Injury longer than 2 weeks, long term temporary disability (over 1 month), property or environmental damage \$50K to \$500K	Severe Fatality, permanent disability, property or environmental damage over \$500,000
LIKELIHOOD	Almost Certain Is expected to occur in most circumstances 5	MODERATE 5	MODERATE 10	HIGH 15	ACUTE 20	ACUTE 25
	Likely Could happen regularly 4	LOW 4	MODERATE 8	HIGH 12	HIGH 16	ACUTE 20
	Possible Might happen at some time 3	LOW 3	MODERATE 6	MODERATE 9	HIGH 12	HIGH 15
	Unlikely Could happen but only rarely 2	LOW 2	LOW 4	MODERATE 6	MODERATE 8	MODERATE 10
	Rare Could happen, but probably never will 1	LOW 1	LOW 2	LOW 3	LOW 4	MODERATE 5
RISK SCORE		CORRECTIVE ACTION				
LOW 1-4		Maintain integrity of existing controls, monitor and review effectiveness.				
MODERATE 5-10		"Are additional controls available? Are they reasonably practicable to implement?"				
HIGH 12-16		"Are additional controls available? Are they reasonably practicable to implement?" - Review before commencing work.				
ACUTE 20-25		Stop and review hierarchy of controls				
HIERARCHY OF CONTROLS		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">MOST EFFECTIVE</div> <div style="display: flex; align-items: center; gap: 10px;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Elimination</div> <div style="background-color: #28a745; color: white; padding: 5px 10px; border-radius: 5px;">Substitution</div> <div style="background-color: #20c997; color: white; padding: 5px 10px; border-radius: 5px;">Isolation</div> <div style="background-color: #ffc107; color: white; padding: 5px 10px; border-radius: 5px;">Engineering</div> <div style="background-color: #ffc107; color: white; padding: 5px 10px; border-radius: 5px;">Administrative</div> <div style="background-color: #dc3545; color: white; padding: 5px 10px; border-radius: 5px;">PPE</div> </div> <div style="text-align: center;">LEAST EFFECTIVE</div> </div>				
<p><i>Guiding principle is that where 'reasonably practicably'; hazards shall be reduced to their lowest level of risk assessment. Existing controls, and their effectiveness, should be included in the risk assessment to determine the current risk level.</i></p>						

CLEAR FORM

