

SAFE WORK METHOD STATEMENT

Split System Air Conditioning Installation — Safe Work Method Statement

■ SWMS required under WHS Regulation 2011, s.299 for high-risk construction work as defined in s.291

Business Name:	[Your Business Name]	ABN:	[Your ABN]
Contact Person:	[Contact Name]	Phone:	[Phone Number]
Site Address:	[Site Address — ACT]	Date:	18 July 2026
Document No:	SWMS-SPLIT-SYST-001	Revision:	1.0

■ Your business details are automatically pre-filled into every document at purchase

1. SCOPE OF WORK

Safe work procedures for the installation of wall-mounted and multi-head split system air conditioning units including indoor/outdoor unit mounting, refrigerant pipework, drainage, and electrical connection.

High Risk Construction Work (s.291): Electrical Work, Work At Height

Regulatory Reference: WHS Reg 2011, Reg 147 (electrical work) | WHS Reg 2011, Reg 78 (falls) | WHS Reg 2011, Reg 291 (SWMS for high risk)

■ Each SWMS identifies the specific high-risk construction work category under WHS Reg 2011 s.291 that triggers the legal requirement for this document

2. SITE-SPECIFIC CONSIDERATIONS

The PCBU must assess and document site-specific factors before commencing work. Considerations include but are not limited to:

- Site access and egress routes
- Underground services (gas, water, electrical, telecommunications)
- Overhead power lines and obstructions
- Adjacent activities and interface risks
- Weather conditions and environmental factors
- Emergency routes and assembly points

3. TASK STEPS, HAZARDS & CONTROL MEASURES

■ Control measures follow the Hierarchy of Controls per WHS Reg 2011, Reg 36: Elimination → Substitution → Engineering → Administrative → PPE. Risk ratings use a 5×5 matrix aligned with AS/NZS ISO 31000:2009

The full document contains task-by-task hazards, risk ratings, and prescribed control measures. To protect document IP, this sample shows the structural depth only. Summary of what the full document contains:

Document Structure	Count
Task steps documented	5
Hazards identified across all steps	8
Control measures specified	19
Hierarchy-of-control levels covered	Administrative, Elimination, Engineering, PPE
PPE items with AS/NZS standard references	6
Australian Standards referenced	6

■ Every hazard is mapped to its initial risk rating, control measures across the hierarchy, and a residual risk rating after controls are applied

4. PPE REQUIREMENTS

■ Every PPE item references the specific Australian Standard it must comply with — not just generic PPE categories

PPE Item	Australian Standard	Required
Safety glasses	AS/NZS 1337.1	Yes
Insulated gloves	AS/NZS 2225	Yes
P2 respirator	AS/NZS 1716	Yes
Safety footwear	AS/NZS 2210.3	Yes
Full body harness (for height work)	AS/NZS 1891.1	Yes
Leather rigger gloves	AS/NZS 2161.3	Yes

5. REQUIRED LICENCES & COMPETENCIES

- Construction Induction Card (White Card) — required for all construction work under WHS Reg s.317; recognised in all states and territories
- Electrician's licence issued by your state or territory regulator (restricted electrical licence where the work is limited in scope)
- Working at heights training — competency requirement (not a licence class)
- ARC Refrigerant Handling Licence (ARCTick) for any work that risks refrigerant emission from refrigeration or air-conditioning equipment
- Verify current licence and competency requirements with your state or territory WHS regulator before commencing work.

6. TOOLS, EQUIPMENT & PLANT

- Core drill with dust extraction
- Cable and pipe detector
- Refrigerant manifold gauge set
- Nitrogen pressure testing kit
- Refrigerant leak detector
- Flaring tool
- Torque wrench
- Vacuum pump
- Lock-out/tag-out kit

All equipment must be inspected before use. Defective equipment must not be used.

7. LEGISLATIVE REFERENCES

■ This section auto-populates with your state's specific WHS/OHS legislation. ACT shown here — Victoria references OHS Act 2004 Reg 327, Western Australia references the WHS Act 2020. All 8 states and territories are supported.

Work Health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

SWMS required under: s.299

Regulator: WorkSafe ACT

- WHS Reg 2011, Reg 147 (electrical work)
- WHS Reg 2011, Reg 78 (falls)
- WHS Reg 2011, Reg 291 (SWMS for high risk)

Applicable Australian Standards:

- AS/NZS 3823 — Performance of electrical appliances – Air conditioners and heat pumps
- AS/NZS 3000 — Wiring Rules
- AS/NZS 1677.2 — Refrigerating systems – Safety requirements for fixed applications
- AS/NZS 5149 — Refrigerating systems and heat pumps – Safety and environmental requirements
- AS/NZS 2225 — Insulating gloves for electrical purposes
- AS/NZS 1891.1 — Industrial fall-arrest systems and devices

8. EMERGENCY PROCEDURES

Emergency Services:

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Site Supervisor:	[Enter name and phone]
First Aid Officer:	[Enter name and phone]
Nearest Hospital:	[Enter hospital name and address]

In the event of an emergency: Stop work immediately. Secure the area. Call 000 if required. Administer first aid. Notify site supervisor. Do not resume work until authorised.

9. WORKER SIGN-OFF

■ Satisfies WHS Reg 2011 s.299(c) — workers must be able to access the SWMS and confirm understanding before high-risk construction work commences

I have read, understood, and agree to comply with this Safe Work Method Statement. I understand the hazards and control measures and will follow the procedures outlined.

Name (Print)	Signature	Date	Company

10. MONITORING & REVIEW PROCEDURES

Control measures outlined in this SWMS must be monitored to ensure they remain effective. The following monitoring arrangements apply:

Monitoring Responsibility:	Site Supervisor / PCBU representative
Monitoring Frequency:	Before each shift, during work activities, at completion
Review Triggers:	Incident, near-miss, change in conditions, new worker, change in scope
Worker Consultation:	Toolbox talk before commencing HRCW; workers to report issues immediately

11. REVIEW LOG

Review Date	Reviewed By	Changes Made	Approved By
18 July 2026	[Reviewer Name]	Initial issue	[Approver Name]

■ Record-keeping obligation under WHS Regulation s.303 — SWMS must be retained until work is completed, or 2 years after a notifiable incident

RECORD KEEPING: Under WHS Regulation s.303, this SWMS must be kept until the work is completed. If a notifiable incident occurs, the SWMS must be retained for at least 2 years from the date of the incident.

SAMPLE DOCUMENT — Get your own trade-specific, editable SWMS at getsiteready.com.au