

METHOD STATEMENT RELATING TO
AIR CONDITIONING AND REFRIGERATION UNITS

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Project/Contract	Supply and fit Air conditioning and refrigeration units, including all pipe work and interconnecting electrical works, service and maintenance.
Electrical Contractor	TBA
Site Address	
Project Start Date	
Expected Duration	
Projected Completion Date	

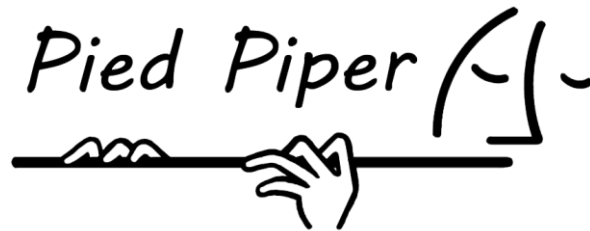
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Series:	MS	Series & Number	MS004	Issue Date:	01/01/2024
Revision Number	1.1	Revision Date			Page 1 of 8



**METHOD STATEMENT RELATING TO
AIR CONDITIONING AND REFRIGERATION UNITS**

Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning: if you have any questions please contact your manager or safety representative.**

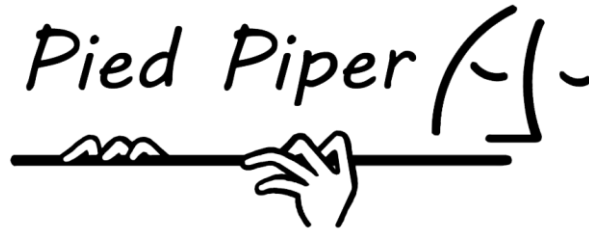
The main hazards to your safety and health are;

- a) Falling from height
- b) Injury from slips trips and falls.
- c) Noise from drilling
- d) Injury from Manual Handling
- e) Injury from contact with Electricity
- f) Ill health from breathing solder fumes
- g) Fire from hot work, (solder and Brazing)
- h) Injury to staff, other contractors, and visitors during works.
- i) Injury from contact with power tools
- j) Lone working
- k) Chemicals

Preventative Measures to be taken;

- a) One must be "competent" to carry out the task.
- b) One must at all times wear PPE as issued with and to undertake the task at hand
- c) Barriers and/or warning signs must be placed around the work area (where a site assessment deems necessary)
- d) All equipment for working at height must be assembled and checked by a competent person prior to use.
- e) Ladders will only be used for working from when the task is light work of short duration.
- f) One must isolate any electrical supply to the equipment you are working on.
- g) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment and accompanied whilst on site
- h) One must use, where possible and practical, mechanical aids for lifting heavy plant and materials.
- i) Whilst carrying out hot works Fire extinguishers / Fire fighting equipment must be close to hand.
- j) One must be trained and competent to use power tools.
- k) One must be aware of all first aid points and muster points for evacuation.

Series:	MS	Series & Number	MS004	Issue Date:	01/01/2024
Revision Number	1.1	Revision Date			Page 2 of 8



**METHOD STATEMENT RELATING TO
AIR CONDITIONING AND REFRIGERATION UNITS**

Personal Protective Equipment you must wear when appropriate;

- a) Safety Glasses
- b) Overalls
- c) Gloves
- d) Safety boots

Environmental Protection Measures you must take;

- a) One must dispose of waste and spoil to the designated area or skip provided for waste. Hazardous waste materials must be disposed of through suitably licensed contractors.
- b) CFC's must be controlled at all times and not released to air, These shall be transported to and from site in the correct sealed containers
- c) All recovered refrigerants are returned to the supplier for safe disposal / recycling
- d) All engineers are qualified to the required standards and hold the up to date certificates for the safe handling of refrigerants.

Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt a local manager will be approached for clarification before proceeding.

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site foreman or safety representative.

Staff & Training

This project will be carried out by staff and sub-contractors to PPG. All members of staff are experienced time served refrigeration engineers. PPG has an ongoing program of training

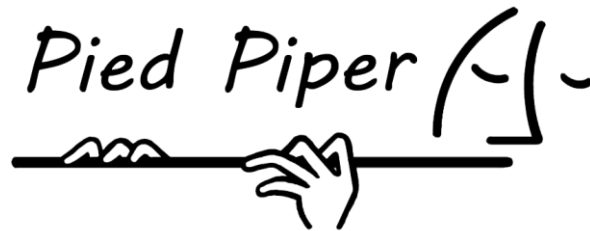
PPE

All site workers will wear Hard Hats, Safety boots, protective clothing, and hi visibility vests where appropriate, other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

Preparation & Induction

Any Building Managers on this contract will be given copies of risk assessments and method statements, any queries or concerns will be raised with the lead engineer who will ensure it is dealt with. Engineers may be inducted onto site by the Building Manager and will follow all site rules and safety procedures

Series:	MS	Series & Number	MS004	Issue Date:	01/01/2024
Revision Number	1.1	Revision Date			Page 3 of 8



**METHOD STATEMENT RELATING TO
AIR CONDITIONING AND REFRIGERATION UNITS**

Welfare

The Principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for PPG staff and sub-contractors: PPG are responsible for ensuring that such welfare facilities are first of all provided by the main contractor and that they are maintained in a clean and wholesome manner.

First Aid

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

Access egress

The principle contractor is responsible for providing safe access and egress to the site, PPG staff will ensure safe access and egress is maintained for themselves and other contractors working in or near their area of control, good standards of housekeeping will be maintained at all times.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

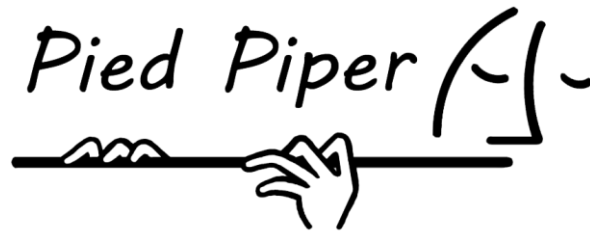
Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the lead engineer to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

Working from Ladders & Step Ladders

All staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the lead engineer to ensure conditions are safe before allowing any ladder work to take place.

Series:	MS	Series & Number	MS004	Issue Date:	01/01/2024
Revision Number	1.1	Revision Date			Page 4 of 8



**METHOD STATEMENT RELATING TO
AIR CONDITIONING AND REFRIGERATION UNITS**

Ladders shall only be used for light work of short duration or otherwise as a means of access to scaffolding; ladders will be tied off at the top to prevent slippage.

Working at height

All employees have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place. The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.

Daily visual checks will be carried out by the site foreman on all the above access items and defects reported immediately, any equipment suspected of being unsafe for whatever reason will be withdrawn from service

Contractor/Visitor Safety

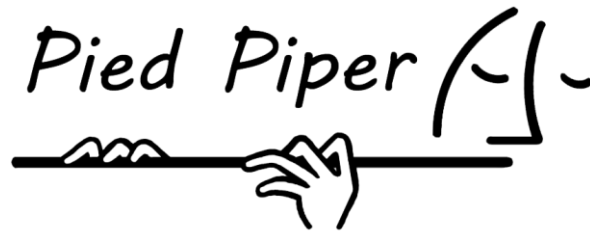
PPG will liaise with other contractor's staff on a day to day basis where necessary and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis defective or damaged equipment will be removed from service. The lead engineer is responsible for ensuring all tools and equipment allowed on the site are fit for purpose.

Method Statements

Series:	MS	Series & Number	MS004	Issue Date:	01/01/2024
Revision Number	1.1	Revision Date			Page 5 of 8



**METHOD STATEMENT RELATING TO
AIR CONDITIONING AND REFRIGERATION UNITS**

Task Description

This method statement describes the work process for the supply and installation of Air conditioning and refrigeration equipment to various premises, including;

- 1) Installation of Condensing and Evaporating units
- 2) Installation of Cable tray for the purpose of supporting Refrigerant pipe work and associated services
- 3) Installation of copper piping to supply both units
- 4) Installation of Insulated and non insulated flexible ducting to inlet and outlet grilles
- 5) Installation of spiral wound ducting for the fresh air to each individual evaporator
- 6) Installation of all electrical equipment including trunking and cabling.
- 7) Testing and commissioning of Air conditioning and refrigeration units

Step by step process

Preparation

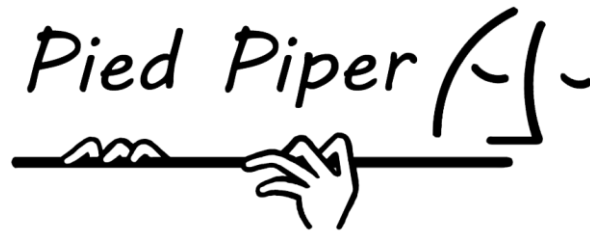
- 1) Refer to site safety rules for information on signing in and starting work
- 2) Report to site representative before commencing work in any area and confirm whether asbestos is present and in what condition it is.
- 3) The lead engineer will ensure that all safety measures are followed by PPG staff, and will set up and manage work patterns, equipment storage, control of visitors and protection of clients and members of the public
- 4) All materials and equipment will be delivered to site by suppliers and kept in designated storage areas.
- 5) Physically check all equipment for signs of undue wear or damage, particularly plugs and cables

Installation of Condensing & Evaporating Units

- 1) Report to site representative and sign onto site
- 2) Inform all other contractors/staff of start of works where appropriate
- 3) Put on personal protective equipment
- 4) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
- 5) Attach condensing/evaporator unit fixing brackets in final fixing position either by drilling wall or fixing clamps to roof trusses with threaded rod
- 6) Mount Anti Vibration pads where appropriate
- 7) Ensure condensing/evaporator unit is transported safely to work area

Installation of Copper Piping to Condensing/Evaporator units

Series:	MS	Series & Number	MS004	Issue Date:	01/01/2024
Revision Number	1.1	Revision Date			Page 6 of 8



**METHOD STATEMENT RELATING TO
AIR CONDITIONING AND REFRIGERATION UNITS**

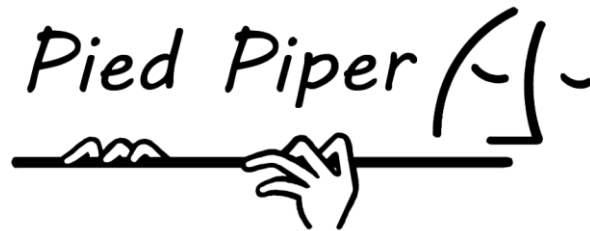
- 1) Liaise with facilities manager to isolate water supplies where necessary
- 2) Fix piping using proprietary fixings
- 3) Obtain the appropriate **hot work permit** from the facilities manager where appropriate
- 4) Ensure the correct type of fire extinguisher is on hand during hot work
- 5) Protect surrounding area with heat shields
- 6) Ensure adequate ventilation for solder work
- 7) Connect and Braze all necessary joints
- 8) Check all joints
- 9) Pressure test system for Refrigerant tightness
- 10) Maintain fire watch for 2 – 4 hours where hot work has been carried out
- 11) Carry out pipe lagging with appropriate material
- 12) Report to site office and sign off permit to work

Installation of Electrical Control System

- 1) Wear personal protective equipment as appropriate
- 2) Run cables to units as per contract drawings
- 3) Fix cables with proprietary cable clips
- 4) Connect cables into terminal boxes on equipment
- 5) Check the supply is dead by electrical test meter before connecting to supply
- 6) Finish all cable connections
- 7) Check all connections and cabling for security and integrity
- 8) Energise power supply to new circuit and check operation.
- 9) Tidy work area and remove all debris to designated waste area
- 10) Leave site in safe condition at all times

Test and Handover

Series:	MS	Series & Number	MS004	Issue Date:	01/01/2024
Revision Number	1.1	Revision Date			Page 7 of 8



**METHOD STATEMENT RELATING TO
AIR CONDITIONING AND REFRIGERATION UNITS**

- 1) Test Condenser/Evaporator units as per manufacturers instructions
- 2) Test airflow from outlet ducts
- 3) Check refrigerant gas pressures, Air on, Air off temperatures
- 4) Test all mechanical condensate pumps and other associated items
- 5) Snagging works will be carried out to client satisfaction
- 6) Handover to client for signoff.

Series:	MS	Series & Number	MS004	Issue Date:	01/01/2024
Revision Number	1.1	Revision Date			Page 8 of 8