
Risk Element

- Falls from Working at heights;
- Dust;
- Manual Handling.

Precautions to eliminate or reduce risk

- Follow working at heights instructions;
- Wear dust mask;
- Follow manual handling instructions.

Safe Working Method

Before starting work, carry out a risk assessment.

- Ensure correct equipment available to carry out the work safely, ladders, tools etc. Ladders that do not have an in date ladder tag should not be used.
- Check work equipment before use;
- Ensure correct replacement filters are available before commencing work;
- Wear dust mask before opening air conditioning equipment;
- Remove used filters and fit new filters;
- Replace used filters and dust mask in box, place in plastic bag and seal;
- Ensure air conditioning equipment is running correctly before closing up;
- Either arrange for used filters to be collected from site or take away for disposal in accordance with company waste management procedures.