

# USING A AIR CONDITIONER



Company Name:	SOP Number:
Address Details:	
Revision:	Revision Date:
Document Date:	Approved By:
Created & reviewed by: My Safety Shop Pty Ltd	

## INTRODUCTION

A safe operating procedure (SOP) is an integral part of the risk management process as it outlines the hazards, risks and associated controls measures to be applied to ensure the task/activity is conducted in a way to reduce the risk of injury.

## RESPONSIBILITY

It is the responsibility of each individual to carry out all tasks safely and in the prescribed manner. Supervisors and Departmental Managers are responsible for ensuring compliance with the prescribed guidelines set out in this document.

## REFERENCES

Occupational Health and Safety Act 85/1993

- Section 8(2)(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- Section 8 (2)(d) provides such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of his employees.
- Section 8(2)(j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).
- Section 13 Without derogating from any specific duty imposed on employers by this Act, every employer shall - (a) as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.



Air conditioning (often referred to as AC, A.C., or A/C) is the process of removing heat from a confined space, thus cooling the air, and removing humidity. This process is used to achieve a more comfortable interior environments, typically for humans or animals; however, air conditioners are also used to cool rooms filled with heat-producing electronic devices, such as computer servers or power amplifiers. Air conditioners often use a fan to distribute the conditioned air to an occupied space such as a building or a car to improve thermal comfort and indoor air quality.

## POTENTIAL HAZARDS:

- Biological Hazard: Person exposed to bacteria and fungi
- Electrical Hazard: Person makes contact with exposed electrical wires or connections
- Fire Hazard: Electrical shorting or fusing occurs
- Physical Hazard: Air conditioner falls off the wall
- Physical Hazard: Nip points between the moving air blade and gr
- Physical Hazard: Sharp points on edges of air conditioner structure
- Slip, Trip and Fall Hazard: While using an air conditioner, the air conditioner leaks fluids onto the floor

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**RISK ASSESSMENT CONTROL MEASURES:**

Barriers	Electrical Cover
Barriers	Covers
Certificates	Electrical Compliance Certificate
Communication Awareness	General Health and Safety
Inspections	Air Conditioner Inspection Checklist
Safe Operating Procedure	Using an Air Conditioner
Safety Signs	Warning - WW7 - Beware of Electric Shock

**REQUIRED PERSONAL PROTECTIVE EQUIPMENT:**

None



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## OPERATIONAL SAFETY:

- Operate the Selector Switch on remote to run or stop the unit. - Do not use Main Power Switch or Auxiliary Power Switch to operate unit.
- Do not stick anything into the air outlet or inlet. - It is dangerous and it can cause injury or damage.
- Avoid exposing your body directly to a continuous cool air - flow for long periods. - It is not good for your health.
- Do not pour water on the unit to clean it. - It is dangerous and it can cause injury or damage. Never use solvents or harsh chemicals when cleaning the unit. When the air inlet grill and cabinet are dirty, wipe with luke - warm water (below 40°C)
- Avoid placing any obstacles near the inlet or outlet. - If the inlet or outlet is blocked with any obstacle, it may cause damage to the unit.
- Do not run or stop the unit frequently. - If you run or stop the unit more then 4-5 times an hour, it can cause damage to the unit.
- Wait at least 3 minutes before restarting the unit or in the case of power failure. - If you turn on the unit within 3 minutes after power off, this can cause damage to the unit.
- If the air conditioner is operated without an air filter, dust is not removed from the air, and resultant accumulation in the unit may lead to a failure. - Do not forget to install the air filter.
- The air filter should be cleaned at least once every two weeks.
- When the unit is cleaned, set the Selector Switch at off position. - And then unplug the power plug.
- Never store gasoline or other flammable liquid near the air conditioner. - It is very dangerous.

- Do not force the controls on the front panel too much. - It can cause damage the controls and the unit.
- Set a comfortable temperature. - Very low temperature setting considerably increase power consumption.
- Be careful to keep room temperature comfortable. - Avoid continuous direct air flow on you or a sick person while sleeping.
- Do not remove the plug by pulling the power cord. - Damage to the cord and may cause shock hazard

## REVIEW:

This procedure is required to be reviewed every three (3) years, unless in the event of a near miss, incident or accident, at which point all new control measures or possible hazards or change in procedures are to be reviewed and documented

## TRAINING:

All employees who are responsible for carrying out this task are to be trained on this procedure within 7 days of commencement of work, and each time this procedure is reviewed re-training is to be conducted. Records of all training are to be kept.

## INCIDENT HISTORY

Department	Incident Description	Date of Incident	Claim Number

