

# Safe Working Practice (SWP) Restricted Electrical Licence (REL) Class Two Risk Assessment – Air Conditioner

**Job site:** Authorised ESV Assessment Venue

**Work description:** Disconnect and Reconnect Air conditioner

**Objective:** At the end of this risk assessment, you must be able to answer YES to these questions:

1. Does the work site appear safe?
2. Is it likely to remain safe?

Step-By-Step Work Activity	Potential Risks	Control Measures
<b>Disconnection Process</b>		
Arrival at work area and identifying equipment to be worked on	Slips, trips, falls and lighting	Ensure work area is clean and free of potential tripping hazards and is adequately lit.
Ensuring air conditioner is safe to touch	Electric shock	Follow correct testing procedure from AS/NZS 4836. Use insulating gloves during testing.
Verifying correct circuit has been isolated at the switchboard	Electric shock	Follow correct testing procedure from AS/NZS 4836. Use insulating gloves during testing.
Leaving the work area	Slips, trips, falls and lighting	Ensure work area is clean and free of potential tripping hazards and is adequately lit.
<b>Reconnection Process</b>		
Arrival at work area and identifying equipment to be reconnected	Slips, trips, falls and lighting	Ensure work area is clean and free of potential tripping hazards and is adequately lit.
Testing the air conditioner is safe to connect to supply	Electric shock from Insulation Resistance tester	Handle IR tester with care and do not touch probes.
Confirming wiring is still isolated and safe to touch	Electric shock	Follow correct testing procedure from AS/NZS 4836. Use insulating gloves during testing.
Commissioning air conditioner	Slips, trips, falls and lighting Electric shock	Ensure work area is clean and free of potential tripping hazards and is adequately lit Check all covers and guards are secured in their position.
Leaving the area	Slips, trips, and falls	Ensure work area is clean and free of potential tripping hazards.
Any additional Hazards		

Does the worksite appear safe?      YES / NO      Is it likely to remain safe?      YES / NO

**If your answer is NO to either of these questions, more controls are required.**

Are safety glasses required for this assessment task?      YES / NO

By signing this document, I confirm that I have participated in this pre work risk assessment and agree to implement the required precautions to control the identified risks.

Candidate                    
Print name      Signature      Date

## Assessment Information for Candidate

You have 50 minutes (SWP) or 1 hour 10 minutes (Restricted Licence) to complete the assessment.

Any preparation, including checking your meter and completion of the JSA, must be completed within this time frame. Administration items, such as the assessor checking your photo ID, is not including in the time limit.

You must wear long sleeve shirts, long pants and work boots for this assessment.

The assessment venue will have facility to video and audio record your assessment. The recordings are for review and appeal purposes only, and will not be used for any other purpose. You will be required to give your consent to this recording, and you have the right to refuse this consent.

The assessor will supervise you and complete an assessment form. Your assessor will be required to write on the assessment form during your assessment. Do not be concerned if the assessor is writing; it does not necessarily mean you have done something wrong. The assessor may need to ask you questions during your assessment.

Assume you will be absent from the worksite for a considerable period between disconnection and reconnection of the piece of equipment.

The switchboard is deemed to be located in an area remote from the equipment you are working on. All other accessories are located in the area adjacent to the equipment. All tools and equipment that are supplied are deemed to be at the workstation. ESV requires that for this assessment the equipment must be isolated at the switchboard, and not at any local isolator.

The assessor will show you the socket outlet to use as your known live source and earth point.

Personal notepads and paper are not permitted. You are permitted to bring AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment.

You are required to provide an analogue Insulation Resistance and Continuity Tester. You are also required to provide insulating gloves rated to 650V and flame resistant outers for mechanical protection. Inners are preferred for hygiene, but are optional.