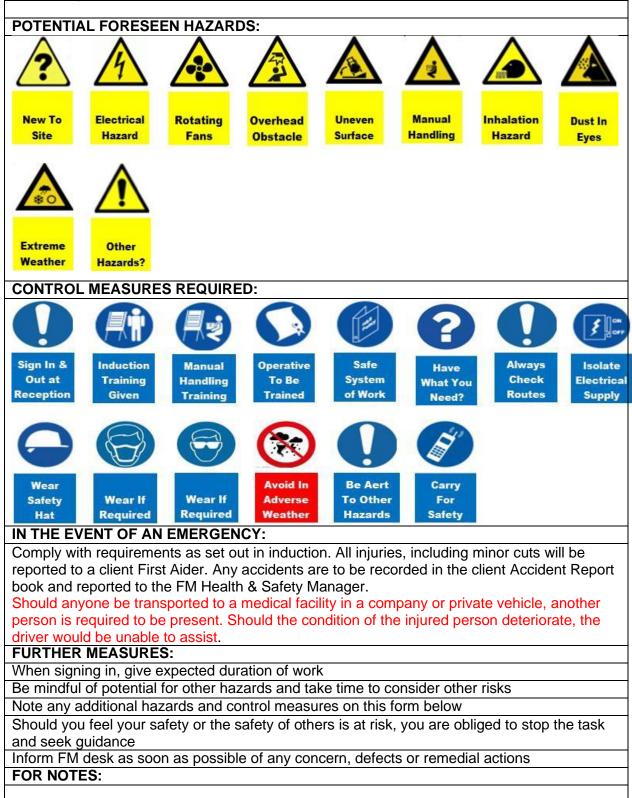


Safe Systems of Work

TASK: Air Filter Replacement	
OF POTENTIAL HARM: FM Technician	
EQUIPMENT NEEDED: Safety gloves, googles and boots (resistant to fuel and lubricating oils), litter picker, black bin bags, safety signage (if required), hard hat (if required) and mobile phone	
PLEASE NO	TE: As each air filter unit and site is different, it is important to thoroughly assess
each one before working. This provides a guide. Not all steps in the process below may be applicable.	
STEP BY STEP PROCESS:	
1	Park vehicle in designated area
2	Report to reception / main security office / gatehouse
3	Attend any inductions as required by client prior to any work being undertaken
4	Assess area in which you are to be working and conditions around before commencing
5	Display signage of 'Caution – work in progress' if people may pass by (Extreme caution must be applied in event of public being present in and around work area)
6	Ensure any doors are kept in open position with door stop or wedge as working alone
7	Ensure area to be worked on and exit points are clear of obstruction and that safe access / egress is maintained
8	Assemble equipment required
9	Pay attention to air handling unit O&M manual and instructions
10	Review Method Statement and Risk Assessment for this task
11	Consider weather conditions when working on external units
12	Ensure power to Supply and Extracts fans are isolated off and cannot be
	inadvertently switched on before opening access doors to the units
13	Wear appropriate PPE when removing or replacing filter panels (cut – resistant gloves, safety glasses and dust mask).
14	Carry out inspection of filters and replace as necessary
15	Safely dispose of old filters in appropriate waste containers
16	Inspect fins associated with heating and cooling coils to confirm their condition.
10	Report any damage to site facilities management.
17	Remove any debris from the filter section of the ductwork
18	Inspect air inlet and exhaust cowls to ensure they are free of any debris and obstructions. Clean as required.
19	Use litter picker to aid in grabbing and maneuvering filters and bags which are difficult to reach
20	Ensure access panels are closed
20	Return power
22	Remove signage and door stop
23	Ensure work area is safe when finished testing
23	Ensure works are recorded in CAFM
25	Advise client that inspection and testing has been taken
25	Sign out at reception / main security office / gatehouse
	eigh eat at reception / main cooking onloc / gatehouse



Safe Systems of Work



Reviewed : 20.06.2022