

























Safe Systems of Work

TASK: Air Filter Replacement	
OF POTENTIAL HARM: FM Technician	
EQUIPMENT NEEDED: Safety gloves, goggles 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 NOTE: 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. 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
21	Return power
22	Remove signage and door stop
23	Ensure work area is safe when finished testing
24	Ensure works are recorded in CAFM
25	Advise client that inspection and testing has been taken
26	Sign out at reception / main security office / gatehouse

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POTENTIAL FORESEEN HAZARDS:							
							
New To Site	Electrical Hazard	Rotating Fans	Overhead Obstacle	Uneven Surface	Manual Handling	Inhalation Hazard	Dust In Eyes
							
Extreme Weather	Other Hazards?						
CONTROL MEASURES REQUIRED:							
							
Sign In & Out at Reception	Induction Training Given	Manual Handling Training	Operative To Be Trained	Safe System of Work	Have What You Need?	Always Check Routes	Isolate Electrical Supply
							
Wear Safety Hat	Wear If Required	Wear If Required	Avoid In Adverse Weather	Be Alert To Other Hazards	Carry For Safety		
IN THE EVENT OF AN EMERGENCY:							
Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.							
Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.							
FURTHER MEASURES:							
When signing in, give expected duration of work							
Be mindful of potential for other hazards and take time to consider other risks							
Note any additional hazards and control measures on this form below							
Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance							
Inform FM desk as soon as possible of any concern, defects or remedial actions							
FOR NOTES:							

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