Tri Mech

Refrigeration
Air Conditioning
Electrical

Contractor Compliance 2026/27

INDEX

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- Workers Compensation
- Trade Licences
- General Construction Qualifications
- Staff Qualifications
- SWMS



Company Information

Trimech Pty Ltd

ABN: 69 108 111 995

Registered Business Address

171 Lovell Street, Young NSW 2594

Email

operations@trimech.com.au

mail@trimech.com.au

Phone

0263 821 167 or 1300 366 173

Site Contact

Kent Woods

kent@trimech.com.au

www.trimech.com.au

Business Insurance
Certificate of Currency

Policy Number: 586786PZBI

ZURICH

Certificate Date 19 August, 2025

Insurer
Zurich Australian Insurance Limited
ABN 13 000 296 640
AFS Licence No 232507

Important Information
This is to certify that the below policy is current at the time of issue, subject to the limitations, exclusions, definitions and conditions of the Zurich Business Package Insurance – Steadfast Client Trading Platform policy.

Intermediary Details
Broker Name JDI (Young) Pty Ltd t/a Dunk Insurance

Period of Cover From 30/06/2025 at 4pm to 30/06/2026 at 4pm

Insured
Insured Name Trimech Pty Ltd

ABN 69 108 111 995

Address 171 Lovell Street
YOUNG, NSW, 2594

Policy Wording
Zurich Business Package Insurance - Steadfast Client Trading Platform

Situation Details

Situation: 171 Lovell Street YOUNG NSW 2594 (Principal)

Business Details
Air Conditioning Installation - Commercial

Interested Parties
No Interested Parties noted

Business Property Section

Sum Insured

Building(s) Reinstatement or Replacement Value	$	Not Insured
Contents (including stock) Reinstatement or Replacement Value	$	174,682
Specified Item # 1		
Kyocera TaskAlfa 2554Ci Colour Multifunction Device	$	6,908

Total Sum Insured

Total Sum Insured	$	181,590
Limit of Liability	$	217,908
Extra Cost of Reinstatement	$	As per policy wording
Flood		Insured

Additional Benefits

Removal of Debris	$	As per policy wording
Rewriting of Records	$	25,000
Playing Surfaces	$	50,000

Optional Extension
Strata title mortgagee(s) interest cover only Not Insured

Theft Section

Sum Insured

Contents - including stock	$	10,000
Cigarettes / Tobacco	$	Not Insured
Alcohol	$	Not Insured

Specified items
None

Additional Benefits

Damage to rented premises	$	As per policy wording
Theft Without Forcible and Violent Entry (not property in the open air)	$	20,000
Theft of property in open air	$	5,000

Glass Section

Cover

External Glass	Yes
Internal Glass	Yes
Specified Glass	None

Additional Benefits

Signs	$	10,000

General Property Section

Unspecified General Property Items Sum Insured

Unspecified General Property items	$	5,400 Limited to a maximum of $3,000 for any one item

Situation Details

Situation: 34 Boyd Circuit PARKES NSW 2870

Business Details
Air Conditioning Installation - Commercial

Interested Parties
No Interested Parties noted

Business Property Section

Sum Insured

Building(s) Reinstatement or Replacement Value	$	Not Insured
Contents (including stock) Reinstatement or Replacement Value	$	120,470

Total Sum Insured

Total Sum Insured	$	120,470
Limit of Liability	$	144,564
Extra Cost of Reinstatement	$	As per policy wording
Flood		Insured

Additional Benefits

Removal of Debris	$	As per policy wording
Rewriting of Records	$	25,000
Playing Surfaces	$	50,000

Optional Extension

Strata title mortgagee(s) interest cover only	Not Insured

Theft Section

Sum Insured

Contents - including stock	$	10,000
Cigarettes / Tobacco	$	Not Insured

Alcohol	$	Not Insured

Specified items
None

Additional Benefits

Damage to rented premises	$	As per policy wording
Theft Without Forcible and Violent Entry (not property in the open air)	$	20,000
Theft of property in open air	$	5,000

Glass Section

Cover

External Glass	Yes
Internal Glass	Yes
Specified Glass	None

Additional Benefits

Signs	$	10,000

Situation Details

Situation: Unit 9 12 Red Fields Road MOSS VALE NSW 2577

Business Details
Air Conditioning Installation - Commercial

Interested Parties

Interested Party # 1

Risks	Glass
Name	Redfields NSW Developments Pty Ltd
Nature of Interest	Landlord
Address	

Business Property Section

Sum Insured

Building(s) Reinstatement or Replacement Value	$	Not Insured
Contents (including stock) Reinstatement or Replacement Value	$	75,000

Total Sum Insured

Total Sum Insured	$	75,000
Limit of Liability	$	90,000
Extra Cost of Reinstatement	$	As per policy wording
Flood		Insured

Additional Benefits

Removal of Debris	$	As per policy wording
Rewriting of Records	$	25,000
Playing Surfaces	$	50,000

Optional Extension

Strata title mortgagee(s) interest cover only	Not Insured

Theft Section

Sum Insured

Contents - including stock	$	10,000

Cigarettes / Tobacco	$	Not Insured
Alcohol	$	Not Insured

Specified items
None

Additional Benefits

Damage to rented premises	$	As per policy wording
Theft Without Forcible and Violent Entry (not property in the open air)	$	20,000
Theft of property in open air	$	5,000

Glass Section

Cover

External Glass	Yes
Internal Glass	Yes
Specified Glass	None

Additional Benefits

Signs	$	10,000

Situation Details

Situation: Unit 2 29 Lockyer Street GOULBURN NSW 2580

Business Details
Air Conditioning Installation - Commercial

Interested Parties
No Interested Parties noted

Business Property Section

Sum Insured

Building(s) Reinstatement or Replacement Value	$	Not Insured
Contents (including stock) Reinstatement or Replacement Value	$	81,872

Total Sum Insured

Total Sum Insured	$	81,872
Limit of Liability	$	98,246
Extra Cost of Reinstatement	$	As per policy wording
Flood		Insured

Additional Benefits

Removal of Debris	$	As per policy wording
Rewriting of Records	$	25,000
Playing Surfaces	$	50,000

Optional Extension

Strata title mortgagee(s) interest cover only	Not Insured

Theft Section

Sum Insured

Contents - including stock	$	10,000
Cigarettes / Tobacco	$	Not Insured
Alcohol	$	Not Insured

Specified items
None

Additional Benefits

Damage to rented premises	$	As per policy wording
Theft Without Forcible and Violent Entry (not property in the open	$	20,000

air)		
Theft of property in open air	$	5,000

Situation Details

Situation: Unit 8 & 9 21-23 Carlo Drive CANNONVALE QLD 4802

Business Details
Air Conditioning Installation - Commercial

Interested Parties
No Interested Parties noted

Business Property Section

Sum Insured

Building(s) Reinstatement or Replacement Value	$	Not Insured
Contents (including stock) Reinstatement or Replacement Value	$	110,235

Total Sum Insured

Total Sum Insured	$	110,235
Limit of Liability	$	132,282
Extra Cost of Reinstatement	$	As per policy wording
Flood		Not Insured

Additional Benefits

Removal of Debris	$	As per policy wording
Rewriting of Records	$	25,000
Playing Surfaces	$	50,000

Optional Extension

Strata title mortgagee(s) interest cover only		Not Insured

Theft Section

Sum Insured

Contents - including stock	$	10,000
Cigarettes / Tobacco	$	Not Insured
Alcohol	$	Not Insured

Specified items
None

Additional Benefits

Damage to rented premises	$	As per policy wording
Theft Without Forcible and Violent Entry (not property in the open air)	$	20,000
Theft of property in open air	$	5,000

Document template version: 2.46.00.00

icare | Workers Insurance

Certificate of Currency

Issue date:
14/04/2026

Carmen Hickey
TRIMECH PTY LTD
171 Lovell Street
YOUNG NSW 2594

Statement of coverage

The following policy of insurance covers the full amount of the employer's liability under the *Workers Compensation Act 1987 (NSW).*

Employer name:	Policy number:	Valid[1]:
TRIMECH PTY LTD	102656901	31/05/2026 to 31/05/2027

Business name:	ABN:	ACN:
	69 108 111 995	108 111 995

Claims Service Provider:
QBE

Industry classification number (WIC)[2]	Number of workers[3]	Wages/units[4]
423300 Air Conditioning and Heating Services	33	$2,621,215.34

1. Coverage starts from the time the policy was incepted by the Employer or their Authorised Representative on the first day of cover.
2. The policy covers all workers employed by the entity named on this certificate while undertaking its primary business activity or any other activities ancillary to its primary business activity as required.
3. Number of workers includes contractors/deemed workers.
4. Total wages/units estimated for the current period.

COPY

Important information

Principals relying on this certificate should:

- ensure a statement under section 175B of the *Workers Compensation Act 1987 (NSW)* is attached
- ensure proper workers compensation insurance is in place
- compare the number of workers on site to the average number of workers estimated
- ensure that the wages are reasonable to cover the labour component of the work being performed
- confirm that the description of the industry/industries noted is appropriate

If the principal contractor has failed to obtain a statement or has accepted a statement where there was reason to believe it was false, they may become liable for any outstanding premium of the sub-contractor.

Did you know that an **excess, equivalent to the first week of compensable payments,** may be payable if notification of a claim is not provided to your insurer within five calendar days of when you became aware of the injury.

Yours faithfully,

Underwriting Operations
icare Workers Insurance

REFRIGERANT TRADING AUTHORISATION CERTIFICATE

This is to certify that the Australian Refrigeration Council Ltd,
acting as a relevant authority under Regulation 140 of the
Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995,
has granted a refrigerant trading authorisation to:

Trimech Pty Ltd

ABN: 69108111995

All refrigerant trading authorisations are subject to the conditions in Regulation 141.

Authorisation No: AU06341

Expiry Date: 7/01/2028

REFRIGERANT TRADING AUTHORISATION

Australian Government
Department of Climate Change, Energy, the Environment and Water

ARC CTM

ARC5225JVD – 11/22

Stationary Risk Management Plan

Business name

Trimech Pty Ltd

RTA Number	Main contact for your business RMP	Next review date
AU06341	Glenn Payne	December 2027

Activity steps	Potential hazards/risks	Risk control measures	Australian Standards and Code of practice reference
Purchase of refrigerant	Loose, damaged or missing cylinder caps	• At time of purchase check that refrigerant cylinders are tightly capped • Ensure quarterly purchase records are kept up to date • Only accept refrigerant cylinders from wholesalers if they are properly sealed (bunged or capped).	✓
	Poor cylinder condition (rusted, corroded, damaged). Expired, or close to expired 'Test Date'	• Check cylinder date markings/imprints – specifically, that they are 'In Test' • Good condition etc.	✓
Transportation of refrigerant	Damaged cylinder during transportation	• Keep out of direct sunlight and/or in cooler area of vehicle • Safely stored/fixed when transporting • Fitted with safety equipment etc.	✓
	Damage to gas cylinders during handling (hand-moved, equipment-moved)	• Implement proper handling techniques • Report accidents immediately.	✓
Using equipment containing refrigerant	Leakage of refrigerant during charging of equipment	• Implement best practice procedure as per the Standards AS 2030.1 & AS 4332 and/or code of practice	✓
	Improper care of cylinders	• After each use check that refrigerant cylinders are tightly capped • Check for leakage etc.	✓
Handling	Unlicensed handling staff or contractors	• All refrigerant handling must be carried out by qualified licensed staff or contractors • Check temporary contractor's licence before commencement of refrigerant handling work • Ensure quarterly refrigerant handling licence holder records are up to date, taking particular note of expiry dates.	✓
Installation, service and maintenance of equipment containing refrigerant	Lack of servicing of equipment containing refrigerant	• Adhere to manufacturers' recommendations and relevant standards • Maintain recommended servicing frequency: i. Obtain and keep warranties on repairs ii. Keep record of each service to equipment iii. Check cylinder weight regularly etc. • Refer to appropriate standards.	✓
	Infrequent testing of equipment containing refrigerant	• Check that all test equipment is in good working condition at least once every three months. Test leak detectors and recovery units • Regularly monitor vacuum pump oil etc • Ensure quarterly equipment maintenance records are kept up to date.	✓
	Inadequate leak testing	• Implement best practice procedure as per Standards AS 2030.1 & AS 4332 and/or code of practice • Check at least every three months • Ensure quarterly cylinder leak test & in-test expiry date records are kept up to date.	✓

Stationary Risk Management Plan (continued)

Provide a short description of your business (i.e. what the business does; how many branches; how many staff handle refrigerant, etc.)

Specialises in Air Conditioning & Refrigeration in Domestic and Commercial sectors.
Trimech Pty Ltd has a total of five (5) branches.
There are currently approximately 23 Qualified and Licensed staff who handle refrigerant.

Activity steps	Potential hazards/risks	Risk control measures	Australian Standards and Code of practice reference
Recovery and recycling of refrigerant	Improper filling of cylinders	• Fill bulk refrigerant cylinders in-line with manufacturers' recommendations etc.	✓
Decommission end of life equipment	Poor cleaning and flushing	• Never charge refrigerant into equipment with identified leaks • Refer to standards and Code of Practice for leak testing procedures.	✓
	Venting	• Never vent fluorocarbon refrigerant where its release is avoidable etc.	✓
	Leakage of refrigerant if pumped down and left in the equipment	• All refrigerant is to be reclaimed from all parts of the system at the time of decommissioning • After recovery refrigerant is to be recycled or returned to an authorised refrigerant supplier (see 'Disposal').	✓
Storage of refrigerant	Poor storage of cylinders on premises	• Ensure all cylinders are stored in a safe and secure location: i. climate controlled (cool place, removed from direct sources of heat and the risk of fire) ii. free of obstacles iii. with appropriate signage to provide ready identification for emergency teams.	✓
Disposal	Inadequate seals	• Closed valves when not in use • Check all seals for leakage every 3 months.	✓
	Mixing refrigerant types	• Clearly identify refrigerant stored in cylinders • Store reclaimed refrigerant separately.	✓
	Lack of labelling	• Clearly label refrigerant type • Clearly label lubricant type • Store in specific locations • Training personnel.	✓
	Equipment that cannot be repaired	• Document and keep records of reasons why • Establish a retirement plan of action.	✓
	Recovered refrigerant	• Return refrigerant contaminated to supplier for disposal • Document and keep records of recovered refrigerant returned to supplier for disposal • Ensure quarterly recovered refrigerant returned records are kept up to date.	✓

AUSTRALIAN REFRIGERATION COUNCIL LTD
ABN 69 097 952 657

6/01/2025

Glenn Payne
Trimech Pty Ltd
171 Lovell St
Young NSW 2594

Dear Glenn,

APPLICATION FOR A REFRIGERANT TRADING AUTHORISATION
AUTHORISATION NUMBER AU06341

I refer to your application made on for a **Refrigerant Trading Authorisation** under the *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (the Regulations).

Authorisation type/s applied for:

Stationary RAC

Decision

The Australian Refrigeration Council (ARC) as a Refrigeration and Air Conditioning Industry Board has granted you the above-mentioned Refrigerant Trading Authorisation, which is valid for **36 Months** from the date of this letter.

All Refrigerant Trading Authorisations (RTA) are subject to conditions under Regulation 141 of the Regulations (please refer to the Certificate and *'Meeting the Conditions of your RTA'* document that will be posted to you along with this letter).

Further information

If you require any further information about this decision, a request can be made in writing to Richard Livingston, General Manager, Business Services and Chief Financial Officer:

Postal address: Australian Refrigeration Council
Locked Bag 3033 Box Hill VIC 3128
Email: enquire@arctick.org

Rights of review

I also enclose notification about your rights of review under the Regulations. These give you the opportunity to request a reconsideration of this decision and, if you are not satisfied with the reconsideration decision, you can appeal to the Administrative Appeals Tribunal.

Regards,



Richard Livingston
General Manager, Business Services and Chief Financial Officer
Australian Refrigeration Council

AUSTRALIAN REFRIGERATION COUNCIL LTD
ABN 69 097 952 657

Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995

Regulation 141

Conditions on authorisations – for a Refrigerant Trading Authorisation

(1) Subject to subregulations (1A) and (1B), an authorisation granted under this Subdivision is subject to the conditions that the holder:

(a) keeps up-to-date records showing the amounts, if any, of refrigerant bought, recovered, sold and otherwise disposed of during each quarter; and

(b) 14 days or less after receiving a request in writing by the relevant authority, sends to the authority copies of the records mentioned in paragraph (a); and

(i) does not engage in prohibited refrigerant charging; and

(c) ensures that each item of the holder's equipment that is necessary to prevent avoidable emissions of refrigerant is operating correctly; and

(d) has, and maintains, equipment that is adequate for the holder's activities, including 1 or more of each of the following:

(i) leak detectors;

(ii) vacuum pumps;

(iii) recovery units; and

(e) at least every quarter, checks any refrigerant container in the holder's possession for leaks; and

(f) puts into effect a risk management plan relating to the handling and storage of refrigerant in the holder's business; and

(g) ensures that any refrigerant in the holder's possession is handled in accordance with each applicable standard set out in Table 135; and

(i) for a refrigerant trading authorisation — ensures that any refrigerant in the holder's possession is handled only by:

(i) the holder of an appropriate licence granted under regulation 131, 133 or 134; or

(ii) if the refrigerant is handled on board an AMSA vessel — the holder of an AMSA certificate or the holder of an appropriate licence granted under regulation 131, 133 or 134.

(j) ensures that destruction of any refrigerant is carried out only by the operator of a refrigerant destruction facility; and

(k) uses only refillable containers for storage of refrigerant; and;

(m) keeps records for each quarter that set out the following:

(i) details of any checks, any maintenance and any other action undertaken for paragraphs (c), (d) and(e);

(ii) for each licensee who handles refrigerant that is in the possession of the holder — the licensee's name and the number allocated to the licensee's licence by the relevant authority;

(iii) the dates on which cylinders for the storage and transport of compressed gases were tested for paragraph (g); and

(n) if requested by written notice from the relevant authority, sends to the authority, no more than 14 days after receiving the request, a copy of a report that contains the records for the previous quarter; and

(o) for a refrigerant trading authorisation or a restricted refrigerant trading authorisation — includes the number allocated to the authorisation by the relevant authority on:

(i) any advertising placed after 1 July 2009 for services the provision of which would not be permitted without the authorisation; and

(ii) any invoices, receipts and quotes for work carried out under the authorisation.

Regulations (1)(h) and (1)(l) have been omitted for clarity

Note: A number of terms included in these Regulations are defined in the Act, including quarter.

(2) It is also a condition of a refrigerant trading authorisation that the holder accepts any surrendered refrigerant or scheduled substance that appears to be intended for use in RAC equipment.

Australian Government
Department of Climate Change, Energy, the Environment and Water

ARC5357/ND/0623

Locked Bag 3033 Box Hill Victoria 3128
Toll Free: 1300 88 44 83 Fax: 1300 554 023 Email: enquire@arctick.org Website: www.arctick.org

AUSTRALIAN REFRIGERATION COUNCIL LTD
ABN 69 097 952 657

7/01/2025

Glenn Payne
Trimech Pty Ltd
171 Lovell St
Young NSW 2594

Dear Glenn,

APPLICATION FOR A REFRIGERANT TRADING AUTHORISATION
AUTHORISATION NUMBER AU06341

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Authorisation type/s applied for:

Stationary RAC

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Regards,

Richard Livingston
General Manager, Business Services and Chief Financial Officer
Australian Refrigeration Council

AUSTRALIAN REFRIGERATION COUNCIL LTD
ABN 69 097 952 657

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(1) Subject to subregulations (1A) and (1B), an authorisation granted under this Subdivision is subject to the conditions that the holder:

(a) keeps up-to-date records showing the amounts, if any, of refrigerant bought, recovered, sold and otherwise disposed of during each quarter; and

(b) 14 days or less after receiving a request in writing by the relevant authority, sends to the authority copies of the records mentioned in paragraph (a); and

(i) does not engage in prohibited refrigerant charging; and

(c) ensures that each item of the holder's equipment that is necessary to prevent avoidable emissions of refrigerant is operating correctly; and

(d) has, and maintains, equipment that is adequate for the holder's activities, including 1 or more of each of the following:

(i) leak detectors;

(ii) vacuum pumps;

(iii) recovery units; and

(e) at least every quarter, checks any refrigerant container in the holder's possession for leaks; and

(f) puts into effect a risk management plan relating to the handling and storage of refrigerant in the holder's business; and

(g) ensures that any refrigerant in the holder's possession is handled in accordance with each applicable standard set out in Table 135; and

(i) for a refrigerant trading authorisation — ensures that any refrigerant in the holder's possession is handled only by:

(i) the holder of an appropriate licence granted under regulation 131, 133 or 134; or

(ii) if the refrigerant is handled on board an AMSA vessel — the holder of an AMSA certificate or the holder of an appropriate licence granted under regulation 131, 133 or 134.

(j) ensures that destruction of any refrigerant is carried out only by the operator of a refrigerant destruction facility; and

(k) uses only refillable containers for storage of refrigerant; and;

(m) keeps records for each quarter that set out the following:

(i) details of any checks, any maintenance and any other action undertaken for paragraphs (c), (d) and(e);

(ii) for each licensee who handles refrigerant that is in the possession of the holder — the licensee's name and the number allocated to the licensee's licence by the relevant authority;

(iii) the dates on which cylinders for the storage and transport of compressed gases were tested for paragraph (g); and

(n) if requested by written notice from the relevant authority, sends to the authority, no more than 14 days after receiving the request, a copy of a report that contains the records for the previous quarter; and

(o) for a refrigerant trading authorisation or a restricted refrigerant trading authorisation — includes the number allocated to the authorisation by the relevant authority on:

(i) any advertising placed after 1 July 2009 for services the provision of which would not be permitted without the authorisation; and

(ii) any invoices, receipts and quotes for work carried out under the authorisation.

Regulations (1)(h) and (1)(l) have been omitted for clarity

Note: A number of terms included in these Regulations are defined in the Act, including quarter.

(2) It is also a condition of a refrigerant trading authorisation that the holder accepts any surrendered refrigerant or scheduled substance that appears to be intended for use in RAC equipment.

Australian Government
Department of Climate Change, Energy, the Environment and Water

ARC5357/ND/0623

Locked Bag 3033 Box Hill Victoria 3128
Toll Free: 1300 88 44 83 Fax: 1300 554 023 Email: enquire@arctick.org Website: www.arctick.org

Stationary Risk Management Plan

Business name

Trimech Pty Ltd

RTA Number	Main contact for your business RMP	Next review date
AU06341	Glenn Payne	December 2027

Activity steps	Potential hazards/risks	Risk control measures	Australian Standards and Code of practice reference
Purchase of refrigerant	Loose, damaged or missing cylinder caps	• At time of purchase check that refrigerant cylinders are tightly capped • Ensure quarterly purchase records are kept up to date • Only accept refrigerant cylinders from wholesalers if they are properly sealed (bunged or capped).	✓
	Poor cylinder condition (rusted, corroded, damaged). Expired, or close to expired 'Test Date'	• Check cylinder date markings/imprints – specifically, that they are 'In Test' • Good condition etc.	✓
Transportation of refrigerant	Damaged cylinder during transportation	• Keep out of direct sunlight and/or in cooler area of vehicle • Safely stored/fixed when transporting • Fitted with safety equipment etc.	✓
	Damage to gas cylinders during handling (hand-moved, equipment-moved)	• Implement proper handling techniques • Report accidents immediately.	✓
Using equipment containing refrigerant	Leakage of refrigerant during charging of equipment	• Implement best practice procedure as per the Standards AS 2030.1 & AS 4332 and/or code of practice	✓
	Improper care of cylinders	• After each use check that refrigerant cylinders are tightly capped • Check for leakage etc.	✓
Handling	Unlicensed handling staff or contractors	• All refrigerant handling must be carried out by qualified licensed staff or contractors • Check temporary contractor's licence before commencement of refrigerant handling work • Ensure quarterly refrigerant handling licence holder records are up to date, taking particular note of expiry dates.	✓
Installation, service and maintenance of equipment containing refrigerant	Lack of servicing of equipment containing refrigerant	• Adhere to manufacturers' recommendations and relevant standards • Maintain recommended servicing frequency: i. Obtain and keep warranties on repairs ii. Keep record of each service to equipment iii. Check cylinder weight regularly etc. • Refer to appropriate standards.	✓
	Infrequent testing of equipment containing refrigerant	• Check that all test equipment is in good working condition at least once every three months. Test leak detectors and recovery units • Regularly monitor vacuum pump oil etc • Ensure quarterly equipment maintenance records are kept up to date.	✓
	Inadequate leak testing	• Implement best practice procedure as per Standards AS 2030.1 & AS 4332 and/or code of practice • Check at least every three months • Ensure quarterly cylinder leak test & in-test expiry date records are kept up to date.	✓

Stationary Risk Management Plan (continued)

Provide a short description of your business (i.e. what the business does; how many branches; how many staff handle refrigerant, etc.)

Specialises in Air Conditioning & Refrigeration in Domestic and Commercial sectors.
Trimech Pty Ltd has a total of five (5) branches.
There are currently approximately 23 Qualified and Licensed staff who handle refrigerant.

Activity steps	Potential hazards/risks	Risk control measures	Australian Standards and Code of practice reference
Recovery and recycling of refrigerant	Improper filling of cylinders	• Fill bulk refrigerant cylinders in-line with manufacturers' recommendations etc.	✓
Decommission end of life equipment	Poor cleaning and flushing	• Never charge refrigerant into equipment with identified leaks • Refer to standards and Code of Practice for leak testing procedures.	✓
	Venting	• Never vent fluorocarbon refrigerant where its release is avoidable etc.	✓
	Leakage of refrigerant if pumped down and left in the equipment	• All refrigerant is to be reclaimed from all parts of the system at the time of decommissioning • After recovery refrigerant is to be recycled or returned to an authorised refrigerant supplier (see 'Disposal').	✓
Storage of refrigerant	Poor storage of cylinders on premises	• Ensure all cylinders are stored in a safe and secure location: i. climate controlled (cool place, removed from direct sources of heat and the risk of fire) ii. free of obstacles iii. with appropriate signage to provide ready identification for emergency teams.	✓
Disposal	Inadequate seals	• Closed valves when not in use • Check all seals for leakage every 3 months.	✓
	Mixing refrigerant types	• Clearly identify refrigerant stored in cylinders • Store reclaimed refrigerant separately.	✓
	Lack of labelling	• Clearly label refrigerant type • Clearly label lubricant type • Store in specific locations • Training personnel.	✓
	Equipment that cannot be repaired	• Document and keep records of reasons why • Establish a retirement plan of action.	✓
	Recovered refrigerant	• Return refrigerant contaminated to supplier for disposal • Document and keep records of recovered refrigerant returned to supplier for disposal • Ensure quarterly recovered refrigerant returned records are kept up to date.	✓

AUSTRALIAN REFRIGERATION COUNCIL LTD
ABN 69 097 952 657

7/01/2025

Glenn Payne
Trimech Pty Ltd
171 Lovell St
Young NSW 2594

Dear Glenn,

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AUTHORISATION NUMBER AU06341

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Authorisation type/s applied for:

Stationary RAC

Decision

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Further information

If you require any further information about this decision, a request can be made in writing to Richard Livingston, General Manager, Business Services and Chief Financial Officer:

Postal address: Australian Refrigeration Council
Locked Bag 3033 Box Hill VIC 3128
Email: enquire@arctick.org

Rights of review

I also enclose notification about your rights of review under the Regulations. These give you the opportunity to request a reconsideration of this decision and, if you are not satisfied with the reconsideration decision, you can appeal to the Administrative Appeals Tribunal.

Regards,

Richard Livingston
General Manager, Business Services and Chief Financial Officer
Australian Refrigeration Council

AUSTRALIAN REFRIGERATION COUNCIL LTD
ABN 69 097 952 657

Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995

Regulation 141

Conditions on authorisations – for a Refrigerant Trading Authorisation

(1) Subject to subregulations (1A) and (1B), an authorisation granted under this Subdivision is subject to the conditions that the holder:

(a) keeps up-to-date records showing the amounts, if any, of refrigerant bought, recovered, sold and otherwise disposed of during each quarter; and

(b) 14 days or less after receiving a request in writing by the relevant authority, sends to the authority copies of the records mentioned in paragraph (a); and

(i) does not engage in prohibited refrigerant charging; and

(c) ensures that each item of the holder's equipment that is necessary to prevent avoidable emissions of refrigerant is operating correctly; and

(d) has, and maintains, equipment that is adequate for the holder's activities, including 1 or more of each of the following:

(i) leak detectors;

(ii) vacuum pumps;

(iii) recovery units; and

(e) at least every quarter, checks any refrigerant container in the holder's possession for leaks; and

(f) puts into effect a risk management plan relating to the handling and storage of refrigerant in the holder's business; and

(g) ensures that any refrigerant in the holder's possession is handled in accordance with each applicable standard set out in Table 135; and

(i) for a refrigerant trading authorisation — ensures that any refrigerant in the holder's possession is handled only by:

(i) the holder of an appropriate licence granted under regulation 131, 133 or 134; or

(ii) if the refrigerant is handled on board an AMSA vessel — the holder of an AMSA certificate or the holder of an appropriate licence granted under regulation 131, 133 or 134.

(j) ensures that destruction of any refrigerant is carried out only by the operator of a refrigerant destruction facility; and

(k) uses only refillable containers for storage of refrigerant; and;

(m) keeps records for each quarter that set out the following:

(i) details of any checks, any maintenance and any other action undertaken for paragraphs (c), (d) and(e);

(ii) for each licensee who handles refrigerant that is in the possession of the holder — the licensee's name and the number allocated to the licensee's licence by the relevant authority;

(iii) the dates on which cylinders for the storage and transport of compressed gases were tested for paragraph (g); and

(n) if requested by written notice from the relevant authority, sends to the authority, no more than 14 days after receiving the request, a copy of a report that contains the records for the previous quarter; and

(o) for a refrigerant trading authorisation or a restricted refrigerant trading authorisation — includes the number allocated to the authorisation by the relevant authority on:

(i) any advertising placed after 1 July 2009 for services the provision of which would not be permitted without the authorisation; and

(ii) any invoices, receipts and quotes for work carried out under the authorisation.

Regulations (1)(h) and (1)(l) have been omitted for clarity

Note: A number of terms included in these Regulations are defined in the Act, including quarter.

(2) It is also a condition of a refrigerant trading authorisation that the holder accepts any surrendered refrigerant or scheduled substance that appears to be intended for use in RAC equipment.

Australian Government
Department of Climate Change, Energy, the Environment and Water

ARC5357/ND/0623

Locked Bag 3033 Box Hill Victoria 3128
Toll Free: 1300 88 44 83 Fax: 1300 554 023 Email: enquire@arctick.org Website: www.arctick.org

Angel Place, Lvl 28, 123 Pitt St
Sydney, NSW 2000
t: (02) 8270 1790
www.brooklynunderwriting.com.au

Certificate of Currency — Policy No. BXLC-NECA-2019-1007

Insured	Trimech Pty Ltd T/As Trimech
Policy Class	Combined Liability Insurance
Occupation / Business	Air Conditioning / Refrigeration / Electrical Contractor (Sales / Installation / Maintenance)
Period of Insurance	From 30 June, 2025 *4pm local standard time inclusive* To 30 June, 2026 *4pm local standard time inclusive*
Policy Wording	Electricians Combined Liability Insurance Policy Wording
Retroactive Date	Unlimited excluding known claims and circumstances (Professional Indemnity & Management Liability claims only)
Security	XL Insurance Company SE, Australia branch (ABN 36 083 570 441), trading as Brooklyn Underwriting

Limit of Liability

Public & Products Liability	$ 20,000,000	Any one Occurrence and in the aggregate in respect to Products Liability
Professional Indemnity Insurance	$ 10,000,000 any one claim but $ 20,000,000	In the aggregate in respect of all claims made and reported to the Underwriter during the Period of Insurance

PRIVACY COLLECTION STATEMENT

We are committed to safeguarding and protecting your privacy. We are bound by the provisions of the Privacy Act 1988 (Cth) which sets out the standards to meet in the collection, use and disclosure of personal information. We will only collect personal information from you to allow us to quote on and insure your risks and matters incidental thereto, including investigating, processing and managing claims.

We may provide your personal information to others, such as our related bodies corporate, other insurers or our reinsurers, claims investigators, lawyers and other professionals, and government bodies. Some of these recipients may be outside of Australia, such as to Europe, the United Kingdom, India, Poland and the United States. Any disclosure outside Australia will be in compliance with the Privacy Act. We will not under any circumstances trade, rent or sell your information.

If you do not provide us with complete, accurate and up-to-date information, we cannot properly quote for your insurance and we cannot insure you. If you provide us with personal information about anyone else, we will rely on you to have told them that you will provide their information to us, to whom we may provide it, the purposes for which we will use it and that they can access it. If the information is sensitive, we rely on you to have obtained their consent on these matters.

If you wish to access or correct your personal information, or wish to raise any concerns as to how we handle your personal information, please write to:
The Privacy Officer
Brooklyn Underwriting
Level 28, Angel Place
123 Pitt Street
Sydney NSW 2000
E: privacyaustralia@axaxl.com
For further details on how we manage your information, please see our Privacy Policy on our website: http://www.brooklynunderwriting.com.au/.

Brooklyn Underwriting is part of AXA XL, a division of AXA. If you require further information about how we deal with your personal information under European Economic Area (EEA) data protection laws, please refer to the AXA XL European Privacy Notice at https://axaxl.com/privacy-and-cookies or contact the Privacy Officer using the contact details above.

Signed for and on behalf of - XL Insurance Company SE, Australia branch (ABN 36 083 570 441), trading as Brooklyn Underwriting (for the purposes of this document, “Brooklyn Underwriting”)

Catherine Carlyon

Friday, 27 June 2025

Certificate of Currency



Vero Motor Fleet

Policy number: MSS025004429

Policy:	**Vero Motor Fleet**
Period of Insurance:	4:00pm on 30 June 2025 to 4:00pm on 30 June 2026
Insured:	Trimech Pty Ltd
Interested Party:	N/A

Vehicles:

YEAR	MAKE	MODEL	REGISTRATION
2017	TOYOTA	HIACE	528XLX
2017	TOYOTA	HIACE	529XLX
2024	TOYOTA	HILUX	FGQ98U
2024	TOYOTA	HILUX	FGQ98D
2024	TOYOTA	LANDCRUISER	FJQ98H
2024	TOYOTA	HILUX	FLC36X
2024	TOYOTA	HILUX	FMO67F
2022	CATERPILLAR	FORKLIFT	TBA
2004	TOYOTA	HILUX	AQS60Z
2009	TOYOTA	HILUX	BJM61W
2022	TOYOTA	HILUX	EVS82D
2011	ISUZU	D-MAX	BK87BZ
2004	TOYOTA	HILUX	YKX710
2010	TOYOTA	HILUX	BNZ70N
2004	MITSUBISHI	FORKLIFT	TBA
2025	TCM	FORKLIFT	TBA
2015	HOLDEN	COLORADO	CZZ17A
2015	HOLDEN	COLORADO	DBD09P
2016	TOYOTA	HILUX	YDQ23D
2013	BOX	TRAILER	Z732037
2006	BOX	TRAILER	S21388
2010	BOX	TRAILER	W58404
2016	HOLDEN	COLORADO	DKW11N
2017	TOYOTA	HILUX	DQL25T
2018	TOYOTA	HILUX	DYK07C
2017	EGR	TRAILER	TF40CO
2019	TOYOTA	HILUX	212KQ4
2020	TOYOTA	HILUX	ELK88T

2021	TOYOTA	HILUX	ENS45G
2021	TOYOTA	HIACE	EPK31S
2021	TOYOTA	HILUX	EQZ35C
2022	HINO	TRUCK	DD38GM
2017	AUSTRALIAN	TRAILER	TD12KN
2022	TOYOTA	HILUX	EUD55N
2022	TOYOTA	HILUX	EUD59Q
2022	CASE	TRACTOR	TBA
2022	TOYOTA	COROLLA	EVS82R
2023	TOYOTA	HILUX	EXV01X
2009	HYSTER	FORKLIFT	41150E
2023	SETIND	TRAILER	TM09DT
2024	TOYOTA	COROLLA	RLS13A
2015	TOYOTA	HIACE	372WCE

Insured Amount:

Part 1 - Loss or damage:

Cars, vans, utilities, motorcycles, or 4WD's of less than two tonne carrying capacity:

Market Value

All other vehicle types:

Market value or the amount shown on the agreed schedule of vehicles, whichever is less

Part 2 - Legal Liability:

$50 million for any claim not involving dangerous goods

Refer to your Policy Schedule for the limit that applies for any claim involving dangerous goods

Situation: Anywhere in Australia

Endorsements: As per schedule

This Certificate certifies that as at the date of issue the stated policy is current for the period of insurance noted above. The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certification does not amend, extend or alter the coverage provided by the policy.

Issue Date: 26 June 2025

Contractor Licence	Angus McLennan	15/01/2029
	Glenn Payne	30/09/2028
	Kent Woods	24/10/2025
	Angus McLennan	13/05/2029
Refrigerant Handling Licence	Angus McLennan	21/11/2028
	Brenton Cummins	28/11/2025
	Damian Yelverton	29/08/2027
	Glenn Payne	13/01/2028
	James Payne	18/03/2026
	Jordan Wright	10/05/2027
	Kent Woods	23/02/2026
	Nathan Hessel	19/02/2027
	Ryley Budd	4/08/2026
	Charlie Sullivan	1/10/2027
	Stuart Cuskelly	30/03/2026
Construction Induction (White Card)	Angus McLennan	Never
	Brenton Cummins	Never
	Charlie Sullivan	Never
	Damian Yelverton	Never
	Glenn Payne	Never
	James Payne	Never
	Jordan Wright	Never
	Kent Woods	Never
	Nathan Hessel	Never
	Ryley Budd	Never
	Stuart Cuskelly	Never
Drivers Licence	Charlie Sullivan	30/07/2026
	Connor Batt	1/11/2027
	Damian Yelverton	22/06/2031
	Glenn Payne	7/09/2029
	James Payne	21/06/2027
	Jordan Wright	17/10/2029
	Kent Woods	29/07/2029
	Nathan Hessel	5/04/2026
	Ryley Budd	7/11/2026
	Stuart Cuskelly	24/07/2028

Electrical Licence	Angus McLennan	22/05/2027
First Aid	Kent Woods	3/03/2027
	Stuart Cuskelly	23/08/2027
Licence to Perform High Risk	Brenton Cummins	20/09/2029
	Damian Yelverton	2/10/2029
	Glenn Payne	2/10/2029
	Jordan Wright	21/10/2029
	Kent Woods	12/07/2028
Police Clearance	Angus McLennan	6/12/2026
	Brenton Cummins	30/07/2030
	Connor Batt	12/05/2030
	Damian Yelverton	18/04/2026
	Glenn Payne	30/07/2030
	James Payne	1/10/2029
	Jordan Wright	6/03/2027
	Kent Woods	4/08/2028
	Nathan Hessel	11/09/2028
	Ryley Budd	1/09/2028
	Stuart Cuskelly	8/08/2030
Working with Children	Angus McLennan	6/12/2028
	Brenton Cummins	30/09/2027
	Charlie Sullivan	20/09/2027
	Connor Batt	11/06/2030
	Damian Yelverton	23/09/2027
	Glenn Payne	7/09/2027
	James Payne	30/10/2029
	Jordan Wright	20/09/2029
	Kent Woods	15/09/2027
	Nathan Hessel	11/02/2026
	Ryley Budd	12/05/2028
	Stuart Cuskelly	1/01/2028

Results

Showing 1-1 of 1 records

Export

TRIMECH PTY LTD

Current

Licence/certificate type
Contractor

Licence/certificate number
162722C

ACN
108 111 995

Address
Young, NSW 2594

Expiry date
17 Jun 2026

Feedback

Tri Mech
Refrigeration
Air Conditioning
Electrical

SAFE WORK METHOD STATEMENT

NSW GOVERNMENT Health
Murrumbidgee Local Health District

SAFE WORK METHOD STATEMENT

Company:	Trimech Pty Ltd	**Principal Contractor:**	MLHD Harden
Address:	171 Lovell Street Young NSW 2594	**Project Name:**	MLHD Harden Hail Damage Project
ABN:	69 108 111 995	**Workplace Address:**	53 Scott Street, Harden NSW 2587
Phone:	1300 366 173		
Email:	mail@trimech.com.au		

This SWMS has been reviewed and authorised by: Kent Woods			
Name: Glenn Payne	Position: Site supervisor	Signature:	Date:
Revision No:		Date of revision:	
Date submitted to Principal Contractor:			
Description of task/activity to be undertaken:			
Measures in place to ensure compliance with the SWMS		WHS Policies, Procedures, induction training, toolbox talks and ongoing supervision	

All work must be performed in accordance with this SWMS and the following requirements are to remain true:	
1	Supervisors have the qualifications and or experience to ensure control measures are implemented and monitored.
2	Supervisors have the qualifications and or experience to ensure control measures are communicated to the team undertaking the work.
3	Any revisions are to be communicated to the work team and any new members of the work team will be inducted into the requirements of the SWMS prior to the start of work.
4	This SWMS is to remain available for inspection until the high-risk work is completed.
5	Should a notifiable incident occur, this SWMS is to be kept for 2 years from the date of the incident.

RISK MATRIX

All hazards must be ranked using the following risks matrix and will be classified as High, Medium or Low. When assessing hazards ask yourself; does the hazard have the potential to?

How severely hurt could some be	How likely is it to happen			
	Very likely Could happen at any time	Likely Could happen sometime	Unlikely Could happen but very rarely	Very unlikely Could happen but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6
The rating indicates how important it is to do something	Rating 1-2 High Risk – Stop work and immediately introduce controls. Rating 3-4 Medium risk – Work can proceed but to be monitored regularly Rating 5-6 Low risk – Monitoring to occur as part of the supervision regime			

High risk construction work identified		
☐ Risk of a person falling more than 2 metres	☐ Work on a telecommunication tower	☐ Demolition of load-bearing structure
☐ Likely to involve asbestos or disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
☐ Work in or near a shaft or trench deeper than 1.5m or in a tunnel	☐ Use of explosives	☐ Work on or near pressurised gas mains or piping
☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Tilt-up or precast concrete elements	☐ Work on, in or adjacent to road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
☐ Work in areas with artificial extremes of temperature	☐ Work on or near water or other liquid that involves risk of drowning	☐ Diving work

WORK ACTIVITY IN STEPS Describe how the work is to be carried out in logical step by step sequence	**HAZARD** Identify the potential hazards and risks that may cause harm to workers or others	**RISK RATING** 1 - 6	**CONTROLS** What are the control measures required to eliminate or minimize the hazard/risk identified and how will controls be implemented. Each hazard/risk to have a separate control.	**WHO** Has responsibility for implementing, monitoring and reviewing these controls
Arrive on site 	Workers not being familiar with site conditions		All workers are to report to site office on arrival on site. All workers are to have attended general construction induction (white cards). All persons are to attend site specific induction.	
	Personnel unaware of emergency procedures		Principal Contractor must provide induction training to ensure that all personnel are aware of emergency procedures.	
Inspect and set up work area 	Slips trips and falls		Supervisor is to inspect work area and remove any obstacles or hazards. Where these cannot be removed, the hazard is to be reported to Site Management for their action.	
	Others (workers, visitors etc.) that could come into contact with the work being carried out.		All personnel are aware of the work being carried out and any issues are to be discussed in a TBT. Isolate the work area with barriers, signage, safety tape, spotter or a combination of these as required for the situation.	
Inspect tools and equipment 	Equipment failure		All tools are to be checked by a suitably qualified and experienced person prior to use. The condition of blades, plugs, leads and if guards are working must be checked prior to use. Any faulty equipment must be isolated tagged out or remove from site.	
	Electrocution		All electrical tools are to be tested and tagged each month by a suitably qualified person. Only RCD protected power is to be used on site. Use battery tools where possible. Tools are to be visually by trade qualified personnel prior to use.	
Electrical and Cabling work	Electric shock		Trained, qualified, and authorised workers, use of hand tools. Identify all energy sources to be isolated, check prior for concealed services.	

WORK ACTIVITY IN STEPS Describe how the work is to be carried out in logical step by step sequence	**HAZARD** Identify the potential hazards and risks that may cause harm to workers or others	**RISK RATING** 1 - 6	**CONTROLS** What are the control measures required to eliminate or minimize the hazard/risk identified and how will controls be implemented. Each hazard/risk to have a separate control.	**WHO** Has responsibility for implementing, monitoring and reviewing these controls
Working at heights	Slips, falls		Trained, qualified, authorised workers, Maintain clear dop zones, worker communication, appropriate signage, checked and inspected fall arrest systems	
Safe use of Ladders	Slips, trips, falls		Visual checks at each time of use and routine maintenance, steel capped boots, high vis vests, hard hats, gloves where applicable, Ladders to be non-conductive and industrial related	
Prove Deenergised	Strains and sprains Electric Shock		Trained, qualified and authorised workers, wearing of correct PPE test for dead, using inspected and tested equipment.	
Low voltage isolation	Electric shock Difficult access		Trained, qualified and authorised workers, wearing of PPE and apply lock out tag procedure	
Electrical Testing	Electric Shock		Trained, qualified and authorised, wearing correct PPE to test and apply lock out tag out procedure	
Switchboard Inspection	Electric shock		Trained, Qualified and Authorised workers; Wearing of correct PPE and equipment while checking for residual voltage	
Elevated work platform	Manual handling, slip, trips, falls			
Manual Handling			Suitably qualified persons to plan the works, team lifts, mechanical aids to be used as necessary	
Unload materials and equipment and move to the work area 	Manual handling		Assess load and seek assistance with any heavy or awkward materials. Check the path of travel and laydown area prior to the start of task. All personnel must be experienced in manual handling.	
Access the roof area via scaffold	Incomplete scaffold / personnel falling from height		Supervisor to check with site management that the scaffold has been inspected in the	

WORK ACTIVITY IN STEPS Describe how the work is to be carried out in logical step by step sequence	**HAZARD** Identify the potential hazards and risks that may cause harm to workers or others	**RISK RATING** 1 - 6	**CONTROLS** What are the control measures required to eliminate or minimize the hazard/risk identified and how will controls be implemented. Each hazard/risk to have a separate control.	**WHO** Has responsibility for implementing, monitoring and reviewing these controls
			last month. Supervisor to check scaffold for missing components e.g. handrails, kickboard, braces etc.	
Crane materials to the roof by others	Falling load impacting personnel		Personnel are to follow the directions of dogman and remain clear of suspended load at all times.	
Install roof units and pipe work including cutting of roof sheeting and welding pipe	Manual handling		Controls as previously mentioned	
	Eye injury		Eye protection must be worn when any drilling is being carried out at or above eye level, including any personnel assisting with the task. Eye protection must be worn at all times when welding.	
	Noise		Work to be carried out in an isolated area where possible. Hearing protection must be worn when carrying out noisy work, including personnel assisting with the operation or in the work area	
	Fire and burns		Fire extinguisher must be present at the face of work. Isolate the work are to protect others from flash and spark with barriers or a spotter. Personnel are qualified and experienced in the work being carried out. Wear non-flammable clothing	
Install duct with lifter	Falling materials		Have adequate personnel available to hold duct and other materials while being installed. Personnel are to stand clear of suspended loads above head height	
	Other personnel in the work area		Supervisor is to communicate with other trades and personnel in the work area and provide advice on the work being carried out. Isolate the work area where practical with barriers, safety tape, signage, spotter or a combination of these.	

WORK ACTIVITY IN STEPS Describe how the work is to be carried out in logical step by step sequence	**HAZARD** Identify the potential hazards and risks that may cause harm to workers or others	**RISK RATING** 1 - 6	**CONTROLS** What are the control measures required to eliminate or minimize the hazard/risk identified and how will controls be implemented. Each hazard/risk to have a separate control.	**WHO** Has responsibility for implementing, monitoring and reviewing these controls
Install cable, fixtures and fitting from ladder	Working at height with ladder where falls could occur		The condition of the ladder is to be visually inspected prior to use. Only commercial grade ladders are to be used on site. Ladder is to be set up on a solid level surface and fully extended. Three points of contact are to be maintained at all times when ascending and descending ladder.	
	Falling tools or materials		Tools and materials are not to be stored on the ladder. A tool belt or bag is to be used and materials are to be passed from the ground.	
Wire mechanical services board – NOTE: no live work	Cuts and abrasions		Personnel must be experienced in the work being carried out. Wear gloves when handling any sharp or abrasive materials.	
Commissioning and balancing	Personnel falling from ladder		Controls as previously mentioned	
Clean up	Environment		All waste is to be cleaned up on a regular basis and placed in the bin or skip provided by the principal contractor. Waste material that can be blown around must be cleaned up immediately and weight placed on the material to prevent spread.	

PERSONNEL

Name and position	Roles and responsibilities	Qualifications, training and experience
Kent Woods – General manager	Overall control and responsibility for the projects completion with regard to safety outcomes	20 Year's experience at task, white card, trade qualification, toolbox talk, site specific induction
Glenn Payne – Branch Manager	Supervise and direct personnel in their duties, inspect work area, carry out tool box talks	10+ years experience at task, white card, trade qualification, toolbox talk, site specific induction
Brenton Cummins - Branch Manager	Carry out work as directed, install materials, attend toolbox talks, report hazards	10 + years experience at task, white card, trade qualification, toolbox talk, site specific induction
Damian Yelverton - Senior Technician	Carry out work as directed, install materials, attend toolbox talks, report hazards	Experience at task, white card, trade qualification, toolbox talk, site specific induction
Angus McLennan - Technician	Carry out work as directed, install materials, attend toolbox talks, report hazards	Experience at task, white card, trade qualification, toolbox talk, site specific induction
Jake Morley - Technician	Carry out work as directed, install materials, attend toolbox talks, report hazards	Experience at task, white card, trade qualification, toolbox talk, site specific induction
Charlie Sullivan - Technician	Carry out work as directed, install materials, attend toolbox talks, report hazards	Experience at task, white card, trade qualification, toolbox talk, site specific induction
Will Adams - Apprentice	Carry out work as directed, install materials, attend toolbox talks, report hazards	3rd year apprentice
James Payne - Apprentice	Carry out work as directed, install materials, attend toolbox talks, report hazards	2nd year apprentice

PLANT AND EQUIPMENT

Type and description	Activity or use	Maintenance and inspection requirements
Small hand tools	Fixing and adjusting materials	Visual inspection prior to use
Power tools and leads	Cutting and fixing materials	Visual inspection prior to use and monthly testing and tagging
Duct lifter	Lifting duct	Visual inspection prior to use
Step ladder	Access to height	Visual inspection prior to use
Battery tools	Fixing and adjusting materials	Visual inspection prior to use

HAZARDOUS SUBSTANCES

Chemical or substance	Activity or use	Training carried out or qualifications	Where stored
Oxygen	Welding	Industry experience, trade qualification, toolbox talk	not stored on site
Acetylene	Welding	Industry experience, trade qualification, toolbox talk	not stored on site
SDS must be available on site and reviewed as part of the SWMS. Copy of SDS must be provided to Principal prior to the commencement of work.			

PPE REQUIREMENTS

Hard hat		☐	Eye protection		☐
Hi-visibility clothing		☐	Gloves		☐
Safety boots		☐	Sun screen		☐
Eye protection		☐	Non flammable clothing		☐

PERMIT REQUIREMENTS

Hot work	Yes ☐ No ☐	**Confined space**	Yes ☐ No ☐	**Isolation**	Yes ☐ No ☐
Demolition	Yes ☐ No ☐	**Asbestos**	Yes ☐ No ☐	**Other**	Yes ☐ No ☐

APPLICABLE LEGISLATION

Legislation	**Codes of Practice and guides**	
WHS Act 2011	Construction work	Managing risk of plant
WHS Regulations 2017	Cutting drilling concrete masonry products	Managing risk of hazardous chemicals
Workplace Injury Management and Workers Compensation Act 1998	Demolition work	Managing work environment facilities
Protection of the Environment Operations Act 1997	Excavation work	Moving plant on construction sites
	First aid	Overhead protective structures
	Formwork	Preventing falls in housing construction
Australian Standards	Hazardous manual tasks	Safe design of structures
AS 3012 - Electrical installations construction and demolition sites	How to manage and control asbestos in the workplace	Safe work on roofs part 1

AS 3500 - Plumbing and drainage set	How to safely remove asbestos	Technical guidance
	Labelling workplace hazardous chemicals	Welding processes
	Managing electrical risks in the workplace	WHS Consultation Cooperation coordination
	Managing noise preventing hearing loss	Working near overhead power lines
	Managing risk of falls in the workplace	Confined spaces

By signing this Work Method Statement, I/we the undersigned acknowledge that:

- I/we have been provided with the opportunity to contribute to the identification of hazards associated with this work.
- I/we have been provided with the opportunity to contribute to the formulation of this Work Method Statement.
- I/we have been trained to undertake the work described in this Work Method Statement.
- I/we will complete my/our works safely and in accordance with the contents of this Work Method Statement.

Name	Signature	Date	Name	Signature	Date

Any changes, additions or deletions made to this SWMS are to be covered with all company site personnel in a toolbox talk meeting.