Safe Work Method Statement – Installat ons V4.7

Site Name		**Client Contact Name**	
Site Address		**Client Contact Signature**	
Unit type(s)		**Competent Employee Name**	
Project outline			
Date		**Competent Employee Signature**	
Job Number (Waterlogic)		**Client Ref. Number or PO**	

	Task / Procedure	Equipment Required	Potential Hazard	Risk Rating	Safety Control Measure	Risk rating (After control)	Person Responsible
1	Arrive on site		Unaccounted personnel in case of emergency Unknown site hazards	L-5 L-5	Report to reception/sign-in Complete site induction (as required)	L-3 L-3	Competent Waterlogic Group (WLG) Employee Competent WLG Employee & Site Contact
2	Proceed to proposed water cooler/heater location		Slips/Trips	M-6	Place signage or barricade work area if required	L-1	Competent WLG Employee
2	Delivery of Equipment and Materials	Handheld trolley (larger equipment only)	Manual Handling Injury	M-8	Ensure all movement of equipment, tools and supplies is done so with correct lifting techniques and lifting equipment. Inspect Trolley prior to use and assess suitability for site.	L-5	Competent WLG Employee
3	Assess area where work is to be performed and identify tools required		Trip hazards, slips trips and falls.	M-8	Notify surrounding staff and site contact. Place signage or barricade work area if required	L-5	Competent WLG Employee
5	Isolate water supply to immediate area where water cooler/heater will be installed	General Hand Tools	Slip, trip & Falls	L-4	Display wet floor sign. Notify site contact.	L-1	Competent WLG Employee
6	Connect into water supply and install a dedicated water isolation point and pressure limiting valve for the water cooler/heater	General Hand Tools	Sprains and strains	L-2	Use correct task specific hand tools	L-1	Competent WLG Employee

7	Run watermark compliant flexible tubing from water connection to water cooler/heater – tubing to be concealed in ducting where visible. Ducting secured to surface with double sided tape or screws.	General Hand Tools Step Ladder (if required)	Sprains and strains Cuts, bruises, grazes Falls Hit by falling object Slips and trips	L-2 M-8 M-8	Use correct task specific hand tools Use correct task specific hand tools Follow WL safe use of ladders procedure – Ensure the stepladder legs are fully spread before climbing. When working at maximum height – feet on third step from the top – keep feet well spaced and brace legs against the ladder. Before use, inspect ladder for damage – feet, tread, braces and spreaders. Make all movements carefully. ONLY ONE PERSON SHOULD BE ON A LADDER AT A TIME.	L-1 L-3 L-5	Competent WLG Employee Competent WLG Employee Competent WLG Employee
8	Connect water to unit via filter and install unit isolation valve (for units other than undersink)	General Hand Tools	Sprains and strains	L-2	Use correct task specific hand tools	L-1	Competent WLG Employee
9	Drill hole in sink for faucet (undersink units only)	Cordless Drill with hole saw	Electric Shock Cuts, bruises, grazes	M-8	Drill inspected prior to use and any charging device tested/tagged – follow WL Electrical safety procedure and WL safe use of tools policy	L-3	Competent WLG Employee
10	Connect Water from unit to faucet (undersink units only)	General Hand Tools	Sprains and strains	L-2	Use correct task specific hand tools	L-1	Competent WLG Employee
11	Reinstate water supply to area and check for leaks		Slip, trip & Falls	L-5	Display wet floor sign and mop up any spills immediately	L-3	Competent WLG Employee
12	Flush water through filter to bucket (10L)		Slip, trip & Falls	L-5	Display wet floor sign and mop up any spills immediately	L-3	Competent WLG Employee
13	Connect unit's power supply cord to GPO		Electric shock	M-8	Ensure GPO is sufficient supply for unit and turned off before connecting. Ensure hands are dry before touching GPO	L-3	Competent WLG Employee
14	Fill tanks and flush water through all tap combinations to bucket or sink drain.		Slip, trip & Falls	L-5	Display wet floor sign and mop up any spills immediately	L-3	Competent WLG Employee
15	Tidy Work Area Ensure no water is present in area Dispose of all packaging & consumables Empty water bucket to drain		Slip, trip & Falls Trip Hazard Slip, trip & Falls	L-5 L-2 L-5	Mop up and dry effected area Ensure area is free of clutter Mop up and dry effected area	L-3 L-1 L-3	Competent WLG Employee Competent WLG Employee Competent WLG Employee
16	Sign out from premise		Emergency & Evacuation procedures	L-2	Speak to site contact to communicate completion of work and exiting site.	L-1	Competent WLG Employee and site contact

Consequence Table

Consequence	Health & Safety
LOW	No medical attention necessary
MINOR	First aid required
MODERATE	Medical attention required in hospital
MAJOR	Short or long term impairment
CRITICAL	Severe injury or Death

Likelihood Table

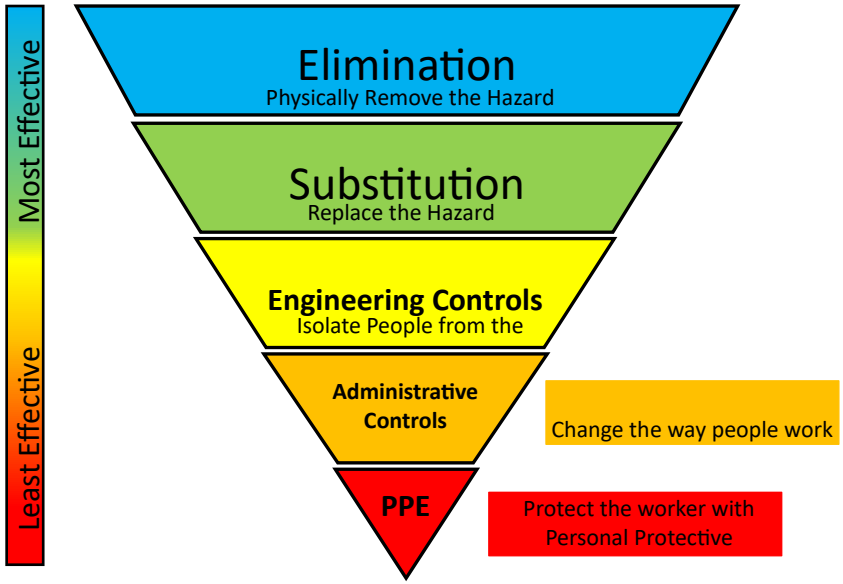
Likelihood	Description in context of a task
ALMOST CERTAIN	Consequence expected to occur in most circumstances
LIKELY	Consequence will probably occur in most circumstances
POSSIBLE	Consequence could occur at some time
UNLIKELY	Consequence may occur at some time
RARE	Consequence may occur under exceptional circumstances, or a similar event has happened before

Risk Assessment Matrix

	LOW	MINOR	MODERATE	MAJOR	CRITICAL
ALMOST CERTAIN	High (11)	High (16)	Extreme (20)	Extreme (23)	Extreme (25)
LIKELY	Moderate (7)	High (12)	High (17)	Extreme (21)	Extreme (24)
POSSIBLE	Low (4)	Moderate (8)	High (13)	Extreme (18)	Extreme (22)
UNLIKELY	Low (2)	Low (5)	Moderate (9)	High (14)	Extreme (19)
RARE	Low (1)	Low (3)	Moderate (6)	High (10)	High (15)

Hierarchy of Controls

Apply the highest level of control commensurate with the risk level.
Elimination is always the best option – if not possible apply the measures in the hierarchy of control order



Culligan Australia
15/167 Prospect Highway,
Seven Hills NSW 2147
Australia

P 1300 88 14 14
E info@culligan.com.au
W culligan.com.au

ABN: 64 126 087 509
First Issued: 1/11/2017
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Review Due By: 06/09/2026

Specific Task Requirements

Qualifications Required:	In house/field training on system and components and employee deemed competent by relevant State Service Manager. Competency monitored and reviewed monthly by relevant State Service Manager.

Chemicals and hazardous substances:
(Indicate where required or insert additional)
SDS to be provided for all chemicals or hazardous substances in use

	Brachton Bench Sanitiser RTU		Aqua Dosa B2021W Byotrol Surface Sanitising Wipes
	Milton Antibacterial Solution		Carbon Dioxide (CO2) 1000g Canisters

High Risk Work Activities:
(indicate where present or insert additional)

	Involves a risk of a person falling more than 2 metres		Is carried out on a telecommunication tower
	Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure		Involves structural alteration or repairs that require temporary support to prevent collapse
	Involves, or is likely to involve, the disturbance of asbestos		Is carried out in or near a confined space
	Is carries out in or near a shaft or trench with an excavated depth greater than 1.5 metres or in a tunnel		Is carried out in or near water or other liquid that involves a risk of drowning
	Involves the use of explosives		Is carried out on or near pressurized gas distribution mains or piping
	Is carried out on or near chemical, fuel or refrigerant lines		Is carried out on or near energized electrical installations or services
	Is carried out in an area that may have a contaminated or flammable atmosphere		Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
	Is carried out in an area in which there are artificial extremes of temperature		Is carried out in an area at a workplace in which there is any movement of powered mobile plant
	Involves tilt-up or precast concrete		Involves diving work

Licenses/Approvals/Permits Required:
(indicate where required or insert additional)

(Licenses as required by local State Legislation, WorkCover & Office of Fair Trading NSW, WorkSafe Victoria, Office of Electrical Safety & PIC Queensland WorkSafe SA, WorkSafe WA and OHS Induction cards as required by State Legislation or additional client requirements)

All employed technicians at Waterlogic Group carry a current drivers' license. Additional requirements for works in question include:

	Plumbers License		Electrical Licence
	Working With Children/Vulnerable People Check		Police Clearance
	Construction Safety Certificate		Site-specific Access Card

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		Hot Work Permit		Confined Space
		Working at heights/Elevated Work Platform (EWP)		Excavation Work
		Traffic Control		Underground Service Location (responsibility of client)

Environmental Hazards:
(indicate where present or insert additional)

	Air Quality (Dust/Emissions)		Concrete or Paint Wastes
	Dewatering/Pump-out		Contaminated Soil/Water
	Spills & Response		Stormwater, sediment control
	Slurry or other Discharges		Waste hazardous Substances
	Waste Disposal		Heritage and Archaeology
	Bulk excavation/spoil		Noisy Work (Neighbourhood)
	Traffic & Parking		Habitats (Protected Flora/Fauna)
	Noise or Vibration		

Plant/Equipment Required:
(indicate where required or insert additional)

Equipment requirements for faults are circumstantial, please list below any equipment requirements specific to job:

X	Basic Hand Tools		Cordless Drill
	Ladder		Drill Pump
	Temperature gauge		

Equipment Safety/Maintenance Checks:

(if applicable, please state any maintenance or inspection of equipment used as per user policy/procedure and/or manufacturer recommendation)

Visual inspection of basic hand tools prior to commencement of work

Site Induction Required (please indicate):	☐ Yes ☐ No
If yes, site induction completed? Please provide details:	Online Induction ▶ Website: Onsite Induction ▶ Led by: _____
Emergency and Incident Procedures:	All site emergency or incident procedures will be adhered to and all reasonable instructions by site supervisors or emergency personnel will be followed. All incidents will be reported to site/safety supervisor and/or relevant WLG State Service Manager following the WLG incident reporting and investigation procedure.
PPE Requirements: **(indicate where required or insert additional)**	All employed technicians at Waterlogic Group wear a uniform with a company logo and covered shoes. Additional PPE requirements specific to this job includes:
Additional Comments/Job-specific requirements:	

	Long sleeves/long pants		Protective Gloves
	Hearing Protection		Safety Boots
	Hard hat		Disposable Dusk Mask
	Safety Glasses		High-Vis Vest
	Eye Protection		

Potential Environmental Impacts of Works (tick those applicable or add additional)

	Environmental Impacts	Measures to Prevent/Reduce Impact
	If the unit in question is leaking, this will waste water	Must isolate unit straight away at the water source to reduce loss
	For termination jobs, units that contain refrigerant cannot be dumped as refrigerants cause ozone depletion and can contribute to climate change	All units are de-gassed before disposal as per the Refrigerant Reclaim Australia regulations
	For sparkling units, C02 is incorporated and if it leaks it may contribute to the greenhouse effect and can cause frost damage to vegetation	Pressure gauges are fitted as standard practice
	Sanitizer/cleaner used can be damaging to the environment in large quantities	Drainage is fine to use for small amounts but if there is a spill, it is to be mopped up rather than washed into the waterways

Compliance Contact

Compliance Team — Culligan Australia / Waterlogic Australia Pty Ltd

1300 881 414 — compliance@culligan.com.au

Relevant codes of practice, legislation or standards

Work Health & Safety Act 2011

Work Health and Safety Regulation 2025

Read and Signed by all employees on site before work commences

Employee Name	Employee Position/Title	Employee Signature

SWMS/JSEA Developed and Reviewed By

Employee Name	Employee Position/Title	Employee Signature	Last Reviewed
Peter Vrzovski	National Service Manager		06/03/2026
Vanessa Lean	National Support Coordinator		06/03/2026

Manager Responsible for Safe Work Activity and Consulted for Development of Policy

Employee Name	Employee Position/Title	Area	Contact Number
Domenic Piscitelli	Service Manager	VIC/TAS	0428 384 562
Scott Prentice	Service Manager	QLD/NT/SA	0412 741 679
Jordan Barrett	Service Manager	NSW/ACT	0490 285 784
Troy Del Borello	Service Manager	WA	0429 417 220