[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

HVAC technician safety checklist

Trade-specific safety checks for hvac technicians - run through before work starts, every time.

Site address: _____

Date: _____

Checked by: _____

Checks

[ ] Refrigerant handling - F-gas certified personnel only; recovery machine available Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Electrical isolation - unit isolated and proven dead before opening panels Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Working at height - roof / ladder access risk-assessed; fall protection where needed Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Manual handling - outdoor units and cylinders moved with aids or assistance Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Pressure systems - gauges checked; no work on pressurised components without procedure Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Ventilation - no refrigerant release in confined spaces Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Hot surfaces - compressor and pipework allowed to cool before handling Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] PPE worn - gloves and eye protection when handling refrigerant or brazing Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Brazing - hot works permit, fire extinguisher at hand, nitrogen purge used Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Site left safe - panels refitted, system tested, area clean Yes **[ ]** No **[ ]** N/A **[ ]**

Actions required [List any issues found and what was done]

Sign-off

Checked by: _____ **Signature:** _____ **Date:** _____