[Company name]

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HVAC technician safety checklist

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

Site address	[Full site address]
Date	[Date]
Checked by	[Name]

Checks

Check	Yes	No	N/A
Refrigerant handling - F-gas certified personnel only; recovery machine available	☐	☐	☐
Electrical isolation - unit isolated and proven dead before opening panels	☐	☐	☐
Working at height - roof / ladder access risk-assessed; fall protection where needed	☐	☐	☐
Manual handling - outdoor units and cylinders moved with aids or assistance	☐	☐	☐
Pressure systems - gauges checked; no work on pressurised components without procedure	☐	☐	☐
Ventilation - no refrigerant release in confined spaces	☐	☐	☐
Hot surfaces - compressor and pipework allowed to cool before handling	☐	☐	☐
PPE worn - gloves and eye protection when handling refrigerant or brazing	☐	☐	☐
Brazing - hot works permit, fire extinguisher at hand, nitrogen purge used	☐	☐	☐
Site left safe - panels refitted, system tested, area clean	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date
