



# WORK METHOD STATEMENT

## VERIFONE – INSTALLATIONS/SWAPS

<b>Activity:</b> Installation/Swap of EFT Terminals		<b>Contractor/Technician:</b> <insert>		
<b>Personal Completing this statement:</b> Azstar Technologies		<b>Telephone:</b> 07 3503 6882	<b>Contact:</b> Janae Branley	
<b>Date:</b> May 2013 – May 2014		<b>Version Control:</b> V1.2 (updated: May 2013)		
Key Steps	Equipment or Plant required	Possible Hazards	Safety Controls (including personal protective equipment (PPE))	Licenses, qualifications or work permits
Receive job - Drive to Site	Motor Vehicle PDA	Car accident	Complete provided car safety checklist weekly.	Current QLD Driver's License (C/class)
Arrive onsite for Installation/Swap	NA	Falls, Slips, Trips	Ensure site is safe before entering. Advise Azstar Office if you believe site is unsafe to enter.	
Prepare work area	NA	Slips, trips falls	Ensure appropriate footwear is worn. Ensure all access ways are clear of obstructions	
Install new EFT Terminal	EFT Terminal	Electrocution	Ensure that there aren't any exposed wires Make sure equipment is turned off where necessary Complete job according to installation procedure	
Site Hazards	NA	Other onsite hazards from merchant/site/customers	Notify merchant/staff/Azstar office if hazards are detected,	
Clean-up work area	NA	Body strains, trips and falls	Dispose of all packaging and rubbish in appropriate bins before leaving site	