| Name of Appendix: **Handling installed ventilation and air conditioning units** | | |
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| Safety directives |  | Prior to starting any work with equipment, check that there is no risk of dangerous air (explosive, flammable, poisonous, radioactive, etc.). This will be carried out by questioning the person in charge on site, and if necessary (and in the absence of reliable information), with the assistance of a testing instrument. |
|  |  | When handling air conditioning installations, ensure that all moveable parts are safely enclosed. If the protectors are removed in order to work on the installation, return them to their original place when completing the work. |
|  |  | Before operating machines and installations, ensure that all moveable parts are safely enclosed. If the protectors are removed in order to work on the installation, return them to their original place when completing the work. |
|  |  | When operating equipment that is operated by means of atmospheric pressure, ensure (check and test) that all shutoff valves are open, and that all safety valves are working and maintained as required. |
|  |  | Do not leave equipment that is not fenced or covered without supervision or protected in some other way when the person handling the air conditioning equipment is absent, even for the shortest time. |
|  |  | All work related to handling electricity, apart from system operation or shutoff, may be carried out solely by those who have the suitable government licensing for electricity work. |
|  |  | Carefully consider the options when transporting heavy equipment. Ask for assistance when manually transporting materials that weigh more than 25 kg. |
| Responsible for performance |  | The systems operation engineer is responsible for performance of these directives. |