

# Work Method Statement



**Activity:** Store Systems IT Equipment Maintenance      **Contractor:** Fujitsu Australia Ltd

**Person completing this statement:** Fujitsu Australia Ltd      **Tel:** 1800 808 986

**Date:** 01 Dec 2025 – 01 Dec 2026      **Contract number:** N/A

Key steps	Equipment or plant required	Possible hazards	Safety controls including personal protective equipment (PPE)	Licences, qualifications or work permits
1. Prepare work area	N/A	Slips trips and falls	Ensure appropriate footwear is worn Ensure all access ways are clear of obstructions	
2. Test equipment	Multimeters Cable ties	Cuts, bruises or muscle damage	Ensure all fly leads are correctly restrained and cable tied	
3. Manual handling	N/A	Muscle fatigue or stress on joints	Ensure correct manual handling techniques are used	
4. Equipment repair	N/A	Electrocution	Ensure equipment is turned off at the GPO before removal.	
5. Site hazards, working near other trades	N/A	Other on-site hazards by other contractors	Notify store staff of detected hazards Consult Work Methods Statement submitted by other on-site tradesmen	
6. Clean up work area	N/A	Body strains, trips and falls	Dispose of all packaging and rubbish in appropriate bins as directed by store team members	