

# HVAC SAFETY CHECKLIST

## General Information

<b>Date:</b>	
<b>Technician Name:</b>	
<b>Job Location:</b>	
<b>Job Description:</b>	

## Personal Protective Equipment (PPE)

Ensure all PPE is used in accordance with company policy and manufacturer recommendations.

PPE Item	Condition Check	Required (✓)
Safety Glasses		
Gloves		
Ear Protection		
Dust Mask/Respirator		
Safety Shoes		
Hard Hat		

## Pre-Job Safety Checklist

Task	Done (✓)
Review job order for specific hazards	
Inspect work area for tripping hazards	
Ensure adequate lighting	
Verify that all tools are in good condition	
Check accessibility of fire extinguisher	
Confirm that first aid kit is accessible and stocked	

## Electrical Safety

Task	Done (✓)
Ensure power is disconnected before starting work	
Use appropriate lockout/tagout procedures	
Inspect electrical cords and tools for damage	
Test for live wires using a non-contact voltage tester	

## Gas & Chemical Safety

Task	Done (✓)
Check for gas leaks using a gas detector	
Ensure proper ventilation in the work area	
Use refrigerant handling equipment according to EPA guidelines	
Store chemicals and gases according to manufacturer's instructions	

## Equipment Safety Inspection

Equipment Item	Condition Check	Notes
HVAC Unit		
Thermostat		
Air Filters		
Ductwork		
Condensate Drain		
Refrigerant Lines		

## Emergency Procedures

- **Electrical Shock:** Do not touch the person. Disconnect power source if possible, and call emergency services.
- **Gas Leak:** Evacuate the area immediately. Do not use electrical switches or open flames.  
Call the gas company from a safe distance.
- **Fire:** Use a fire extinguisher if safe to do so. Evacuate the area and call emergency services.
- **Chemical Spill:** Use appropriate PPE and clean-up materials. Refer to the Safety Data Sheet (SDS) for specific handling instructions.

## Pre-Job Safety Checklist

Task	Done (✓)
Clean work area and remove all debris	
Inspect installation or repair area	
Test HVAC system operation	
Review job completion with homeowner	
Provide maintenance and safety tips to homeowner	

## Technician Signature

I certify that I have followed all safety protocols outlined in this manual during the job visit.

<b>Technician's Signature:</b>		<b>Date:</b>	
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