

## Sheet Metal Machinery Guillotines Folders and Rollers | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Sheet Metal Machinery Guillotines Folders and Rollers

Business Name:	ABN:	SWMS#
Business Address:		
Contact Person:	Phone:	Email:

### THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring compliance of the SWMS as well as reviews and modifications of the SWMS.		
Full Name:	Title:	Phone:

### ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

### NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	

### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

- |  |  |
|--|--|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters  | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping                                     |
| <input type="checkbox"/> is carried out on a telecommunication tower   | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines                                 |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing                           | <input type="checkbox"/> is carried out on or near energised electrical installations or services                      |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure              | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere                |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos  | <input type="checkbox"/> involves tilt-up or precast concrete  |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse    | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| <input type="checkbox"/> is carried out in or near a confined space  | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant  |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature.                              |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.               | <input type="checkbox"/> involves diving work.   |

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

### RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	<b>Administrative</b> Change the work. <b>PPE</b>

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other PPE Required:

### Permit or Licenses Requirements

### Mandatory Qualifications and Training

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Pre-start planning and setup	<ul style="list-style-type: none"> <li>Uncontrolled work area access</li> <li>Inadequate lighting</li> <li>Poor housekeeping</li> <li>Unidentified services under floor</li> <li>Incorrect machine selection</li> <li>Missing operating procedures</li> </ul>	3H	<ul style="list-style-type: none"> <li>Inspect work area and establish a defined metal fabrication zone using barriers and signage to restrict unauthorised access</li> <li>Verify lighting levels are adequate for fine sheet metal work and supplement with portable LED task lights where shadows or glare occur</li> <li>Remove trip hazards such as offcuts, hoses and leads from walkways and maintain clear access to all emergency exits and fire equipment</li> <li>Confirm slab condition and location of any in-slab services before bolting or anchoring machinery; DO NOT drill or anchor into areas where services are suspected without clearance</li> <li>Select guillotine, folder, rollers and associated sheet metal machinery that are fit for purpose and within rated capacity for thickness, material type and sheet size</li> <li>Obtain and review manufacturers' manuals and site SWMS for each machine, ensuring they are accessible at the workstation</li> <li>Schedule high-risk operations such as hydraulic guillotining and press brake work when adequate supervision and competent operators are available</li> <li>Establish exclusion zones around powered curving rolls, power flange machines and roll formers using floor markings and physical barriers where practicable</li> </ul>	2M
Machine inspection and isolation	<ul style="list-style-type: none"> <li>Unexpected machine start-up</li> <li>Defective emergency stops</li> <li>Damaged guards</li> <li>Electrical faults</li> <li>Hydraulic or pneumatic leaks</li> </ul>	4A	<ul style="list-style-type: none"> <li>Isolate each guillotine, press brake, roller, panbrake, slitter-folder and metal shearing machine at the main switch before inspection and apply lockout devices in accordance with AS/NZS 4024 series</li> <li>Tag out equipment with a clear 'DO NOT OPERATE' tag while inspections, cleaning or adjustments inside guard zones are underway</li> <li>Inspect interlocked guards, fixed guards and light curtains on guillotines, metal shears, roll benders and press brakes and DO NOT operate if any guard is missing, bypassed or damaged</li> <li>Test emergency stop buttons and foot pedals for positive operation prior to use and record any defects in the maintenance log</li> <li>Check electrical leads, plugs and control panels for damage, exposed conductors, heat discolouration or loose covers and arrange repair by a licensed electrician where faults are found</li> <li>Inspect hydraulic and pneumatic lines on hydraulic panbrakes, metal plate rolling machines and powered curving rolls for leaks, abrasion or bulging and tag out machines with any detected leak</li> <li>Verify that all machine safety labels, safe working load (SWL), capacity plates and operating instructions are legible and match the intended task</li> <li>Prohibit the use of any nibbler, rivet gun, metal cutting shear or snap lock machine with defective guards, deadman controls or triggers</li> </ul>	2M
Material handling and storage	<ul style="list-style-type: none"> <li>Manual handling strain</li> </ul>	3H		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	<ul style="list-style-type: none"> <li>• Sheet edge lacerations</li> <li>• Sheet toppling</li> <li>• Crush injuries from lifting gear</li> <li>• Unstable stacking of coils and sheets</li> </ul>		<ul style="list-style-type: none"> <li>• Plan lifts of large sheets, metal decking and plate so that mechanical aids such as trolleys, pallet jacks, overhead cranes or vacuum lifters are used rather than manual lifting where practicable</li> <li>• Team lift long or heavy sheets only after confirming a shared lift plan including commands, path of travel and resting points</li> <li>• Wear cut-resistant gloves complying with AS/NZS 2161 and long sleeves when handling raw sheet metal, metal slitting offcuts and sharp-edged components</li> <li>• Store sheets vertically in purpose-designed sheet racks with restraints or horizontally on flat pallets, ensuring stacks remain below the rated capacity of stacking</li> <li>• Chock and restrain metal coils, curving rolls, blanks and large plates to prevent rolling or sliding during loading and unloading</li> <li>• Use rated lifting clamps, magnets and slings with clearly marked WLL for moving large sheets into guillotines, press brakes and rollers; Do not exceed WLL or lift at angles outside manufacturer recommendations</li> <li>• Keep hands and feet clear of pinch points between sheets, dollies, roller beds and machine tables when positioning material</li> <li>• Segregate storage of long sections such as roll-formed profiles, metal decking and edging to racks that prevent sagging and sudden release</li> </ul>	
Setting up guillotines and shearing machines	<ul style="list-style-type: none"> <li>• Contact with blade</li> <li>• Blade ejection of offcuts</li> <li>• Incorrect backgauge set</li> <li>• Tooling slippage</li> <li>• Noise exposure</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
Cutting and guillotining sheet metal	<ul style="list-style-type: none"> <li>• Amputation from blade</li> <li>• Flying metal fragments</li> </ul>	4A		2M

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	<ul style="list-style-type: none"> <li>• Kickback of sheet</li> <li>• Entanglement with clothing</li> <li>• Sharp burrs on cut edges</li> </ul>		<div>SAMPLE</div>	
Folding, panbrake and press brake work	<ul style="list-style-type: none"> <li>• Crush injuries at pinch points</li> <li>• Tooling ejection</li> <li>• Misaligned bends</li> <li>• Excessive manual force</li> <li>• Hydraulic system failure</li> </ul>	4A	<div>SAMPLE</div>	2M

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Rolling and curving sheet and plate	<ul style="list-style-type: none"> <li>• Entanglement in rollers</li> <li>• Crush points between rolls</li> <li>• Sheet whip and spring-back</li> <li>• Uncontrolled rotation</li> <li>• Overloading roll capacity</li> </ul>	4A		2M
Lock forming, swaging and seam work	<ul style="list-style-type: none"> <li>• Pinch points in rollers</li> <li>• Noise from forming operations</li> <li>• Flying scale and swarf</li> <li>• Hand tool repetitive strain</li> <li>• Unstable workpieces</li> </ul>	3H		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Cutting and trimming with portable tools	<ul style="list-style-type: none"> <li>• Contact with cutting edge</li> <li>• Flying swarf and sparks</li> <li>• Kickback of tools</li> <li>• Noise and vibration exposure</li> <li>• Inadvertent start-up</li> </ul>	3H		2M
Riveting and fastening operations	<ul style="list-style-type: none"> <li>• High noise from rivet guns</li> <li>• Hand-arm vibration</li> <li>• Flying rivet heads</li> <li>• Pinch points at jaws</li> <li>• Compressed air release</li> </ul>	3H		2M



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Custom panel fabrication and assembly	<ul style="list-style-type: none"> <li>• Incorrect measurements</li> <li>• Sharp panel edges</li> <li>• Panel instability on benches</li> <li>• Tool clash during assembly</li> <li>• Trip hazards from offcuts</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
Housekeeping and waste management	<ul style="list-style-type: none"> <li>• Slips on swarf</li> <li>• Trips on offcuts</li> <li>• Puncture from scrap metal</li> <li>• Uncontrolled scrap bin</li> <li>• Fire risk from dust and rags</li> </ul>	2M	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
Emergency response and maintenance	<ul style="list-style-type: none"> <li>• Delayed emergency stop activation</li> <li>• Uncontrolled energy release</li> <li>• Inadequate first aid</li> <li>• Unplanned maintenance tasks</li> <li>• Fire from electrical fault</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p>	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			<div></div> <div></div> <div></div> <div></div> <div></div>	

SAMPLE

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE IS NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2025

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/factsheets-and-resources/codes-of-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review must be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							

### SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.	<input checked="" type="checkbox"/>	
All relevant personnel consulted during the development of the SWMS.	<input checked="" type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input checked="" type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input checked="" type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input checked="" type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input checked="" type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input checked="" type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	<input checked="" type="checkbox"/>	
Check control measures added to the SWMS are the most effective selected.	<input checked="" type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input checked="" type="checkbox"/>	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input checked="" type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input checked="" type="checkbox"/>	
Details of inspection checks required for any equipment listed and noted on the SWMS.	<input checked="" type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input checked="" type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input checked="" type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input checked="" type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input checked="" type="checkbox"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>