

CNC Router 5 Axis	SAFE WORK METHOD S	FATEMENT (SWMS)	
TAS	SK OR ACTIVITY: CNC Router 5	Axis	
Business Name: [Company Name]		ABN: [ABN]	SWMS#
Business Address: [Company Address]			
Contact Person:	Phone: [Phone]	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE POST THE PROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	eting a business or undertaking (N 3U) is	required to ure at a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a	ompliance of the SWMS well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS. ST HAVE THE FOLLOWING COMMUNICATED	N. 1E AND DATED SIGNATURE OF A CO. MUNICATED TO IN THE DEVELO	LL RELEVANT PERSONNEL WHO HAVE BI PMENT AND APPROVAL OF THIS SWMS	EEN CONSULTED AND
Safety meetings or toolbox talks will be sched ed in accordance with egislative requirements to first identify any site hazards, conditions unical those hazards and then to further take steps to either the conditions of the conditions are or conditions.	NAME	SIGNATURE	DATE
If an incident or a near miss occurs, all work must steam ately. 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.			

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		CLI	ENT OR PRINCIPAL	CONTRACTOR D	ETAILS				
Client:						SCOPE OF WORKS			
Project Name:					Provide a detailed description of the specific work being carried out (otherwise				
Project Address:					known as cope of works).				
Project Manager:									
Contact Phone:									
Project Manager Sig	nature:								
Date SWMS supplie	d to Project Manager:								
		ANY HIGH-	RISK CON PUCT	N' JRK BEING	CARRIED OUT				
☐ involves a risk of a pe	erson falling more than 2 m	neters.		is carried out on or near pressurised gas mains or piping.					
is carried out on a tel	ecommunication tower.	`	M + M	is carried out on	or near chemical, fuel or refrig	erant lines.			
☐ involves demolition o	f an element of a structure	that is load-be n.		is carried out on or near energised electrical installations or services.					
☐ involves demolition o	f an element related to the	physical integrit of a str	3.	is carried out in an area that may have a contaminated or flammable atmosphere.					
☐ involves, or is likely to	o involve, disturbing a	tos.		involves tilt-up or precast concrete.					
involves structural alt	eration or repair that re	upp to p	prevent collapse.	is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.					
is carried out in or ne	ar a confined space.			is carried out in a	an area of a workplace where t	here is any movement of p	owered mobile plant.		
is carried out in/near	a shaft or trench deeper th	nan 1.5m or tunnel involvin	g use of explosives.	is carried out in a	areas with artificial extremes of	temperature.			
is carried out in or ne	ar water or other liquid tha	t involves a risk of drowning	ng.	☐ involves diving w	vork.				
		ANY HI	IGH-RISK MACHINER	RY OR EQUIPMEN	IT NEARBY				
Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift		
☐ Trencher	☐ Drilling Rig	☐ Trucks	Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer		
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	Roller	☐ Scissor Lift	☐ Tractor	Other -			

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PERL NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PPOTECTION	PROTE	SPIRATORY P STECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
			A								

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

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

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

- 1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
- 2. 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: and.
- 3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Incorrect setup, Poor housekeeping	2M	 Appropriate training and competency checks in setting up CNC Router 5 Axis should be provided to all operators. Follow the manufacturer's instructions on professetup of the CNC Router 5 Axis equipment, including referencing of machine nanuals if necessary. Ensure regular maintenance and inspections CNC outer 5 Axis equipment is carried out as per manufacturers' recommenda. Utilise reliable materials handing devices for plang stock overall onto the CNC Router 5 Axis bed, reducing an annual aspects on one process. Encourage a class amount terms, working area with designated storage locations for tools and of a items us all during the preparation phase. Implement a internal howekeeping are writh the includes scheduled tasks for clear or decluring a maintaining use work environment around CNC Router 5 Axis to suce has a prelated to poor housekeeping. Estatush to lear stand procedures detailing pre-start safety checks that will ensure correct entupe not time CNC Router 5 Axis equipment is powered on or prepared for operatio. In jide and ensure the use of appropriate personal protective equipment (PPE) such as sety goggles, gloves, and hearing protection when operating CNC Router Axis. In perly organise all cables, hoses, and lines to eliminate trip hazards and potential damage to equipment during the preparation and operating phases. Establish and encourage open communication channels between operators and supervisors, fostering an environment that allows reporting of any unsafe practices or conditions relating to CNC Router 5 Axis operations. Periodically review and update standard operating procedures (SOPs) that outline the safe setup and operation of CNC Router 5 Axis equipment. Employ visual aids such as labels, posters, and checklists that aid in proper setup and promote good housekeeping habits around CNC Router 5 Axis machinery. 	1L	
2. Equipment inspection	Faulty equipment, Pushing/pulling force	2M	 Conduct pre-use equipment inspections to identify any defects, wear and tear, or malfunctioning components that may affect the CNC router's safe operation. Implement regular maintenance schedules in accordance with manufacturer recommendations to ensure all parts are in proper working condition. Provide comprehensive training for operators on correct use of the 5-axis CNC router, including how to safely manoeuvre and handle materials during the machining process. Ensure that adequate personal protective equipment (PPE), such as safety gloves, safety glasses, and ear protection, is worn by all personnel working with or around the CNC router. 	1L	



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			 Use appropriate lifting aids, such as trolleys or hoists, when moving heavy objects to reduce the risk of overexertion, pushing and pulling forces. 		
			- Establish designated walkways and safety zones bound the work area to prevent unnecessary exposure to potential hazards as a lated with the CNC router operations.		
			- Equip the CNC router with automated shut feature and emergency stop functions, readily accessible to operators and emergency within the vicinity.		
			- Position warning signs and search labels around a machine of provide visible reminders of potential risks an insure that workers allowed encessary precautions.		
			- Encourage of clines of nmun, tion between staff and management to promptly replaced any observation issues contains related to the CNC router's safety and furctional.		
			- Instantial chine strong or protective barriers where required to prevent inadve en ontact the moving parts, reducing the potential for injury.		
			- Regul by receive and addate risk assessments, safe work method statements (SWMS) and a addard operating procedures (SOPs) to reflect any changes in come special tions or workplace conditions.		
			Foste positive safety culture that encourages continuous improvement, ioritising worker wellbeing and appropriate hazard management strategies to ughout daily operations.		
			- Provide adequate training to all workers on correct manual lifting techniques, as well as guidelines for when it is necessary to seek assistance.		
			- Implement a weight limit for materials that can be manually lifted by workers, ensuring they are within safe limits according to Safe Work Australia guidelines.		
			- Utilise mechanical aids, such as trolleys, hoists or forklifts, for lifting and moving heavier loads in the workplace.		
Material handling	Manual lifting, Struck by object	3H	- Encourage workers to identify situations where additional assistance or equipment may be needed to safely move objects or materials.	1L	
			- Maintain clear communication between team members during material handling, using hand signals or radios to help ensure worker safety.		
			- Regularly inspect and maintain all mechanical aids to ensure they are in good working order and address any potential malfunctions promptly.		
			- Provide personal protective equipment (PPE), such as steel-toed boots, gloves and high-visibility vests, to reduce the risk of injuries from struck-by-object hazards.		
			- Establish designated walkways, keeping them free from obstacles that may cause tripping or impede the movement of materials and workers.		



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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	NAME OF PERSON
			- Store materials at an appropriate height and in stable stacking arrangements to minimise the risk of falling objects.		
			- Implement procedures for securing and stabilising urge objects in place both during transportation and while being worked		
			- Conduct regular hazard identification and a ssessman for material handling activities, updating Safety Work Method State ents (1998) as needed.		
			- Foster a positive workplace culture that encourses reporting and addressing of potential hazards related to interial handling, producing oncoming vigilance and worker safety awareness.		
4. Machine programming	Programme error, in the late training	ВН		1L	



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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	NAME OF PERSON
5. Safety checks	Missing safety guard comagnitic hazards	ЗH		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	NAME OF PERSON
5. Workpiece clamping	Improper clampin Pinch hazards	4A		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	NAME OF PERSON
7. Tooling change	Sharp edges, Tool eject	ЗН		1L	



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8. Machine operation	Exposure to noise, Dust inhalation	2M		1L	



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9. Cutting process	Flying debris, Fire/Sparks Jutting	4A		2M	



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10. Lubrication & coolant	Mist exposure, Slipping hazards	2M		1L	



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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	NAME OF PERSON
11. Emergency stop test	Delay in stopping, Insufficient tests	2M		1L	



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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	NAME OF PERSON
12. Waste disposal	Inadequate waste contain. Prilage	2M		1L	



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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	NAME OF PERSON
13. Maintenance	Electrical hazards, spaces	ЗН		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	NAME OF PERSON
14. Troubleshooting	Loss of control, Entangement	ЗH		1L	



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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	NAME OF PERSON
15. CNC router shutdown	Unauthorised access, Trapped ene	2M		1L	



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HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
		HAZARDO THAT MAY ADICE INITIAL	HAZARDO THAT MAY ARISE INITIAL SPECIFIC MEASURES TO BE RIST IN DI ACE TO FUMINATE OR CONTROL THE RISKS	HAZARDS THAT MAY ARISE INITIAL SPECIFIC MEASURES TO BE RIT IN DI ACE TO ELIMINATE OR CONTROL THE RISKS. RESIDUAL



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. ANY STATE OF AT ARE NOT APPLICABLE.

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: https://www.worksafe.gld.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

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis > odes-or racti

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wo_place-

Codes of Practice NT: https://worksafe.nt.gov.au/5

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/le_lation

Codes of Practice for SA: https://www.safework.sa.gov.au/wor aces/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.

Victoria

Occupational Health at Safety Act 34

Occupational Health and Infety gulations 2017

Legis on VIC: https://www.aksafe.vic.gov.au/occupational-health-and-safety-act-and-

<u>qulat.</u>

des on actice VI autros://www.worksafe.vic.gov.au/compliance-codes-and-codes-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

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



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	Pos	sition	Signature	Date	Time	Supe	ervisor
				Date:			
				Date			
				L te:			
				Date:			
				Date:			
				Date:			
				Date:			
		SAF WO A	STATEMENT	MONITORING AND R	EVIEW		
The SWMS must be reviewer revised if necessary) if relevant consultation with workers (incomplete of the SWMS and their health workplace. When the SWMS has been readvised that a revision has been who will need to change a woal way that will enable them to will be involved in the work must them to understand and imple	and safety representatives are sub- evised the PCBU must ensure the procedure or system as a implement their duties corust be provided with the relations.	review process s) who may be as who re esented that work are that all persons involve in access the revised SWM are sult of the review are assistently with the revised S	should be carried out in ffected by the operation k group at the d with the work are S, including all persons divised of the changes in SWMS. All workers that	effective in reducing the person responsible for memploy a multi-faceted and some series of the control of the	enitored regularly for the erisk of incidents, keeping the onitoring the effectiveness pproach which includes but with workers, contractors are on a continual basis. The properties of the entire of	ne workplace safe for all of the Safe Work Method tis not limited to: and sub-contractors. recording inconsistencia sultation with all relevan	personnel. The od Statement should state
REVIEW NUMBER	□ 1	□ 2	□ 3	<u></u> 4	□ 5	□ 6	□ 7
NAME							
INITIALS							
DATE							

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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	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.			
Names and signatures of all relevant personnel consulted during the development of the SWMS.		P A	
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.	P		
Provides a step-by-step process of tasks required to carry out the activity or task.			
Adequate risk assessment of any identified hazards has been completed.			
Foreseeable hazards are identified and documented for each step.			
Any hazards listed in any site risk assessments have been added to the SWI			
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.			
Check control measures added to the SWMS are the most effecting sections.			
Responsible person is assigned and listed on the SWMS for the imperent of contameasures.			
Permit requirements specified, such as Hot Work, Electrical Work, Vorat Heights etc.			
SWMS identifies plant and equipment to be u d.			
Details of inspection checks required for any equipment listed at noted on the SWMS.			
Describes any mandatory qualifications, experience raining skills required to perform the work.			
Applicable personal protective equipment is selected on the SWMS.			
Lists any required permits or licenses.			
Reflects and documents any legislative references and/or Australian Standards.			
Identifies any hazardous substances used with specific control measures in line with any SDS.			
REVIEWED BY	DATE R	EVIEWED	
SIGNATURE	DATE CC	MPLETED	