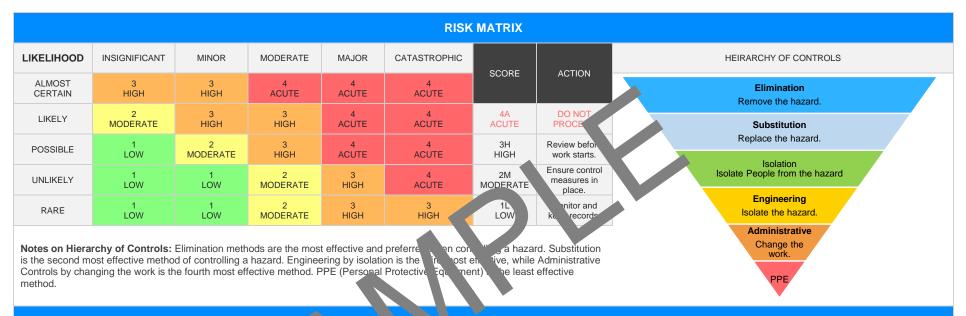


Slab Polisher S	AFE WORK METHOD STA	TEMENT (SWMS)	
٦	TASK OR ACTIVITY: Slab Polishe	er	
Business Name: [Company Name]		ABN: [ABN]	SWMS#
Business Address: [Company Address]			
Contact Person:	Phone: [Phone]	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE POST THE PROJECT	
Under the Work Health 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.			



	CLIENT OR PRINCIPAL CONTRACTOR DETAILS									
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.		$H \cap H$	☐ 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	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	9	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	inporal, 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 an area of a workplace where there is any movement of powered mobile plant.						
is carried out in/near	a shaft or trench deeper th	nan 1.5m or tunnel involvin	ng use of explosives.	is carried out in	areas with artificial extremes o	f temperature.				
is carried out in or ne	ar water or other liquid tha	t involves a risk of drowning	ng.	☐ involves diving v	vork.					
		ANY HI	IGH-RISK MACHINEF	RY OR EQUIPMEN	NT NEARBY					
Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loade	r 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 -				





PER NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	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	Trip hazards, Equipment malfunction	2M	- Frequent inspection of the workspace: Conduct regular inspections of the work area to identify and remove any potential trip hazards such as tools, debris, or cables. - Proper storage of equipment: Ensure that sequipment and materials are stored in designated areas when not in use to prevent obstructions the walking path and minimise the risk of tripping. - Equipment maintenance: Regularly maintain are service the set polisher and any other machinery involved in the process to ensure set y are allowed working order and reduce the likelihood of equipment malfunction. - Clear signage are parties. Instant lear signage and barriers around the work area to indicate the sure slab politing active is talk uplace, ensuring that only authorised personnel enteroge area, were summising trip hazards. - Add to a light. For are appropriate and sufficient lighting is provided in the works are particle by around the slab polisher machine, to allow employees to better that and average and sold the slab polisher machine, to allow employees to better that and average and sold trip hazard for workers in the area. - Install contents are sales from being a potential trip hazard for workers in the area. - Previols of Personal Protective Equipment (PPE): Provide slip-resistant footwear, afety gones, and any other necessary protective gear for workers operating the big polisher to minimise the risk of injury due to trip hazards or equipment must be polisher to minimise the risk of injury due to trip hazards or equipment must be commencing work on slab polishing to identify specific hazards and define appropriate control measures for each task. - Safety training sessions: Provide mandatory safety training sessions for all personnel involved with the slab polishing process to ensure they are fully aware of the risks and corresponding precautions, including safe use and maintenance of the slab polisher. - Emergency procedures: Establish and communicate clear emergency procedures in case of an accident resulting from trip hazards	1L	
2. Set Up	Incorrect machine setup, Electrical hazards	ЗН	 Provide training and instructions to workers on the correct setup and operation of the slab polisher, including hands-on demonstrations. Ensure all necessary guards, shields, and accessories are in place, functioning properly, and used at all times while operating the machine. Clearly mark and label power switches, control panels, cords, and plugs to avoid any confusion during the setup process. Inspect electrical equipment and cords for any visible signs of wear or damage before use, and immediately report any issues to a supervisor. 	2M	



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
			 Use proper grounding techniques and ensure that the slab polisher is connected to a Ground Fault Circuit Interrupter (GFCI) outlet during setup and operation. 		
			- Wear appropriate Personal Protective Equipment —E) during the setup process, such as safety glasses, hearing protection, and oves to prevent accidents and injuries.		
			- Implement a lockout/tagout procedure to is the end of sources and prevent accidental activation of the machine during set		
			- Maintain a clean and clutter see work area arout the slab cusher, ensuring there are no trip hazards or debris to could interfere with see sup process.		
			- Follow manufact		
			- Verify that a component and attack such as polishing pads and disc hold sare contaitible and securely facened in place.		
			- Periodic y checanat all nuts, bolts, and fastenings on the slab polisher are tight and secure grouphs the setup process.		
			- Estable in decemated alkways and warning signage to alert other workers and pintain a safe at ance from the setup area.		
			Description and competent person to oversee the setup process, who is nowled, to ble about the machine's operation, potential hazards, and relevant safety cedures. Conduct a final inspection and verification of the setup prior to operation, ensuring that all controls, interlocks, and emergency stops are functioning correctly.		
	5		- Regular maintenance and inspection: Ensure that the slab polisher machinery is regularly inspected and undergoes routine maintenance to reduce the potential risk of employees being caught in the machinery.		
			- Proper safety gear: Make sure all workers operating or working near the slab polisher wear appropriate safety gear, such as gloves, safety goggles, hearing protection, and close-fitting clothing to prevent entanglement with the machine's moving parts.		
3. Inspection	Caught in machinery, Manual handling injuries	4A	- Good housekeeping: Keep the work environment clean and organised; eliminate obstacles to avoid trip hazards around the slab polisher machine, reducing the risk of accidental injury.	3H	
			- Lockout/tag-out procedures: Implement lockout/tag-out procedures for all workers when performing maintenance, repairs, adjustments, or changeovers to eliminate the risk of the machine starting up accidentally.		
			- Training and competency checks: Ensure all workers have received adequate training to operate the slab polisher and know how to identify potential hazards, and perform regular competency checks to ensure ongoing awareness.		



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
			- Manual handling procedures: Incorporate safe manual handling practices such as correct lifting techniques, using mechanical assistance if needed, and team lifting for large/heavy slabs to minimise the risk of injuries from panually handling heavy materials.		
			- Machinery guardrails and barriers: Install chable guardrails and physical barriers, such as wire mesh or barrier fences, around the slab problem to prevent staff access to hazardous machinery parts during operation		
			- Clear signage: Post clear and easily understant to be hazard of a saround the slab polisher, including warnings at ut entanglement has, moving parts, and other related hazards.		
			- Emergency stort echanges: Entire there are accessible emergency stop mechanisms such as push attonic estop stores, available during operation to quickly shut con the slab disher moving a case of an emergency.		
			- Support on: Explicit and maintain effective supervision throughout the workplace to more contained or containing the state of the sta		
			- Encouring in mmulation: Encourage open lines of communication among staff report by hards, incidents, or areas that could be improved regarding the slab powher, bomoth, a proactive, safety-focused work culture.		
4. Initial Polishing	Exposure to airborne dust, Noise hazards	3H		2M	



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
5. Edge Polishing	Hand/finger injuries, Stratfrom repetitive motion	4A		1L	



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
6. Cleaning	Slippery floor, Chemical exposure	ЗН		2M	



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
7. Sealing	Misapplication of sealer, Incompled drying	2M		1L	



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
8. Final Polishing	Burn risks, Electric shock	2M		1L	



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
9. Quality Check	Eye strain, Fatigue	1L		1L	



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
10. Cleaning Machine	Electric shock, Pinch points	2M		1L	



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
11. Maintenance	Unexpected start-up, Improper lockout- tagout procedures	ЗН		2M	



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
12. Transportation	Risk of dropping slab, Collisions during transport	4A		3H	



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



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES		RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS		NAME OF PERSON





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.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/codes-or-practic

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/legislative

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis codes-on raction

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/f

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/work_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 al. Safety Act

Occupational Health and affety gulations 2017

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

<u>Julai.</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 (incl of the SWMS and their health workplace. When the SWMS has been readvised that a revision has been who will need to change a word a way that will enable them to will be involved in the work muthem to understand and imple	and safety representatives wised the PCBU must ensure made and how they car k procedure or system as implement their duties corust be provided with the rel	contract s) who may be as who re esented that wor esented that wor are that all persons involve in access the revised SWM aresult of the revised SWM as result of the revised Swm as sistently 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 spot Checks. 2. Consultation of 3. Internal audits An approach of continuo followed up by immediate	enitored regularly for the enits of incidents, keeping the onitoring the effectiveness approach which includes but with workers, contractors as on a continual basis. The improvement is a continual basis on a continual basis. The improvement is a continual basis on a continual basis on a continual basis.	ne workplace safe for all of the Safe Work Method is not limited to: and sub-contractors. recording inconsistencial sultation with all relevant	personnel. The od Statement should statement should es or deficiencies, at personnel ensures
REVIEW NUMBER	<u> </u>	□ 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	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.			
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 SWN			
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.			
Check control measures added to the SWMS are the most effections.			
Responsible person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is assigned and listed on the SWMS for the imperent person is as a sign of the SWMS for the imperent person is a sign of the SWMS			
Permit requirements specified, such as Hot Work, Veral 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 CO	MPLETED	