

High Pressure Gas | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: High Pressure Gas

| | | |
|-------------------------------------|----------------|--------|
| Business Name: [Company Name] | ABN: [ABN] | SWMS# |
| Business Address: [Company Address] | | |
| Contact Person: | Phone: [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.

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|------------|--------|-------|
| Full Name: | | |
| Signature: | Title: | Date: |

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS, as well as reviews and modifications of the SWMS.

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| Full Name: | Title: | Phone: |
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ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

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

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 | SIGNATURE | DATE |
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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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| Client: | SCOPE OF WORKS Provide a detailed description of the specific work being carried out (otherwise known as scope of works). |
| Project Name: | |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Project Manager Signature: | |
| 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

| | | | | | | | |
|---------------------------------------|---------------------------------------|---|------------------------------------|---|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Crane/s | <input type="checkbox"/> Hoist/s | <input type="checkbox"/> Excavator | <input type="checkbox"/> Backhoe/Loader | <input type="checkbox"/> Boom Lift | <input type="checkbox"/> EWP | <input type="checkbox"/> Genie Lift |
| <input type="checkbox"/> Trencher | <input type="checkbox"/> Drilling Rig | <input type="checkbox"/> Trucks | <input type="checkbox"/> Formwork | <input type="checkbox"/> Bobcat | <input type="checkbox"/> Flammable Gas | <input type="checkbox"/> Fuel | <input type="checkbox"/> Dozer |
| <input type="checkbox"/> High Voltage | <input type="checkbox"/> Mulcher | <input type="checkbox"/> Tilt-up Panels | <input type="checkbox"/> Roller | <input type="checkbox"/> Scissor Lift | <input type="checkbox"/> Tractor | <input type="checkbox"/> Other - | |

| 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 | | | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | Substitution Replace the hazard. | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review before work starts. | Isolation Isolate People from the hazard | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | Engineering Isolate the hazard. | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records | Administrative Change the work. | |
| 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) | | | | | | | | | | | |
|--|--|--|--|--|---|--|--|--|--|--|--|
| 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 |
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Select the 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:

- persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
- 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,
- 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 | Slips, trips and falls, manual handling injuries | 2M | <ul style="list-style-type: none"> - Inspect the work area and immediately address any potential hazards such as uneven surfaces, loose cables or objects obstructing pathways to prevent slips, trips and falls. - Ensure that designated walkways are clearly marked and kept free from obstructions at all times. - Place suitable non-slip safety mats in areas where the floor may be wet or slippery to reduce the risk of slipping and falling incidents. - Provide adequate lighting in the work area so that all employees can see and avoid any potential hazard. - Train employees on proper lifting techniques and ergonomic principles to help them minimise the risk of manual handling injuries. - Encourage employees to use mechanical aids like trolleys, pallet jacks or hoists whenever possible to eliminate the need for heavy lifting and awkward postures. - Implement a "buddy system" to assist with heavy lifting or other physically demanding tasks, ensuring that no employee has to perform these tasks alone. - Regularly maintain equipment and tools to ensure they are in good working condition, reducing the likelihood of an injury due to malfunction or failure. - Set up appropriate storage solutions for all materials, ensuring they are easily accessible and organised, minimising the risk of workers overreaching or straining themselves during manual handling tasks. - Encourage regular stretching and breaks for employees, especially those engaged in repetitive tasks or manual handling, to alleviate muscle fatigue and reduce the risk of injury. - Enforce the use of appropriate personal protective equipment (PPE), such as steel-toe boots, gloves, and safety goggles, for tasks involving manual handling and high-pressure gas work. - Educate employees on how to recognise and report unsafe conditions or hazards that could contribute to slips, trips, falls, or manual handling injuries. - Conduct regular toolbox talks and safety meetings to remind all employees of their responsibility in maintaining a safe workplace and following proper health and safety procedures. | 1L | |
| 2. Inspection and testing | Burns from hot surfaces, electric shocks | 2M | <ul style="list-style-type: none"> - Conduct a thorough inspection of the high-pressure gas system for any signs of wear, damage, or leaks before starting work. - Ensure that all workers are wearing appropriate personal protective equipment (PPE), including heat-resistant gloves, safety glasses, and footwear with slip-resistant soles. - Follow appropriate lockout/tagout procedures to eliminate the risk of electrical shocks during inspection and testing. | 1L | |

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| | | | <ul style="list-style-type: none"> - Properly ventilate the area where the work is being done to dissipate any potential buildup of hazardous gases. - Maintain a safe distance from hot surfaces to avoid burns and use barriers, such as guardrails or cones, to protect other workers in the vicinity. - Use non-contact voltage testers or clamping multimeters to reduce the risk of electric shock during inspection and testing. - Verify that all electrical components are grounded and secure prior to commencing work. - Schedule regular preventative maintenance checks on high-pressure gas systems to promptly identify and resolve any issues or hazards. - Provide adequate training for workers on how to safely inspect and test high-pressure gas systems and educate them about the associated hazards. - Implement an emergency response plan in case of accidents or failures in the high-pressure gas system, including clearly marked exits and emergency shut-off points. - Consistently monitor the temperature of hot surfaces and equip workers with heat-resistant tools, barriers to protect themselves during the inspection and testing process. - Encourage open communication among team members, ensuring that any hazards or concerns are promptly reported and addressed by supervisors or management. | | |
| 3. Gas equipment setup | Gas leaks, fire or explosion, gas intoxication | 3H | <ul style="list-style-type: none"> - Regularly inspect and maintain gas equipment to ensure it is in good working condition, including hoses, connections, valves, and regulators. - Utilise gas detectors and monitoring devices to detect any possible leaks or dangerous gas levels. - Keep a well-ventilated work area to minimise the risks of gas intoxication and accumulation, which may lead to fires or explosions. - Obtain proper training and certification for workers responsible for handling high-pressure gas systems. - Develop and distribute written procedures outlining the setup process to ensure all employees know the correct procedures. - Enforce strict "no smoking" policies in the vicinity of high-pressure gas equipment. - Have fire extinguishers and other firefighting equipment readily available and easily accessible in case of an emergency. - Implement safety mechanisms on gas equipment, such as pressure-relief valves and automatic shut-off valves, to minimise potential hazards. - Ensure employees wear appropriate personal protective equipment (PPE), including face shields, gloves, and flame-resistant clothing. | 2M | |

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| | | | <ul style="list-style-type: none"> - Follow the manufacturer's guidelines and recommendations for the safe setup and use of high-pressure gas equipment. - Clearly mark high-pressure gas storage areas with appropriate signage. - Maintain appropriate distances between ignition sources and high-pressure gas equipment, as recommended by industry guidelines. - Establish an emergency response plan for incidents involving high-pressure gas leaks or other hazards, and regularly conduct drills to familiarise workers with the appropriate actions. - Encourage open communication between workers and supervisors about any real or potential safety concerns, promoting a culture of safety and vigilance. | | |
| 4. Pressure control adjustment | Unexpected pressure increase, damaged equipment or piping | 3H | [REDACTED] | 2M | |

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| 6. Connection of high-pressure gas | Incorrect connections, unapproved connectors, damaged seals | 3H | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 1L | |

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| 8. Pipe integrity check | Inaccurate readings, faulty pressure gauges, undetected leaks | 2M | [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] | 1L | |

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| | | | <div>SAMPLE</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> | | |
| 11. Monitor pressure and flow | Pressure gauge malfunction, inaccurate readings | 2M | <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> | 1L | |

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| 13. Disconnection and cleanup | Remaining pressurised gas, contaminants in the workplace | 2M | | 1L | |

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| 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 |
| | | | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | | |
| 15. Reporting and documentation | Incomplete reports, inaccurate information, missing documentation | 1L | <div></div> <div></div> <div></div> <div></div> | 1L | |

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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 THAT 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/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 2017

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) Regulations 2011

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

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/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

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 | Position | Signature | Date | Time | Supervisor |
|-------------|----------|-----------|-------|------|------------|
| | | | Date: | | |
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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 needed. 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.

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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 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
|---------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| NAME | | | | | | | |
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| 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. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Names and signatures of all relevant personnel consulted during the development of the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Name, signature, position and date signed of the person approving the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Specific personnel and qualifications, experience is noted in the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Adequate risk assessment of any identified hazards has been completed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Foreseeable hazards are identified and documented for each step. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Any hazards listed in any site risk assessments have been added to the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Check control measures added to the SWMS are the most effective solutions. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | <input type="checkbox"/> | <input type="checkbox"/> | |
| SWMS identifies plant and equipment to be used. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Details of inspection checks required for any equipment listed are noted on the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Describes any mandatory qualifications, experience, training, skills required to perform the work. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Applicable personal protective equipment is selected on the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Lists any required permits or licenses. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Reflects and documents any legislative references and/or Australian Standards. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | |
| REVIEWED BY | | DATE REVIEWED | |
| SIGNATURE | | DATE COMPLETED | |