

## Chemicals - Spills and Leaks | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Chemicals - Spills and Leaks

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

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 and 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**

**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, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

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.

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### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
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	4 ACUTE	DO NOT PROCEED	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	DO NOT PROCEED	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	Review before work starts.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	Ensure control measures in place.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	3 HIGH	Monitor and keep records.	
<p><b>Notes on Hierarchy of Controls:</b> 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.</p>								

## 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
<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"/>

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:

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	Slippery surfaces, Improper storage of chemicals	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment of the area and work site prior to beginning any tasks involving chemicals, identifying potential hazards and areas prone to spills or leaks.</li> <li>- Ensure that all workers are trained in chemical handling, storage, and emergency response procedures relevant to the specific substances they will be working with.</li> <li>- Utilise appropriate personal protective equipment (PPE) for workers exposed to hazardous chemicals, such as gloves, safety goggles, respirators, and protective clothing.</li> <li>- Display clear signage in the work area indicating the presence of hazardous chemicals along with the appropriate hazard symbols and warnings.</li> <li>- Maintain an up-to-date Material Safety Data Sheet (MSDS) for every chemical used in the workplace and ensure that it is readily accessible to all workers.</li> <li>- Organise proper storage solutions for chemicals, including secondary containment systems and spill kits, ensuring that incompatible materials are separated and stored accordingly.</li> <li>- Implement a regular inspection and maintenance programme for all chemical storage containers and equipment, checking for signs of damage, leaks, or wear.</li> <li>- Establish designated pathways and walkways within the work area to segregate foot traffic from areas where chemical spills and leaks could occur, using physical barriers or high-visibility markings when necessary.</li> <li>- Keep the work area clean and well-lit, promptly cleaning up any spills or leaks to prevent slip and fall accidents on slippery surfaces.</li> <li>- Develop and enforce strict protocols for the handling, transport, and disposal of chemicals, including procedures for dealing with spills, leaks, or other emergencies.</li> <li>- Ensure that emergency facilities, such as eyewash stations and showers, are installed in close proximity to the work area and are regularly inspected and maintained.</li> <li>- Provide ongoing communication and training for workers on hazard recognition, reporting, and response procedures related to chemical spills and leaks.</li> <li>- Review and evaluate the effectiveness of all control measures periodically, making improvements and adjustments as necessary to maintain a safe working environment.</li> </ul>	1L	
2. Site inspection	Inadequate containment systems, Flammable materials	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough site inspection before starting any work to identify potential hazards related to chemical spills and leaks, including inadequate containment systems and the presence of flammable materials.</li> <li>- Ensure that all chemical storage areas are equipped with appropriate containment systems such as bunding walls, spill pallets, or other devices designed to capture and contain any leaked substances.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Regularly inspect and maintain containment systems to address any signs of wear, tear, or damage that could result in a loss of containment in the event of a spill or leak.</li> <li>- Clearly label all containers and storage areas with the types of chemicals stored within, including their respective hazard classifications, to ensure proper handling practices are followed.</li> <li>- Establish designated secondary containment areas for chemical transfer operations to minimise the risk of accidental spills or leaks reaching vulnerable areas onsite, such as drainage systems or environmentally sensitive zones.</li> <li>- Implement effective inventory management practices to reduce the accumulation of excess or expired chemicals on site, which can contribute to an increase in flammable and hazardous material risks.</li> <li>- Enforce the use of appropriate personal protective equipment (PPE) for all workers handling chemicals, such as gloves, safety goggles, and chemical-resistant clothing, to minimise exposure risks in the event of a spill or leak.</li> <li>- Train all personnel in proper handling, storage, and disposal procedures for chemicals, emphasising the importance of avoiding spills and leaks and responding quickly if they occur.</li> <li>- Develop and implement an emergency response plan detailing actions to be taken by staff in the event of a chemical spill or leak, including steps to contain the incident, notify relevant authorities, and carry out clean-up processes.</li> <li>- Regularly review and update the Safe Work Method Statement (SWMS) to ensure it reflects current industry best practices and evolving legislation in regards to chemical management, spill prevention, and workplace health and safety requirements.</li> </ul>		
3. Opening containers	Splashing of chemicals, Exposure to hazardous substances	3H	<ul style="list-style-type: none"> <li>- Proper personal protective equipment (PPE): Ensure workers wear appropriate PPE such as safety goggles, gloves, long-sleeved clothing, and masks to protect themselves from splashing or exposure to hazardous substances.</li> <li>- Training and awareness: Provide regular training to workers handling chemicals to ensure they understand the potential hazards and know how to handle containers properly to minimise the risk of spills and leaks.</li> <li>- Proper handling tools: Use appropriate tools, such as bucket openers or drum wrenches to open containers safely and prevent accidental spills or leaks.</li> <li>- Use spill trays: Place containers on spill trays or containment pallets to catch any leaks or spills during the opening process.</li> <li>- Evaluate container integrity: Inspect containers for damage or signs of leakage before opening, and report any concerns to a supervisor immediately.</li> <li>- Ventilate the area: Ensure proper ventilation in the working area to reduce the risk of harmful fume exposure.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Follow standard operating procedures (SOPs): Clearly outline the approved methods for opening containers and handling chemicals to avoid accidents or inconsistent processes.</li> <li>- Environmental factors: Consider environmental factors, such as humidity, temperature, or surface conditions during the opening process, as these may affect the properties of the chemicals and their stability in the containers.</li> <li>- Material Safety Data Sheets (MSDS): Have a copy of MSDS readily available for all chemicals being used, so that accurate information about the substances, their hazards, and proper handling procedures can be quickly accessed by employees.</li> <li>- Slow opening techniques: Gradually open container lids to prevent excessive pressure build-up, which may cause the chemicals to splash or spray.</li> <li>- Two-person opening technique: Implement a two-person system for opening larger or heavier containers, ensuring that one person supports the container while the other opens it carefully to minimise the risk of spills or leaks.</li> <li>- Spill response plan: Develop and implement a clear spill response plan to address any accidental chemical leaks or spills during the opening process, including training employees on the correct actions to take.</li> <li>- Emergency eyewash stations and safety showers: Install and maintain emergency eyewash stations and safety showers nearby for quick access in case of accidents.</li> <li>- Regular inspections and maintenance: Schedule routine inspections and maintenance tasks to assess container storage and handling procedures, ensuring that all practices contribute to a safe working environment.</li> </ul>		
4. Mixing chemicals	Reaction hazards, Fume exposure	2M	<ul style="list-style-type: none"> <li>- Adequate Training: Ensure that all staff handling and mixing chemicals are adequately trained in the proper procedures, hazards associated with the chemicals, and appropriate response measures to spills or leaks.</li> <li>- Ventilation: Make sure the mixing area is well-ventilated to minimise the concentration of harmful fumes in the workspace. This could include using exhaust hoods or fans to ensure air circulation.</li> <li>- Personal Protective Equipment (PPE): Provide appropriate PPE such as gloves, goggles, face shields, and respirators to protect workers from possible chemical exposures during the mixing process.</li> <li>- Proper Labelling: Clearly label all containers storing chemicals with their contents, hazards, and necessary precautions to prevent accidental reactions or accidents during mixing.</li> <li>- Chemical Compatibility: Verify the compatibility of chemicals before mixing to avoid dangerous reactions, emissions, or byproducts. Consult Material Safety Data Sheets (MSDS) or other reference materials for compatibility guidelines.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Spill Containment: Provide spill containment trays or berms to collect any unanticipated spills, preventing them from spreading and causing further damage or risks.</li> <li>- Gradual Mixing: Mix chemicals slowly, in small increments, allowing time for any reactions or off-gassing before adding more of each substance.</li> <li>- Emergency Eyewash Stations and Showers: Install and maintain emergency eyewash stations and showers in the vicinity of the mixing area for immediate use in case of chemical contact or exposure.</li> <li>- Access to Material Safety Data Sheets (MSDS): Keep up-to-date MSDS information readily available for each chemical at the worksite to provide guidance on proper handling, storage, and emergency response procedures.</li> <li>- Regular Inspections: Conduct regular inspections of the mixing area, equipment, and containers for signs of wear, potential leaks, or other issues that could compromise safety.</li> <li>- Incident Reporting and Review: Implement a system to report and investigate chemical accidents, including near misses. Learn from past occurrences to identify weaknesses in existing control measures and make necessary adjustments to prevent future incidents.</li> </ul>		
5. Transferring chemicals	Spillage, Overfilling	2M	<ul style="list-style-type: none"> <li>- Proper Training: Ensure that all workers are adequately trained in the proper handling, storage, and transfer of chemicals to minimise the risk of spills and leaks.</li> <li>- Use Appropriate Equipment: Utilise suitable pumps, hoses, and transfer containers specifically designed for the type of chemical being transferred. This helps prevent overfilling and damage to containers from incompatible materials.</li> <li>- Inspect Equipment Regularly: Regular inspections of the chemical transfer equipment should be conducted to identify any signs of wear, leaks or potential failures before they become a hazard.</li> <li>- Overfill Prevention Devices: Implement automatic shut-off systems or alarms to alert when a container is nearing full capacity, reducing the risk of overfilling and spills.</li> <li>- Spill Containment Systems: Incorporate secondary containment systems, such as drip trays, spill pallets, or bunds, during the transfer process to contain any potential spills or leaks.</li> <li>- Clear Communication: Establish proper communication methods between multiple parties involved in the transferring of chemicals to ensure synchronization and prevent misunderstandings that may lead to accidents.</li> <li>- Two-Person Rule: Have at least two people present during the transportation process, one monitoring the filling process while the other operates the pump or valves, enhancing safety and minimising human errors.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Proper Signage: Place clear signage indicating the specific chemical being transferred, along with appropriate hazard warnings and emergency contact information, near the transfer site.</li> <li>- Pre-Transfer Checks: Perform routine checks on the receiving container to ensure no unintentional mixing of chemicals occurs, reducing adverse reactions and possible contamination.</li> <li>- Emergency Response Plan: Develop and implement an emergency response plan, including having spill response kits available in the immediate area, detailing actions to be taken in the event of a spill or leak.</li> <li>- Personal Protective Equipment (PPE): Provide and require the use of appropriate PPE, such as gloves, goggles, aprons, and respiratory protection, to protect workers from potential exposure to hazardous chemicals during the transfer process.</li> <li>- Regular Housekeeping: Maintain a clean and organised work environment at all times, promptly addressing any spillages or leaks, as well as disposing of used materials through appropriate waste disposal methods.</li> <li>- Continuous Review &amp; Improvement: Regularly review and update the Safe Work Method Statement (SWMS) for transferring chemicals to incorporate new technology, lessons learned, and industry best practices. Monitor the effectiveness of control measures and adjust as needed to ensure a safe working environment.</li> </ul>		
6. Storing chemicals	Incompatible material contact, Unauthorised access	3H	<ul style="list-style-type: none"> <li>- Proper labeling: Ensure that all chemical containers are clearly labelled with their contents, hazards, and necessary handling procedures to prevent confusion or accidental contact with incompatible substances.</li> <li>- Segregated storage: Store incompatible chemicals in separate areas or cabinets specifically designed to store chemicals with different hazard classifications, preventing reactions or explosions caused by accidental contact.</li> <li>- Secondary containment: Utilise secondary containment systems, such as spill trays or banded pallets, to contain any leaks or spills, protecting the surrounding environment and worker safety.</li> <li>- Secure storage: Install lockable storage units for hazardous chemicals to prevent unauthorised access, tampering, or theft, ensuring that only trained personnel can handle these materials.</li> <li>- Clear pathways: Maintain clear and unobstructed aisles or access points within chemical storage areas to allow for easy navigation during routine inspections and emergencies, like spills or leaks.</li> <li>- Regular inspections: Conduct periodic inspections of chemical storage areas, checking for signs of leaks, damage or wear in containers, and ensuring that proper storage and handling practices are being followed.</li> <li>- Ventilation: Ensure adequate ventilation within chemical storage areas to dissipate vapors or gases that may be emitted from containers, reducing the risk of harmful exposure or potential reactions.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Spill response plans: Develop and maintain a comprehensive spill response plan outlining proper actions to take in the event of a chemical leak or spill, including emergency contacts, cleanup procedures, and disposal guidelines.</li> <li>- Training: Provide ongoing training to all employees who work with or around hazardous chemicals, ensuring they understand the potential risks, proper handling techniques, and appropriate responses in case of emergencies.</li> <li>- Personal protective equipment (PPE): Require workers to wear appropriate PPE, such as chemical-resistant gloves, goggles, and aprons, when handling or working near hazardous chemicals to minimize exposure and protect against injury.</li> <li>- Hazard communication: Post visible hazard communication signs, placards, or labels in chemical storage areas to inform workers of the potential risks associated with stored chemicals and remind them of proper handling procedures.</li> <li>- Inventory control: Implement a strict inventory control system to ensure that only necessary chemicals are kept on-site, reducing the chance of accidents or exposure resulting from excessive stockpiling or outdated materials.</li> </ul>		
7. Handling and transportation	Incorrect handling, Vehicle-related accidents	3H	<ul style="list-style-type: none"> <li>- Proper training: Ensure that all staff handling and transporting chemicals have been adequately trained in safe and correct handling procedures, according to the safety data sheets (SDS) available.</li> <li>- Use of personal protective equipment (PPE): Staff must wear appropriate PPE, such as gloves, safety goggles, and coveralls, whenever they are handling or transporting chemicals.</li> <li>- Labeling and signage: Clearly label all chemical containers and provide warning signs in areas where chemicals are being handled or transported.</li> <li>- Regular inspections: Perform regular inspections of storage and transport areas to ensure that any leaks or spills are promptly detected and addressed.</li> <li>- Spill containment: Ensure that appropriate spill containment materials, such as absorbent pads and spill kits, are readily available and easily accessible in the work area.</li> <li>- Emergency procedures: Develop a clear set of emergency procedures for dealing with chemical spills and leaks, including evacuation plans and contact information for local emergency response services.</li> <li>- Vehicle maintenance: Regularly maintain all vehicles used for chemical transportation, ensuring that they meet appropriate safety standards and are in good working order.</li> <li>- Load securement: When transporting chemicals, ensure that all containers are properly secured to the vehicle using straps or other approved methods to minimize the risk of accidents during transportation.</li> <li>- Route planning: Plan routes for transporting chemicals to avoid high-risk areas, such as schools, hospitals, and residential neighborhoods, whenever possible.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Communication: Establish clear lines of communication between drivers, staff, and management during the handling and transportation of chemicals.</li> <li>- Documentation: Maintain accurate records of all chemicals stored and transported, including quantities, dates, and relevant SDS information.</li> <li>- Restricted access: Limit access to areas where chemicals are being handled or transported to authorised personnel only, and enforce strict security measures.</li> <li>- Regular audits: Conduct regular audits of chemical handling and transportation practices to ensure compliance with workplace health and safety regulations.</li> <li>- Continuous improvement: Regularly review and update workplace health and safety policies and procedures related to the handling and transportation of chemicals, incorporating feedback from staff and lessons learned from incidents, near misses, or audits.</li> </ul>		
8. Pumping operations	Leaking pipes, Hose ruptures	3H	<ul style="list-style-type: none"> <li>- Regular inspection and maintenance: Perform routine checks on all pipes, hoses, and connections involved in the pumping process to ensure they are in good condition and functioning properly. Replace any damaged or worn parts immediately.</li> <li>- Use proper equipment and materials: Select hoses, pipes, and fittings that are designed for the specific type of chemicals being used and can withstand both their pressures and temperatures. Make sure they are compatible with the chemical substances being transferred.</li> <li>- Implement spill containment measures: Install secondary containment devices such as drip trays and bunds around the work area to catch and contain any leaks or spills during pumping operations, reducing the risk of environmental contamination and worker exposure.</li> <li>- Properly train workers: Ensure that all employees who will be performing pumping operations receive comprehensive training on the correct procedures, risks associated with chemical spills and leaks, and proper use of protective equipment.</li> <li>- Emergency response plan: Develop and implement an emergency response plan tailored to potential chemical spills and leaks, addressing the specific substances involved and detailing the appropriate course of action for all workers in case of an incident.</li> <li>- Personal protective equipment (PPE): Require all workers involved in pumping operations to wear appropriate PPE, such as gloves, safety goggles, and chemical-resistant clothing, to minimise the risk of exposure to hazardous chemicals.</li> <li>- Leak detection system: Install a leak detection system to monitor pipes, hoses, and connections for leaks during pumping operations. This can help to alert workers to potential hazards and facilitate swift remediation.</li> <li>- Proper storage and disposal of chemicals: Store chemicals in appropriately labelled containers and ensure that any unused or waste chemicals are disposed of according to local regulations and guidelines.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Clear signage and communication: Place visible warning signs around the work area to alert workers and visitors to the potential hazards associated with chemical spills and leaks. Maintain clear communication between all team members to ensure that everyone is aware of any changes to procedures or potential risks.</li> <li>- Regular review of safety procedures: Continuously monitor and update safety protocols, ensuring that all employees are familiar with relevant procedures and that any identified risks associated with chemical spills and leaks are promptly addressed.</li> </ul>		
9. Dispensing chemicals	Over-exposure, Inaccurate measurements	2M	<ul style="list-style-type: none"> <li>- Proper Training: Ensure that all personnel involved in the dispensing of chemicals receive adequate training on handling, measuring, and potential hazards associated with the chemicals being used.</li> <li>- Use of Personal Protective Equipment (PPE): Require staff to wear appropriate PPE, such as gloves, goggles, and respirators, to protect against over-exposure to harmful substances during the dispensing process.</li> <li>- Ventilation: Make sure that the work area is well-ventilated to prevent the buildup of hazardous fumes while dispensing chemicals. Employ local exhaust ventilation or fume hoods where necessary.</li> <li>- Clear Labeling: Clearly label all chemical containers with their contents and potential hazards to ensure accurate identification and minimise the risk of incorrect measurements.</li> <li>- Measure Accurately: Use precise measuring equipment, such as graduated cylinders and automatic dispensing systems, to ensure the accurate measurement of chemicals being dispensed.</li> <li>- Spill Prevention: Implement secondary containment measures, like tray or bund, where necessary while dispensing chemicals to contain any accidental spills or leaks.</li> <li>- Emergency Procedures: Develop and train all personnel in site-specific emergency procedures for handling chemical spills and leaks to minimise exposure and damages in case of an incident.</li> <li>- Regular Inspections: Conduct regular inspections of dispensing equipment and storage areas to identify and address potential hazards before they become an issue.</li> <li>- Segregation of incompatible chemicals: Ensure that incompatible chemicals are stored separately and not mixed during the dispensing process to avoid reactions and possible accidents.</li> <li>- Restrict Access: Limit access to authorised and trained personnel only to minimise the risk of unauthorised individuals accidentally interfering with chemical dispensing.</li> <li>- Safe Disposal of Waste: Implement proper waste disposal methods for used chemicals, spill cleanup materials, and empty containers to prevent improper handling or unintended exposures.</li> </ul>	1L	

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10. Sampling	Exposure to toxins, Contamination	2M	<ul style="list-style-type: none"> <li>- Provide thorough training to all personnel involved in the sampling process on correct handling techniques, use of personal protective equipment (PPE), and emergency response procedures specific to chemical spills and leaks.</li> <li>- Ensure that all necessary PPE is readily available, well-maintained, and correctly worn by all workers participating in the sampling process, including gloves, safety goggles, face masks or respirators, and chemical-resistant clothing.</li> <li>- Limit access to the area where chemicals are being sampled to only those directly involved in the process, with clear signage indicating a restricted access point due to hazardous materials.</li> <li>- Store chemicals in appropriate containers that are compatible with the substances being stored, ensuring they are clearly labelled with their contents and any applicable hazard warnings.</li> <li>- Monitor the work area continuously to detect signs of chemical spills or leaks – install sensors if necessary to provide advance warning for detecting any release of harmful substances.</li> <li>- Create and regularly review written procedures for the safe collection, storage, and disposal of samples, in accordance with relevant industry standards and regulations.</li> <li>- Develop an emergency spill response plan detailing roles, responsibilities, and required actions when dealing with accidental spills or leaks, including designated containment measures, spill kits, and spill reporting protocol.</li> <li>- Conduct regular inspections of equipment and storage areas to ensure there are no visible signs of deterioration or leaks that could pose risks during the sampling process.</li> <li>- When collecting samples, follow a set sequence of steps to minimise exposure to toxins and risk of contamination. Use specialised sampling tools such as syringes and pipettes when handling dangerous substances.</li> <li>- Immediately clean up any minor spills using appropriate absorbent materials and dispose of contaminated waste according to established protocols. For major spills or leaks, immediately evacuate the area and notify designated emergency responders.</li> <li>- Implement a system to track and document through proper chain-of-custody records for collected samples to ensure the integrity of the specimens and data derived from them.</li> <li>- Encourage a culture of open communication and reporting within the workplace so that any concerns, near misses or incidents related to chemical spills or leaks can be identified, reported, and addressed promptly without fear of repercussion. Conduct regular reviews of procedures and risk assessments to identify areas for improvement and maintain vigilance with continued relevance.</li> </ul>	1L	
11. Emergency response	Delayed emergency response, Inadequate PPE	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
			<ul style="list-style-type: none"> <li>- Provide comprehensive emergency response training to all employees, ensuring they are familiar with the correct procedures and protocols for responding to chemical spills and leaks.</li> <li>- Establish an easily accessible Emergency Response Plan that is tailored to the specific nature of the workplace and the chemicals being handled. Ensure it is updated regularly and communicated to all staff.</li> <li>- Strategically place emergency spill kits and relevant PPE around the workplace to ensure items are readily available in case of a chemical spill or leak.</li> <li>- Conduct regular inspections and maintenance of all equipment and storage facilities containing hazardous chemicals, taking appropriate action on any identified issues to prevent spills or leaks from occurring.</li> <li>- Clearly mark hazardous materials and chemical storage areas to inform workers and assist in faster identification during emergencies.</li> <li>- Implement a regular communication process among staff members about potential changes to chemicals, new hazards, or other crucial safety information related to chemical spills and leaks.</li> <li>- Develop evacuation procedures specific to different types of chemical emergencies, providing clear instructions for all employees and displaying these procedures prominently around the workplace.</li> <li>- Install eyewash stations and safety showers near areas where harmful chemicals are stored or used, with proper signage and accessibility.</li> <li>- Assign designated emergency coordinators who are trained in chemical hazard management and rapid response during incidents involving spills or leaks.</li> <li>- Regularly review and update emergency contact lists, including local fire departments, hospitals, and other relevant authorities, to ensure prompt communication during emergencies.</li> <li>- Conduct regular emergency drills simulating chemical spill and leak scenarios to evaluate and improve the preparedness and response skills of employees, as well as identifying any gaps in training or resources.</li> <li>- Monitor the effectiveness of implemented control measures through periodic audits and inspections with a focus on maintaining high standards of safety for handling chemicals, preventing spills or leaks, and ensuring adequate response in emergencies.</li> <li>- Encourage a safety culture by fostering open communication and feedback among employees, promoting continuous learning and improvement in workplace health and safety practices.</li> <li>- Provide adequate PPE, such as gloves, respirators, and goggles, to all employees handling hazardous chemicals or responding to emergencies involving chemical spills or leaks. Regularly inspect and maintain these items to ensure their effectiveness in protecting workers during incidents.</li> </ul>		

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. Cleanup and disposal	Improper waste management, Unsecured disposal sites	2M	<ul style="list-style-type: none"> <li>- Proper staff training: Ensure that all workers receive adequate training on the proper procedures for cleaning up and disposing of chemical spills and leaks, including the use of personal protective equipment (PPE) and available tools.</li> <li>- Suitable PPE: Provide appropriate PPE such as gloves, goggles, and respiratory protection for workers engaged in cleanup and disposal tasks.</li> <li>- Correct spill containment: Use absorbent materials, barriers, or other containment methods to prevent further spreading of the spill and to minimize its impact on the environment.</li> <li>- Regular waste audits: Perform routine waste audits to monitor and manage the types and quantities of chemical wastes generated in the workplace. This will help to ensure correct and compliant waste removal.</li> <li>- Secured disposal sites: Establish designated and secure areas for the temporary storage of hazardous wastes with appropriate hazard signage and access control measures.</li> <li>- Safe disposal methods: Follow the applicable environmental regulations, industry guidelines, and manufacturer instructions for the safe disposal of hazardous chemicals and contaminated absorbent materials.</li> <li>- Licensed waste carriers: Engage licensed hazardous waste carriers for the removal and transport of chemical wastes to approved disposal facilities.</li> <li>- Container sealing: Seal all containers holding hazardous waste securely to prevent accidental release during handling, transportation, and disposal.</li> <li>- Spill response plan: Develop and implement a comprehensive spill response plan that clearly outlines the steps to take in the event of a chemical spill or leak.</li> <li>- Emergency contact numbers: Ensure that emergency contact numbers for local authorities, waste management services, and emergency responders are readily accessible and up-to-date.</li> <li>- Reporting incidents: Report any significant chemical spills or leaks to the relevant authority as required by applicable laws and regulations.</li> <li>- Incident investigation: Conduct thorough investigations following any chemical spill or leak to identify root causes and develop corrective actions to prevent future incidents.</li> <li>- Continuous improvement: Regularly review and update daily work procedures, safety practices, and risk assessments in light of new information, regulatory requirements, or incidents involving chemical spills or leaks.</li> <li>- Employee engagement: Encourage worker participation in safety discussions and decision-making processes as they relate to chemical spill and leak prevention, containment, cleanup, and disposal.</li> </ul>	1L	





## 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 IN ANY STATE THAT ARE NOT APPLICABLE

<p><b>Queensland &amp; Australian Capital Territory</b>                  Work Health and Safety Act 2011                  Work Health and Safety Regulations 2011                  Legislation QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws">https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</a>                  Codes of Practice QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a>                  Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a>                  Codes of Practice ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</a></p>	<p><b>Victoria</b>                  Occupational Health and Safety Act 2004                  Occupational Health and Safety Regulations 2017                  Legislation VIC: <a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a>                  Codes of Practice VIC: <a href="https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice">https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</a></p>
<p><b>New South Wales</b>                  Work Health and Safety Act 2011                  Work Health and Safety Regulations 2017                  Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislation">https://www.safework.nsw.gov.au/legal-obligations/legislation</a>                  Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice">https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</a></p>	<p><b>Western Australia</b>                  Work Health and Safety Act 2020                  Work Health and Safety Regulations 2022                  Legislation Western Australia: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a>                  Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a></p>
<p><b>Northern Territory</b>                  Work Health and Safety (National Uniform Legislation) Act 2011                  Work Health and Safety (National Uniform Legislation) Regulations 2011                  Legislation NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws">https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws</a>                  Codes of Practice NT: <a href="https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice">https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</a></p>	<p><b>Safe Work Australia Links</b>                  Law and Regulation (All States): <a href="https://www.safeworkaustralia.gov.au/law-and-regulation">https://www.safeworkaustralia.gov.au/law-and-regulation</a>                  Model Codes of Practice: <a href="https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice">https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</a></p>
<p><b>South Australia</b>                  Work Health and Safety Act 2012 (SA)                  Work Health and Safety Regulations 2012 (SA)                  Legislation for SA: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a>                  Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs">https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</a></p>	<p><b>Model Codes of Practice</b></p> <ul style="list-style-type: none"> <li>- Managing noise and preventing hearing loss at work</li> <li>- Confined spaces</li> <li>- Labelling of workplace hazardous chemicals</li> <li>- Managing risks of hazardous chemicals in the workplace</li> <li>- Welding processes</li> <li>- First aid in the workplace</li> <li>- Managing the risk of falls at workplaces</li> <li>- Hazardous manual tasks</li> <li>- Managing the risk of falls in housing construction</li> <li>- Managing electrical risks in the workplace</li> <li>- Demolition work</li> <li>- Excavation work</li> <li>- Work health and safety consultation, cooperation and coordination</li> <li>- Managing the work environment and facilities</li> <li>- How to manage work health and safety risks</li> <li>- Managing risks of plant in the workplace</li> <li>- Construction work</li> </ul>
<p><b>Tasmania</b>                  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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a>                  Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a></p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> <li>- Permits from local council</li> <li>- Authorisation to commence work</li> <li>- Any required documents.</li> </ul>	

## 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:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			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 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 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	<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							
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.	<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 selections.	<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 or 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"/>					
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