

## SAFE WORK METHOD STATEMENT

<b>ASSOCIATED DOCUMENTS</b>			<b>Rev:</b>	<b>Date: XX / XX / 201X</b>
<ul style="list-style-type: none"> <li>Relevant WHS legislation &amp; standards (List opposite)</li> </ul>			<ul style="list-style-type: none"> <li>SA WH&amp;S Regulations 2012</li> <li>Safe Work Australia Code of Practice for Hazardous Manual Tasks Construction work Managing Electrical Risks in the Workplace Managing Noise and Preventing Hearing Loss at Work</li> <li></li> <li>SA WH&amp;S Act 2012</li> </ul>	
<b>Contractor</b>	CAIAZZA CONSTRUCTIONS PTY LTD			
<b>Project / Task being performed</b>				
<b>Location of task</b>				
<b>Prepared by</b>	<b>Name</b>	<b>Job classification</b>	<b>Signature</b>	
	BRUNO CAIAZZA	SUPERVISOR		
<b>Approved by</b>	<b>Name</b>	<b>Job classification</b>	<b>Signature</b>	
	MARCELLO CAIAZZA	SUPERVISOR / FIRST AID OFFICER		
<b>Persons undertaking task – qualifications/certificates/instruction/licenses required</b>			<b>Plant &amp; Equipment to be used (attach list if necessary)</b>	
Evidence sighted?      Yes      No			Evidence of required Inspection/testing maintenance e.g. electrical test tags, registrations)	
1. Induction.			1. Excavator, Backhoe, Bobcat	1. Plant maintenance schedule.
2. Plant Operator Licence.			2. Power tools (Circ. Saw, Quick Cut, Grinder).	2. Testing and tagging.
3. White Card			3. Concrete Vibrator & Trowelling Machine.	3. Daily visual inspection.
4.			4. RCD.	4. Test and tag.
			5. Ladder & Other Hand tools.	

## Risk Assessment Matrix

C o n s e q u e n c e	Probability				
	→  ↓	Very Likely	Likely	Unlikely	Highly Unlikely
	Life Threatening	<b>High</b>	<b>High</b>	<b>High</b>	<b>Medium</b>
	Detrimental	<b>High</b>	<b>High</b>	<b>Medium</b>	<b>Medium</b>
	Harmful	<b>High</b>	<b>Medium</b>	<b>Medium</b>	<b>Low</b>
	Negligible	<b>Medium</b>	<b>Medium</b>	<b>Low</b>	<b>Low</b>

### HAZARD CONSEQUENCE RATING TABLE

Life Threatening	<b>HAZARD MAY CAUSE DEATH OR TOTAL LOSS OF ONE OR MORE BODILY FUNCTIONS (EG. LOSS OF: OR USE AN ARM, AN EYE, HUGE FINANCIAL LOSS ETC).</b>
Detrimental	<b>HAZARD MAY CAUSE SEVERE INJURY, ILLNESS OR PERMANENT PARTIAL LOSS OF ONE OR MORE BODILY FUNCTIONS (EG. NOISE INDUCED HEARING LOSS), OR SERIOUS PROPERTY DAMAGE, LOSS OF PRODUCTION CAPABILITY.</b>
Harmful	<b>HAZARD MAY CAUSE A REPORTABLE INCIDENT IE. AN INCIDENT THAT RESULTS IN THE EMPLOYEE BEING UNABLE TO UNDERTAKE THEIR NORMAL DUTIES FOR 7 DAYS OR MORE, OR SIGNIFICANT PROPERTY DAMAGE, HIGH FINANCIAL LOSS.</b>
Negligible	<b>HAZARD MAY CAUSE MINOR INJURY, ILLNESS OR PROPERTY DAMAGE, FIRST AID TREATMENT ONLY OR NO INJURY, LOW FINANCIAL LOSS.</b>

### PROBABILITY RATING TABLE

Very Likely	<b>EXPOSURE TO HAZARD LIKELY TO OCCUR FREQUENTLY.</b>
Likely	<b>EXPOSURE TO HAZARD LIKELY TO OCCUR BUT NOT FREQUENTLY.</b>
Unlikely	<b>EXPOSURE TO HAZARD UNLIKELY TO OCCUR.</b>
Highly Unlikely	<b>EXPOSURE TO HAZARD SO UNLIKELY THAT IT CAN BE ASSUMED THAT IT WILL NOT HAPPEN.</b>

## PLEASE NOTE:

- We will conduct periodic task observations on the SWMS to make sure it reflects or identifies all works being carried out.
- We will follow EMERGENCY PROCEDURES set by the CONSTRUCTION MANAGER, BUILDER or CLIENT on this project.
- The "Hierarchy of Control" should be used at all times when implementing controls to eliminate the hazard or reduce the risk of a hazard causing loss / damage / injuries

<b>HIERARCHY OF CONTROL</b>								
Apply the highest level of control commensurate with the risk level – lower value controls may be used in the interim until long-term controls are implemented								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><b>ELIMINATION</b></td></tr> <tr><td style="text-align: center;"><b>SUBSTITUTION</b></td></tr> <tr><td style="text-align: center;"><b>ENGINEERING</b></td></tr> <tr><td style="text-align: center;"><b>ADMINISTRATIVE</b></td></tr> <tr><td style="text-align: center;"><b>BEHAVIOUR</b></td></tr> <tr><td style="text-align: center;"><b>PPE</b></td></tr> </table>	<b>ELIMINATION</b>	<b>SUBSTITUTION</b>	<b>ENGINEERING</b>	<b>ADMINISTRATIVE</b>	<b>BEHAVIOUR</b>	<b>PPE</b>	
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<b>ENGINEERING</b>								
<b>ADMINISTRATIVE</b>								
<b>BEHAVIOUR</b>								
<b>PPE</b>								
Increasing effectiveness and sustainability	PPE	Increasing participation and supervision needed						

### **PERSONAL PROTECTIVE CLOTHING (PPE) REQUIRED [CIRCLE APPLICABLE]**

<ul style="list-style-type: none"> <li>• <b>HIGH VISIBILITY VESTS</b></li> <li>• <b>SAFETY BOOTS</b></li> <li>• <b>HARD HATS</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>SAFETY GLASSES</b></li> <li>• <b>GLOVES</b></li> <li>• <b>LONG SLEEVE SHIRTS &amp; PANTS</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>EAR MUFFS</b></li> <li>• <b>FACE MASKS</b></li> </ul>
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<b>STEPS</b> - List the steps required to perform the activity in the sequence in which they are carried out	<b>Hazards</b> – against each task list the hazards which could cause injury	<b>Risk Rating</b>	<b>Risk control measures</b> – list the control measures required to eliminate/minimize the risk of injury (refer to the hierarchy of control if necessary).	<b>Responsibility</b>
1. Check the area for any existing services etc.	Sun exposure.	Before M After L	Use skin protection, e.g. UV protective cream and long clothing.	Worker
	Trips.	Before H After L	Ensure area is clear. Determine location of services and obtain appropriate access permits, (if required). Determine location of underground tanks.	Worker
2. Perform any pre start checks to plant, e.g. Backhoe, Vehicles carrying materials, Conc Pump, Conc Trucks etc.	Non-compliance with Procedures for operating Plant.	H After L	<p>A documented plant risk assessment, if required. Regular maintenance and daily pre-start inspections</p> <p>No plant is to be operated without the required licences, certificates of competency. <i>Boom Ticket</i> required by conc pump operators.</p> <p>Operators under training will be supervised at all times, carry and maintain a training log book.</p> <p>Warning signs may need to be erected when using some plant</p> <p>When possible plant and pedestrian traffic should be separated (using physical barriers)</p> <p>No plant is to be left unattended while running/operating.</p> <p>Stabilising methods used as necessary to prevent overturning of plant.</p> <p>Load limits should be noted and observed</p> <p>Guarding to prevent injury from contact with moving hot or cold parts</p> <p>Flashing light and/or other warning devices</p> <p>Do not reverse if operator is between vehicle &amp; pump. Ensure work area is able to sustain weight of machine. Always review area when slewing boom. Ensure seat belt is worn at all times. Check behind before reversing. Use correct reversing beepers as per manufacturer Always establish eye contact with pedestrians</p> <p><b>Compliance reference</b> National Standard for plant [NOHSC:1010 (1994)]</p>	Supervisor / Operator
	Damage to plant.	Before M After L	Follow Manufacturer's recommendations.	Operator

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3. Mark out the work area.	Fumes from line marking paint.	Before M After L	Wear PPE e.g. Hi-vis clothing and safety footwear. Use Line-marking aerosol paint to mark out and wear eye protection and a dust mask. Inform the Principal of the hazardous substance prior to bringing onto the site and store correctly. Follow the layout as shown on the attached plan.	Worker
4. General travelling to & from site	Collision with persons, plant or obstacles	H After L	All persons in area to wear high visibility clothing. Ensure flashing light and audible alarm is working. Competent ticketed operator only. Observe speed limit at all times and travel at speed applicable to conditions. All site & road traffic rules to be adhered to strictly.	Supervisor/Operator
5. Refueling	Fire/explosion	H After L	Do not smoke whilst refueling and remove all ignition sources. Fuel stored off site in approved fuel store. Do not refuel machine whilst machine is running. Refuel in well ventilated area.	Supervisor/Operator
	Spills and splashes / skin contact	Before M After L	Use appropriately sized funnel to avoid spills. Read understand and comply with SDS. Wash hands and face after refueling to avoid contamination. Wear safety glasses Ensure spill kit is available on site	Supervisor/Operator
6. Set-up rotating laser level.	Eye injury.	Before M After L	All site personnel must be trained in safe use of lasers. Class 3B and 4 Lasers not to be used on Construction Sites Warning signs erected <b>Compliance reference</b>  AS 2211 Code of Practice for Laser Safety AS 2397 Guide to the safe use of Lasers in the Construction Industry	Operator
7. Leveling & compacting rubble & bases. Excavating footings and pads. Loading soil, waste or debris, Deep Cellar Construction	Damage to services. Collision with machinery.	H	Inspect the site. Check for location of services (e.g. <i>Dial Before You Dig</i> Documentation). Ensure work area is able to sustain weight of machine. Always review area when slewing boom. Ensure seat belt is worn at all times. Check behind before reversing. Use correct reversing beepers as per manufacturer Always establish eye contact with pedestrians Licensed operators, hi-vis clothing, hard hats. Complete any Risk Assessment for Plant if Required.	Supervisor/Operator

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	Damage to plant Machine rollover Struck by moving vehicle Engulfment Collapse of sides Fall in depth	H	No unauthorized persons in close proximity to worksite whilst in operation Emergency plan in place for rescue of person engulfed in excavation collapse Follow job plan to minimize risk of excavation collapse Battering at a ratio of 1 to 2 where excavation more than 1.5m Provide ladder for access and check ladder integrity Secure area with bunting or barriers	Supervisor/Operator
	Collision with machinery.	H	Licensed operators, hi-vis clothing, hard hats.	Supervisor/Operator
	Personal injuries.	Before H After L	Wear appropriate PPE e.g. gloves, safety glasses, safety footwear.	Supervisor/Operator
	Exposure to weather.	Before M After L	Use appropriate PPE and /or UV skin protection.	Supervisor/Operator
	Dust.	Before M After L	Use water to suppress dust <b>Compliance reference</b> Environment Protection Act SA Air Quality Policy	Worker
	Hearing damage.	Before M After L	All plant equipment must be maintained in good order to prevent excessive noise. Subcontractor SWMS statement to identify potential noise hazards and the type of hearing protection to be used <b>Compliance reference</b> <i>National Standard for Occupational Noise (NOHSC 1007:2000)</i> Use ear muffs.	Supervisor
	Environmental noise.	Before M After L	Limit noise and observe allowed operating times. <b>Compliance reference</b> Environment Protection Act SA Noise Policy - (Advise nearby residents if required)	Worker
	Trips.	Before M After L	Ensure protruding objects are marked / protected.	Worker

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	Falls.	Before M After L	Ensure barricading is in place.	Worker
	Impacts.	H	Personnel to stay clear during excavation. Have visual contact with Excavator Operator at all times. Wear hard hat and hi-visual clothing near machine.	Worker
	Collapse of trench.	H	No person shall enter an excavation, pit or trench exceeding 1.5 metres in depth unless appropriate measures, such as benching, battering or shoring, are taken to prevent collapse. Plant, equipment and materials, including soil, must not be placed or operated within 1.0 metre of the edge of excavations or trenches because this may result in a wall collapse.	Supervisor
8. Lifting steel with crane 9. Truck mounted Crane use	Faults in crane Faults in lifting and ancillary attachments / equipment No lift plan Unstable or inadequate set down area	H	Wear appropriate PPE e.g. gloves, safety glasses, safety footwear, hardhat. Ensure daily checks are carried out as required by the manufacturers specification Inspection of all lifting equipment to be used Always establish a lift plan Check set down area before lift for ability to support crane and load weight Ensure path of lift is clear of personnel	Operator
	Loss of control spinning with control loss Load Loss of load Crushing Uncontrolled load Crushing Crane Failure Damage to property Uncontrolled operation Handling concrete panels	H	Ensure only trained and competent persons operate the crane Ensure the pendant controls are fully functional Controls rest spacebar is secure All personnel are out of the load zone whilst lifting Ensure controls are secured in park point & PTO is in neutral when not in use Do not leave load suspended when controls are out of operators hands Keep load as low as possible to clear obstacles Do not allow load to spin, if it does lower load to ground Do not lift over other persons Do not exceed SWL of crane at any time Always lift vertical from base position Place hook at centre of gravity point of load to be lifted Appropriate PPE to be worn when handling bundles of steel	Operator

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	PTO left engaged Controls still active Loss of load control Load spinning with control loss  Load left on crane structure Unauthorised use by untrained person	H	Never leave controls unattended at any time If load spins or yaws, lower to ground  Lower any load to remove weight from crane structure Ensure TMC is secured against unauthorised use Ensure PTO is in neutral when not attended	Operator
10. Place reinforcement.	Trips, falls.	Before M After L	Ensure clear walkways maintained to carry steel across the pads/deck to avoid trip and manual handling hazards. Wear appropriate PPE e.g. gloves, safety glasses, safety footwear, hardhat. Ensure protruding objects are marked/protected. Construct ramp into excavation. Ensure appropriate hand railing and working platforms are in place. Secure ladders. Use mechanical lifting devices and team lifts where possible.  <b>Compliance reference</b> AS/NZS1892.5 -2000 Portable ladders Part 5 Selection safe use and care AS/NZS 4576 – Guidelines for scaffolding	Worker
	Strains.	Before M After L	All site personnel must be trained in appropriate manual handling Use mechanical aids where appropriate  <b>Compliance reference</b> National standard for manual task (2007) National COP for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work	Worker
11. Cut and tie reinforcement.	Dust, noise, hot work	Before M After L	Use appropriate PPE when cutting (Safety goggles/face mask, gloves & ear muffs. Only workers trained in correct manual handling techniques to complete tasks.	Worker

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	Strains.	Before M After L	All site personnel must be trained in appropriate manual handling <b>Compliance reference</b> National standard for manual task (2007) National COP for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work	Worker
	Cuts, slips, trips, falls	Before M After L	Protruding objects must be marked / protected. <i>Yellow</i> End caps must be used on steel pins, starter bars and star droppers.	Worker
12. Manufacture formwork / edgeform	Electrocution.	Before H After L	Wear appropriate PPE e.g. gloves, safety glasses, safety footwear, hardhat. All equipment and appliances that are plugged or direct wired are to be connected to an approved Earth Leakage Circuit breaker. Electrical leads where possible must be supported clear of floors or under protective covers. Electrical leads and power tools must be removed from the power outlet when not in use. All leads and power tools must be tested and tagged in accordance with AS3012. Flexible extension leads shall not be longer than 60 metres (2.5MM core 10Amp). Double adaptors and domestic electrical distribution boards are not permitted. <b>Compliance reference</b> AS/NZS3000:2007 Electrical Installations AS/NZS3012:2003 Electrical Installations – Construction and demolition sites	Worker

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	Noise.	Before M After L	Set up a designated formwork facilitation area.  <b>Compliance reference</b> Environment Protection Act SA Environment Protection Noise Policy 2007 Environmental Protection Authority SA	Worker
	hearing damage	Before M After L	All plant equipment must be maintained in good order to prevent excessive noise. The Safety Supervisor or Foreperson is to be notified before works are undertaken using such equipment, e.g. grinders, quick-cuts, oxy-cuts, jackhammers, etc.  <b>Compliance reference</b> <i>National Standard for Occupational Noise (NOHSC 1007:2000)</i>	Worker
	Dust.	Before M After L	Wear dust mask.	Worker
	Strains.	Before M After L	All site personnel must be trained in appropriate manual handling  <b>Compliance reference</b> National standard for manual task (2007) National COP for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work	Worker
13. Install formwork / edgeform	Strains.	Before M After L	Wear appropriate PPE e.g. gloves, safety glasses, safety footwear, hardhat  All site personnel must be trained in appropriate manual handling  <b>Compliance reference</b> (OHS&W Reg. 2.9) National standard for manual task (2007) National COP for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work	Worker
	Cuts.	Before M After L	Protruding objects must be marked / protected. End caps must be used on steel pins and star droppers. De-nail stripped formwork immediately	Worker

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	Falls.	Before M After L	Ensure handrails and barricading is in place Adequate scaffolding/platforms in place & erected by ticketed scaffolder Secure all ladders and extend at least 1 m above landing.  <b>Compliance reference</b> AS/NZS1892.5 -2000 Portable ladders Part 5 Selection safe use and care AS/NZS 4576 – Guidelines for scaffolding	Worker
14. Placing concrete.	Cuts, impact.	Before M After L	Wear appropriate PPE e.g. gloves, safety glasses, safety footwear, hardhat.	Worker
	Falls.	Before M After L	Construct ramp into excavation. Ensure appropriate hand railing and working platforms are in place. Secure ladders.  <b>Compliance reference</b> AS/NZS1892.5 -2000 Portable ladders Part 5 Selection safe use and care.	Worker
	Strains.	Before M After L	All site personnel must be trained in appropriate manual handling  <b>Compliance reference</b> National standard for manual task (2007) National COP for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work	Worker
15. Concrete pump & discharging concrete into pump	Low maintenance of pump Parts failure Pipe blow out	H	Wear appropriate PPE e.g. gloves, safety glasses, safety footwear, hardhat. Ensure all maintenance is completed before beginning task Full inspection before each use Joint inspection by trained/competent workers when layout is undertaken	Operator
	Structural failure of Boom Over reach due to incorrect set up  Manufacturers SOP not being followed Pipes not suspended or secured by safety chains	H	Competent operator only to set up pump layout Truck to be on clear, solid & level working platform & secured against movement  Manufacturers SOP to be followed at all times Inspections to be undertaken at each move of the pipes	Operator

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	Leaking joints extra waste on sites  Manual handling Operation by untrained persons	Before M After L	All leaks to be fixed when identified before continuing pumping  Only workers trained in correct manual handling techniques to complete task  Only workers fully trained in the use of the concrete pump to complete task	Operator
	Incorrect disposal of slurry from pump  Blockage of stormwater catchments	Before M After L	Settlement pit to be used for slurry drops  Stormwater entries to be bunded with "snake" etc	Operator
	Struck by falling/moving material Product splash  Entanglement, crush or amputation    Overhead Power Lines	H	Pipes not to be pointed at persons Always stand to the side to avoid material splash No body part to be allowed to enter the unit or pipe  No body part to be allowed to enter the unit or pipe Use hand tools only  Pump not to be set up under power lines where by the boom is within 4m of High Voltage	Operator
16. Screeding / finishing.	Concrete burns.	Before M After L	Wear appropriate PPE e.g. gloves, safety glasses, safety footwear, hardhat. Ensure SDS is on site.	Worker
	Strains.	Before M After L	Take short breaks/rotate work effort. Choose good position to minimise twisting.	Worker
	Impacts, cuts.	Before M After L	Ensure protruding objects marked/protected.	Worker
Trowel Machine	Entanglement, Cuts, laceration, abrasions, Burn  Loss of control of machine	H	Ensure all guards in place and undamaged. Ensure manufacturer's blades are fitted and secure Use hand protection PPE gloves when handling blades  Competent person to operate machine	Worker
17. Curing	Hazardous substances. Foreign body in eye	Before M After L	Only to be undertaken by competent person. Wear PPE, including, long sleeve shirts and trousers, gloves, safety boots & glasses. All chemicals held on site must have an SDS to go with it nfrom either the site manager or the supplier	Operator
18. Strip formwork / edgeform	Trips.	Before M After L	Wear appropriate PPE e.g. gloves, safety glasses, safety footwear, hardhat. Keep workplace tidy, stack formwork materials.	Worker

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	Strains.	Before M After L	All site personnel must be trained in appropriate manual handling  <b>Compliance reference</b> National standard for manual task (2007) National COP for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work	Worker
	Falls.	Before M After L	Barricade area when stripping soffits. Ensure a clear walkway is maintained.	Worker
	Cuts.	Before M After L	Wear gloves.	Worker



Reviewed by:	Position:
Signature:	

Substance to be used (with a Safety Data Sheet (SDS))	SDS attached <input type="checkbox"/>	
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