USERS GUIDE

- **On your first use of the package, it's recommended you work right through the package, as described below.**

- **Subsequently, you might go straight to the appropriate control guidance sheets for your processes and tasks. The control guidance sheets are the central resource in the package.**

STEP NUMBER	ACTION	WHAT DOES THE STEP PROVIDE?	PAGES TO EXAMINE IN THIS STEP	OUTCOMES FROM THIS STEP
1	Read the introductory advice	The Introductory Advice page contains important information about the package, and advice to help you use the package.	• Introductory Advice • Acknowledgements	Background information about the package: e.g. what does it cover, who developed it, how to use it.
2	Get a blank Assessment Table. You can either: (a) print it out or (b) save it to your computer	A template to help you work through the process. It's recommended you fill it in as you work through the package. Subsequently, a completed Assessment Table should be kept as a record of your assessment.	• Assessment Table	You'll be set up ready to commence an assessment.
3	Work through the risk assessment process: • Identify processes/tasks • Identify hazardous chemicals • Look for chemical substitution opportunities • Choose the appropriate control guidance sheets, supplementary advice and posters for your processes/tasks.	To help you choose the best options to prevent exposure of workers to hazardous chemicals in your workplace. It's recommended you fill in the Assessment Table as you work through the risk assessment process.	• Hazard Identification • Options to prevent chemicals from harming health • Chemical Substitution • Using Control Guidance • Control Guidance Sheets, Supplementary Advice Sheets and Posters A completed Assessment Table is also presented to help you.	At the end of this step you'll have: • Identified processes & tasks • Identified hazardous chemicals • Identified opportunities for chemical substitution • Chosen the appropriate control guidance sheets, supplementary advice and posters for your processes/tasks. Started to fill in the Assessment Table for your operations

STEP NUMBER	ACTION	WHAT DOES IT PROVIDE	PAGES TO EXAMINE IN THIS STEP	OUTCOMES FROM THIS STEP
4	Using the control guidance sheets. Compare the advice given in the control guidance sheets, supplementary advice sheets and posters with the controls currently in place in your operations.	The control guidance sheets are the central resource in the package. The control guidance sheets provide you with specific advice on the tasks in your operations. It's recommended you fill in the Assessment Table as you use the Control Guidance Sheets.	• Using Control Guidance • Control Guidance Sheets • Supplementary Advice Sheets • Posters Worked Example sheets are also presented to help you.	At the end of this step you'll have: Compared the advice given in the control guidance sheets with the controls currently in place in your operations. Identified issues for follow up. Completed the Assessment Table,
5	Implement Action Plan to address issues identified in the Assessment. Fill in Actions Table.	The plan documents: • Issues identified • Planned Actions • Target Completion date • Who's responsible • Status • Review of effectiveness	• Actions Table	At the end of this step you'll have: Effectively addressed issues identified and improved control of workplace exposure to chemicals. A completed Actions Table should be kept as a record of the actions you've taken to reduce workplace exposures.
6	Complete Checklist	This is a check to confirm you've followed all the key steps in the package	• Checklist	At the end of this step you'll have checked that all the steps in the package have been completed. A completed Checklist should be kept as a record of your assessment.

Essential Chemical Controls for Australian Printers

STEP NUMBER	ACTION	WHAT DOES IT PROVIDE	PAGES TO EXAMINE IN THIS STEP	OUTCOMES FROM THIS STEP
--	Examine Reference Pages	A number of Reference Pages are presented to assist as you work through the package	• Acknowledgements • Hazard Identification • Options to prevent chemicals from harming health • Chemical Substitution • Worked examples • Glossary of terms • General bibliography • Contacts list • Users Guide	