


# Safe Work Method Statement

Address: 693 Burke Road, Camberwell, Vic, 3124 | 1300 889 210  
ABN: 83 605 947 822

TASK: Static Posting (Yarra Trams)				PROBABILITY		CONSEQUENCE						
Contract:		JCDecaux / Yarra Trams		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)		
Site/Project:		Various Sites		Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25		
Work Area:		Metro Melbourne		Known to occur, or, "it has happened"	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24		
Name:		Joshua Beckman	Signature		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22	
Position:		Senior HSE Advisor	Date	17/12/2024	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19	
Revision Details:		Rev No.:	1	Rev Date:	17/12/2024	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8	Medium 15

1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK	6. RESPONSIBILITY
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION
1.	Fatigue	Incidents as a result of fatigue symptoms	20	<ul style="list-style-type: none"> <li>12-hour break between work shifts</li> <li>Monitor signs of fatigue as per Contractor and Field Staff Handbook</li> <li>Refer ARA POL021 Fatigue Management Policy</li> <li>Task rotations / rest breaks</li> </ul>	13	All workers
2.	Working Outdoors	Adverse weather conditions – risk of injury	20	<ul style="list-style-type: none"> <li>Preferable not to conduct work in extreme weather conditions.</li> <li>Always monitor the environment and if conditions change stop work</li> <li>Review SWMS to see if changes to work methods required</li> <li>Use PPE appropriate for weather conditions, i.e. Sunscreen, hats, hi-vis uniform, wet weather gear</li> </ul>	13	All workers

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				<ul style="list-style-type: none"> <li>Heat - Drink plenty of water</li> </ul>		
3.	Working at nights	Working at nights - personnel-altercations,assaults, etc.	18	<ul style="list-style-type: none"> <li>Do not engage in altercations, go to the next site and return to site when safe to do so</li> <li>Visually check your surroundings to ensure that there are no hazards or risks</li> <li>Ensure the worksite is adequately lit prior commencing works and throughout the shift</li> </ul>	4	All workers
4.	Incident Reporting	Injury / near miss	16	<ul style="list-style-type: none"> <li>Report any incidents / near misses must be reported within 24 Hours</li> <li>Report any serious incidents via phone to supervisor / project manager</li> <li>Follow process in Incident Report Procedure for all incidents and near misses</li> <li>Joint investigation between ARA, JCD and Yarra Trams encouraged</li> </ul>	13	All workers
5.	Arrive at site (HRCW activities working on, in or adjacent to a road and railway)	Traffic, Vehicle accident / Hitting pedestrians and or bumping into pedestrians	17	<ul style="list-style-type: none"> <li>Wear appropriate PPE prior commencement of works (Hi-Vis, Safety Shoes)</li> <li>Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, Drive safely, use roof beacon and hazard lights and be aware of surroundings</li> <li>Check if any Trams/vehicles are approaching</li> <li>If safe, park within designed parking area</li> <li>Beacon lighting must be on at all times when the work vehicle is stationary</li> <li>Drive safely i.e. follow road rules and ensure to activate hazard beacon lighting when required and current driver's license, Wear seat belts etc.</li> </ul>	5	All workers

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				<ul style="list-style-type: none"> <li>Be aware of surroundings at all times and follow all SWMS for appropriate tasks at hand</li> <li>Ensure speed limits are maintained at all times</li> </ul>		
6.	Check posting list for posters needed for particular site.	Lighting	13	<ul style="list-style-type: none"> <li>Turn on light in vehicle or use another adequate light source</li> <li>Match the ID number on the posting list to the ID number on the shelter</li> </ul>	9	All workers
7.	Ensure road is clear of traffic when exiting vehicle	Traffic, Vehicle accident / Hitting pedestrians and or bumping into pedestrians	17	<ul style="list-style-type: none"> <li>Check side and rearview mirrors before exiting vehicle.</li> <li>Complete a head check</li> </ul>	12	All workers
8.	Retrieve appropriate posters and safety equipment from back of vehicle, Ensure you have all equipment needed for task i.e. panel key, cones, tools etc.	Slamming hand in door	5	<ul style="list-style-type: none"> <li>Be aware of your surroundings and be careful when closing door</li> </ul>	2	All workers
9.	Site Set up	Slips, trips. General public Trams	18	<ul style="list-style-type: none"> <li>Use of reflective cones to barricade work site.</li> <li>Implement traffic and pedestrian management where required.</li> <li>Spotter to be utilised at all times during night works.</li> <li>Hi-vis PPE to be worn at all times.</li> </ul>	14	All workers
10.	Check Ad panel door is in good condition before commencement of posting	Metal protrusions Compromised glass Door falling off hinges	3	<ul style="list-style-type: none"> <li>Be aware of your surroundings and Use appropriate PPE i.e. high vis, long pants &amp; steel capped boots</li> <li>Inspect the condition of the door</li> <li>Report any damaged panels to supervisor</li> </ul>	1	All workers
11.	Graffiti removal	Corrosive chemical Chemical spray in eyes	14	<ul style="list-style-type: none"> <li>Training in SDS</li> <li>Use of PPE ie safety glasses, gloves.</li> </ul>	5	All workers

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12.	Open ad panel ensuring no pedestrians or members of public are in the vicinity.	Hitting pedestrians or public, Straining muscles, Chipped glass	13	<ul style="list-style-type: none"> <li>Be aware of your surroundings</li> <li>Use correct manual handling techniques</li> <li>If ad panel cannot be opened, ring supervisor immediately.</li> </ul>	9	All workers
13.	Remove poster from ad panel as per site requirements	Hitting head, Cuts, Jamming fingers Manual Handling	13	<ul style="list-style-type: none"> <li>Use correct manual handling techniques ie. maintain good posture</li> </ul>	9	All workers
14.	Install New Poster Ensure Panel is secured and locked	Hitting head, Cuts, Jamming fingers Manual Handling	13	<ul style="list-style-type: none"> <li>Use correct manual handling techniques ie. maintain good posture</li> </ul>	9	All workers
15.	Pack up work site	Hazards to Pedestrians	13	<ul style="list-style-type: none"> <li>No equipment to be left on site/area</li> </ul>	10	All workers

ADDITIONAL REQUIREMENTS				
TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE/CHEMICALS REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
ARA Induction	2 reflective cones	Hi vis clothing		Fire extinguisher
Client Induction	Safety boots	Wide brim hat		First aid kits
White Card	Stop/slow bat (night only)	Cleaning equipment DIGGER Mineral Turpentine		Industrial rated ladder (where required)
	Panel key Organic Slasher Weedkiller	Goodbye Graffiti Remover Glance Glass Cleaner Halo Glass Cleaner		

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Gloves	Face mask	Eye protection	Hi-Vis Clothing	Appropriate footwear	Hearing protection	Protective clothing	Brim Hats	Sunscreen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Injury &/or Emergency Response

Injury - In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.  
Emergency - Follow the site Emergency Response procedure as directed by site operator.  
The ARA Incident Response & Reporting Procedure will then be implemented

## 5. SIGN OFF

Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

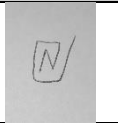
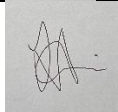
NAME	DATE	POSITION	SIGNATURE	NAME	DATE	POSITION	SIGNATURE
1.				11.			
2.				12.			
3.				13.			
4.				14.			
5.				15.			
6.				16.			
7.				17.			
8.				18.			
9.				19.			
10.				20.			

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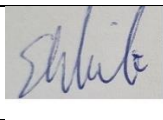
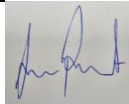
## 6. CONSULTATION

To be signed by workers involved in the development of the SWMS

NAME	DATE	POSITION	SIGNATURE
Nathan Box	22/1/2025	Technician	
Hamlet Armenian	22/1/2025	Technician	

## 7. APPROVAL

To be signed by the FM or delegate once all fields of this form have been completed and all hazards have been eliminated or reduced as low as reasonably practicable.

NAME	DATE	POSITION	SIGNATURE
Joshua Beckman	13/1/2025	Senior HSE Advisor	
Simon White	13/1/2025	National Project Manager	
Simon Pasinati	13/1/2025	General Manager – Energy and Water	

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## 8. LEGISLATION / REGULATIONS REFERENCE

<b>VIC:</b> Occupational Health and Safety Act 2004 Occupational Health and safety Regulations 2017
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## 9. CHANGE REGISTER

Revision Number	Date	Change	Expiry
1	17/12/2024	Created document	17/12/2026