

Digital Internal Fan Cleaning				PROBABILITY		CONSEQUENCE						
Contract:		Adbooth - JCDecaux		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)		
Site/Project:				Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25		
Work Area:				Known to occur, or, "it has happened"	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24		
Name:		Simon White	Signature	SW	Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22	
Position:		National Project Manager 0450 251 778	Date	10/10/2025	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19	
Revision Details:		Rev No.:	2.1	Rev Date:	October 2025	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 / TITLE
1.	Park vehicle	<ul style="list-style-type: none"> Vehicle accident / Hitting pedestrians/Traffic and bumping into pedestrians 	4, 2 = 12	Wear appropriate PPE prior commencement of works Perform pre-checks and complete risk assessment Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, Drive safely, then use roof beacon and hazard lights and be aware of surroundings <input type="checkbox"/> Drive safely i.e. follow road rules and ensure to activate hazard beacon lighting when required and current driver's license	4, 1 = 7	All Workers
2.	Inspect site to ensure safety and works can be carried out.	<ul style="list-style-type: none"> Dry weather clean only. – electrical circuits not to be exposed to rain. 	4, 3 = 17	Be aware of surroundings at all times and follow all SWMS for appropriate tasks at hand	4, 2 = 12	All Workers

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				<input type="checkbox"/> Always switch off assets before commencement of any works		
3.	Place 4 cones out around the booth and signage if need	Uneven ground, traffic and pedestrians <ul style="list-style-type: none"> Overhead power lines i.e. electrical hazard – electric shock 	3, 2 = 9	Be aware of surroundings at all times and follow all SWMS for appropriate tasks at hand <input type="checkbox"/> Always switch off assets before commencement of any works	3, 1 = 4	All Workers
		<ul style="list-style-type: none"> Muscle sprain and strain 	3, 3 = 13	<input type="checkbox"/> Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	3, 2 = 9	All Workers
4.	Remove all tools and ladders form the van that are required for the internal fan cleaning	<ul style="list-style-type: none"> Vehicle accident / Hitting pedestrians/Traffic and bumping into pedestrians 	4, 3 = 17	Set up appropriate pedestrian/traffic management: Pedestrian and traffic management	4, 2 = 12	All Workers
		<ul style="list-style-type: none"> Muscle sprain and strain 	3, 3 = 13	<input type="checkbox"/> Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	3, 2 = 9	All Workers
5.	Call JCDecaux technical to let them know that you are working on this booth and shutting the power off	<ul style="list-style-type: none"> Vehicle accident / Hitting pedestrians/Traffic and bumping into pedestrians 	4, 2 = 12	<input type="checkbox"/> Be aware of surroundings at all times	4, 1 = 7	All Workers
6.	Open 32" side of booth	<ul style="list-style-type: none"> Muscle sprain and strain 	3, 3 = 13	<input type="checkbox"/> Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	3, 2 = 9	All Workers
7.	Isolate power at QS1, QF1 and QF2	<ul style="list-style-type: none"> Electrical Hazard i.e. electric shock 	4, 3 = 17	<input type="checkbox"/> Always switch off assets before commencement of any works	4, 2 = 12	All Workers
		<ul style="list-style-type: none"> Muscle sprain and strain 	3, 3 = 13	<input type="checkbox"/> Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	3, 2 = 9	All Workers
8.	Unscrew 8 screws holding the top cover plate	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
9.	Once top of booth is open we need to clean all the dust from visible surfaces, this involves wiping all	<ul style="list-style-type: none"> Eye, back and hand injuries, cuts and abrasions, strains, spiders. 	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	4, 2 = 12	All Workers

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	surface with a clean dry rag. Once all surfaces wiped we need to blow out with a blower so excess dust is removed.			<input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.		
10.	Place top plate back on the booth and screw up all fixings	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
11.	If booth has a WIFI box plug router back in and then place cover back on.	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
12.	Place small set ladder in the open side 32" side	<ul style="list-style-type: none"> Fall from height (ladder) below 2 meters 	4, 3 = 17	<input type="checkbox"/> Provide fixing point from ladder to area, ensure to assess the area for no materials or equipment to be lying around the area, 3 personal connection points to the ladder at all times i.e. 2 feet and 1 hand or 2 hands and 1 foot, all work must be conducted within an arm length of the ladder, any activities to be completed by one hand only – no 2 hands activity on ladder	4, 2 = 12	All Workers
		<ul style="list-style-type: none"> Muscle sprain and strain 	3, 3 = 13	<input type="checkbox"/> Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	3, 2 = 9	All Workers
13.	Unplug SMS rebooter	<ul style="list-style-type: none"> Muscle sprain and strain 	3, 3 = 13	<input type="checkbox"/> Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	3, 2 = 9	All Workers
14.	Remove 5 nuts and washers from top cover	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers

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15.	Pull cover out of booth and clean all dust off	<p>Eye, back and hand injuries, cuts and abrasions, strains, spiders.</p> <ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	<p>In House training, correct PPE, Safety glasses, gloves , masks</p> <p>Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques</p> <p><input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.</p>	4, 2 = 12	All Workers
16.	Remove 8 nuts and washers form fan cover	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	<p>Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques</p> <p><input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.</p>	4, 2 = 12	All Workers
17.	Take cover out clean all dust, if any rust present use wire wool to remove as much as possible	<p>Eye, back and hand injuries, cuts and abrasions, strains, spiders.</p> <ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	<p>In House training, correct PPE, Safety glasses, gloves , masks</p> <p>Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques</p> <p><input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.</p>	4, 2 = 12	All Workers
18.	Take photos of cover and send to manager	<ul style="list-style-type: none"> Vehicle accident / Hitting pedestrians/Traffic and bumping into pedestrians 	4, 3 = 17	<p>Beware of surroundings prior taking pictures.</p> <p><input type="checkbox"/> Set up appropriate pedestrian/traffic management: Pedestrian and traffic management</p>	4, 2 = 12	All Workers
19.	Clean the top 3 fans and surrounding surfaces to make sure they are free of dust	<p>Eye, back and hand injuries, cuts and abrasions, strains, spiders.</p> <ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	<p>In House training, correct PPE, Safety glasses, gloves , masks</p> <p>Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques</p> <p><input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.</p>	4, 2 = 12	All Workers
20.	Blow out top of booth with blower	<p>Eye, back and hand injuries, cuts and abrasions, strains, spiders.</p>	4, 3 = 17	<p>In House training, correct PPE, Safety glasses, gloves , masks</p>	4, 2 = 12	All Workers

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		<ul style="list-style-type: none"> Muscle sprain and strain 		Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.		
21.	Turn booth back on to test that all internal fans are working but lowering the thermostat until fans kick in, report an fans that are not working to manager	<ul style="list-style-type: none"> Electrical Hazard i.e. electric shock 	4, 3 = 17	<input type="checkbox"/> Always switch off assets before commencement of any works	4, 2 = 12	All Workers
		<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
22.	Turn booth of again and turn thermostat back to 55 degrees	<ul style="list-style-type: none"> Electrical Hazard i.e. electric shock 	4, 3 = 17	<input type="checkbox"/> Always switch off assets before commencement of any works	4, 2 = 12	All Workers
		<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
23.	Put internal cover back on top three fans and make sure the fans don't catch on the cover	<ul style="list-style-type: none"> Electrical Hazard i.e. electric shock 	4, 3 = 17	<input type="checkbox"/> Always switch off assets before commencement of any works	4, 2 = 12	All Workers
		<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
24.	Bolt 8 nuts and washers back up	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	4, 2 = 12	All Workers

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				<input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.		
25.	Put external fan cover on and bolt 5 remaining nuts and washers	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
26.	Plug SMS rebooter back in and place in holder	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
27.	Unplug 32" player and store in a safe place	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
28.	Unbolt 8 nuts and washers from bottom fan cover	<ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
29.	Remover cover and clean of any dust	Eye, back and hand injuries, cuts and abrasions, strains, spiders. <ul style="list-style-type: none"> Muscle sprain and strain 	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
30.	Clean 3 fans and surrounding area	Eye, back and hand injuries, cuts and abrasions, strains,	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks	4, 2 = 12	All Workers

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		spiders. Respiratory hazard usually arise from exposure to substances hazardous or excessive dust. • Muscle sprain and strain		Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.		
31.	Blow out with blower provided	Eye, back and hand injuries, cuts and abrasions, strains, spiders. • Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
32.	Place cover back on and make sure that no wires are caught behind cover	Eye, back and hand injuries, cuts and abrasions, strains, spiders. • Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
33.	Bolt up 8 nuts and washers	Eye, back and hand injuries, cuts and abrasions, strains • Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
34.	Plug back in 32" player	Eye, back and hand injuries, cuts and abrasions, strains • Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques	4, 2 = 12	All Workers

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				<input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.		
35.	Open 75" screen side	Eye, back and hand injuries, cuts and abrasions, strains. Spiders Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
36.	Remove 8 screws form fan cover	Eye, back and hand injuries, cuts and abrasions, strains. Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
37.	Slide cover and fans out of booth	Eye, back and hand injuries, cuts and abrasions, strains, spiders. Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
38.	Clean all dust from fans and surrounds	Eye, back and hand injuries, cuts and abrasions, strains, spiders. Respiratory hazard usually arise from exposure to substances hazardous or excessive dust. Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION / TITLE
39.	Slide cover and fans back in	Eye, back and hand injuries, cuts and abrasions, strains, spiders. Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
40.	Re screw 8 screws back in	Eye, back and hand injuries, cuts and abrasions, strains, spiders. Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
41.	Close 75" side of booth	Eye, back and hand injuries, cuts and abrasions, strains, spiders. Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers
42.	Turn back on isolators QS1, QF1 and QF2	Eye, back and hand injuries, cuts and abrasions, strains, spiders. Muscle sprain and strain	4, 3 = 17	In House training, correct PPE, Safety glasses, gloves , masks Training of staff on correct way to position themselves (posture) during starting operation, and correct manual handling techniques <input type="checkbox"/> Use correct tools and ensure tools have a comfortable grip, no sharp edges and allows wrist to remain straight.	4, 2 = 12	All Workers

ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
How to wear correct PPE		Safety vest, Correct Uniform, Safety Boots, Disposable Gloves, Safety Glasses, Sunscreen, Sunhat, cap Sunglasses, Wet weather gear	Electrical License (if applicable)	Testing and tagging of (if applicable) in accordance with Australian Standards Inspection of electrical cords for damage or deterioration by operator prior to day's use
In House Training, Manual Handling		Safety vest, Correct Uniform, Safety Boots, Disposable Gloves, Safety Glasses, Sunscreen, Sunhat, cap Sunglasses, Wet weather gear		
Chemical, Ladder and safety awareness.		Sunhat, cap Sunglasses, Wet weather gear		



Gloves



Face mask



Eye protection



Hi-Vis Clothing



Appropriate footwear



Hearing protection



Protective clothing



Brim Hats



Sunscreen



Injury &/or Emergency Response

Injury	<ul style="list-style-type: none"> In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.
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Emergency	<ul style="list-style-type: none"> Follow the site Emergency Response procedure as directed by site operator. The ARA Incident Response & Reporting Procedure will then be implemented
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5. SWMS CONSULTATION

The following companies / contractors participated in the development of this SWMS and agreed on the control measures to reduce the risk

NAME	DATE	POSITION	Company	NAME	DATE	POSITION	SIGNATURE
1. Simon White	10/10/2025	National Project Manager	ARA	5.			
2. Joshua Beckman	10/10/2025	Senior HSE Advisor	ARA	6.			
3.			ARA	7.			
4.				8.			

SWMS SIGN OFF

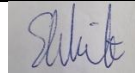
Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

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. 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
Simon White	10/10/2025	National Project Manager	

7. LEGISLATION / REGULATIONS REFERNE

ACT:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

NT:

Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011

SA:

Work Health and Safety Act 2012
Work Health and Safety Regulation 2012

VIC:

Occupational Health and Safety Act 2004
Occupational Health and safety Regulations 2017

NSW:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017

QLD:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

TAS:

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

WA:

Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022

8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
1	November 2021	Creation of SWMS	October 2023
2	April 2023	Job Tasks Review, Align to BMS	March 2025
2.1	October 2025	Revision	October 2027