

Driving to and between Booth Locations				PROBABILITY		CONSEQUENCE								
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)				
Site/Project:		Driving to and between Booth Locations		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		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22			
Position:		National Project Manager - 0450 251 778	Date		24/09/2025	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19		
Revision Details:		Rev No.:		3.1	Rev Date:		24/09/2025	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
STEP	JOB STEP	HAZARDS IDENTIFIED		RATING ABOVE	CONTROL MEASURES		RATING ABOVE
1	Driving to Ad Booth Locations and between Ad Booth Locations	Traffic, Vehicle accident / Hitting pedestrians		4, 4 = 21	Drive safely i.e. follow road rules and ensure to activate hazard beacon lighting when required and current driver's licence		4, 3 = 17
		Muscle sprain, strain and tiredness		3, 3 = 13	Ensure to use correct posture when driving in vehicle at all times and make sure enough rest before starting work		3, 2 = 9
2	Depart site in vehicle	Traffic, Vehicle accident / Hitting pedestrians and or bumping into pedestrians		4, 4 = 21	Drive safely i.e. follow road rules and ensure to turn off hazard beacon lighting and current driver's licence		4, 3 = 17
3	General	Muscle sprain and strain		3, 3 = 13	Training of staff on correct way to position themselves (posture) during starting operation, and SWPs available for task. i.e. use hazard lights, flashing beacons, indicators		3, 2 = 9
4	Fatigue Management	Injuries, Vehicle accidents		3, 4 = 18	Adhere to ARA's Fatigue Management Policy Workers that work above 10 hours will need to obtain written or verbal approval from the management team		2, 4 = 8

1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
				To minimise the risk of fatigue related incidents, the following measures shall apply: (a) Workers will not work more than five (5) hours without a prescribed rest break; (b) Workers working more than twelve (12) hours in any continuous period may not commence a subsequent shift without a ten (10) hour rest break between shifts; (c) driving for periods in excess of two (2) hours will require a prescribed rest break of a minimum of ten (10) minutes per two (2) hour increments; and (d) Employees may be consulted and involved in determining any significant changes to their shift roster and how such changes are to be implemented.	
	<b>EMS Assessment</b>				
	Environmental Aspect	Environmental Impact			
	Disposal materials - Physical Environment/Public – Vehicle Emissions	Waste Disposal i.e. petrol from vehicle/vehicle emissions	5, 1 = 11		5, 1 = 11

ADDITIONAL REQUIREMENTS				
TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
Correct posture	Safety signs/Barricades	Flashing beacon, vehicle & signage	Contract Specific Inductions	Vehicle Maintenance
Regular Intervals as required	Cones, Barriers, Flashing beacon, vehicle & signage		Driver's Licence	
Road rules, pedestrian safety				

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

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

## 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	24/09/2025	National Project Manager	ARA	5.			
2. Joshua Beckman	24/09/2025	Senior HSE Advisor	ARA	6.			
3.				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.			

## 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	24/09/2025	National Project Manager	
Simon Pasinati	24/09/2025	General Manager – Asset Management Services	

## 7. LEGISLATION / REGULATIONS REFERENCE

**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:**

**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:**

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

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

## 8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
1	October 2018	Creation of SWMS	September 2020
2	October 2020	PPE, review job steps, reallocation of risk ratings, change to PPE requirement , changes to legislations	September 2022
3	June 2022	Consultation, review job steps	May 2024
3.1	September 2025	Step 4 – Fatigue Management	September 2027