

Full clean of booth				PROBABILITY		CONSEQUENCE								
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)				
Site/Project:		Full clean of booth		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	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.:		3.1	Rev Date:		10/10/2025	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	Park vehicle at site	Traffic, Vehicle accident / Hitting pedestrians and or bumping into pedestrians		4, 3 = 17	Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, Drive safely, then use roof beacon and hazard lights and be aware of surroundings			4, 2 = 12
		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.			3, 2 = 9
2	Inspect site to ensure safety and works can be carried out.	Dry weather clean only. – electrical circuits not to be exposed to rain.		3, 2 = 9	In house training, correct PPE to be work i.e. long pants, closed shoes and long shirts/hi – vests			3, 2 = 9
		Traffic, Vehicle accident / Hitting pedestrians and or bumping into pedestrians		4, 3 = 17	Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, Drive safely, then use roof beacon and hazard lights and be aware of surroundings			4, 2 = 12
3	Unload cleaning equipment and traffic management from vehicle.	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.			3, 2 = 9
		Set up site – Set up cones, barricades		4, 3 = 17	Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, then use roof beacon and hazard lights and be aware of surroundings			4, 2 = 12
5	Clean Surrounds – Remove rubbish, debris or other refuse within 1m from booth	Contracting disease from sharp objects i.e. needles – can cause injuries		4, 3 = 17	All staff should wash their hands to both clean them and identify any cuts or breaks in the skin, cuts or abrasions should be covered with waterproof dressings, which are to be found in the First Aid Box, ,			4, 2 = 12

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				always use correct PPE i.e. gloves and tongs, Isolation – of area and Administration Control – tool box meetings to be held to re train staff on the awareness and seriousness of this risk	
		Slip, trip or fall during task	2, 2 = 5	Available SWPs, staff training	2, 2 = 5
		Cuts/grazes – can cause infections and or spiders	3, 3, = 13	Correct PPE i.e. gloves	3, 2, = 9
6	Vegetation Maintenance. Trim any long or overgrown grass and weeds within 1 meter of booth.	Eye, back and hand injuries, cuts and abrasions, strains, skin irritations, needle stick injury, spiders, snakes.	3, 3 = 13	In house training, appropriate PPE long pants, closed shoes, long shirts, hi-vests, snake/spider awareness, sharps kit, goggles (if applicable), correct manual handling to do task and posture	3, 2 = 9
7	Initial Clean – Remove all cobwebs, rubbish and other refuse from booth	Eye, back and hand injuries, cuts and abrasions, strains, spiders.	3, 3 = 13	In house training, correct PPE Safety glasses, gloves	3, 2 = 9
8	Sweep – sweep the floor and clean the internal and external walls of the booth with a soft brush or cloth to remove excess dust.	Eye, back and hand injuries, cuts and abrasions, strains.	3, 3 = 13	In house training, correct PPE	3, 2 = 9
9	Dome Roof – Clean and wash the external part of the acrylic roof with a damp cloth of water and detergent. Wipe over with a clean dry cloth.	Uneven ground, overhanging trees and shrubs, overhead power lines.	3, 3 = 13	Ensure ladders are level and In house training, correct PPE	3, 2 = 9
10	Powder coated surfaces – Wipe over with damp cloth removing all marks	Eye, back and hand injuries, cuts and abrasions, strains.	3, 3 = 13	In house training, correct PPE	3, 2 = 9
11	Payphone – clean payphone including earpiece and mouthpiece with a mixture of household disinfectant and water.	Chemicals	3, 3 = 13	In house training, correct PPE Safety glasses	3, 2 = 9
12	Glass Cleaning – Clean the internal and external areas of all glass with an appropriate solution of household window cleaner. Then wash with water and wipe dry.	Chemicals	3, 3 = 13	In house training, correct PPE Safety glasses	3, 2 = 9

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13	Acrylic and Perspex Surfaces – Clean the internal and external areas of all surfaces with an appropriate solution of household window cleaner. Then wash with water and wipe dry. AVOID ABRASIVE CHEMICALS	Chemicals	3, 3 = 13	In house training, correct PPE Safety glasses	3, 2 = 9
14	Internal Ad Surfaces – Turn off lights. Wipe down all internal surfaces with a damp cloth. Spray insect surface spray on sides and base (DO NOT SPRAY ON ELECTRICS)	Electrocution, spiders.	3, 3 = 13	In house training, correct PPE, Safety glasses. No metal ladders. Insect Surface spray (if applicable)	3, 2 = 9
15	Fluorescent Light Tubes – Turn off lights, wipe down tubes and holders with a dry cloth.	Electrocution, spiders.	3, 3 = 13	In house training, correct PPE Safety glasses. No metal ladders.	3, 2 = 9
16	Poster – Turn on lights, ensure poster is hanging and framed correctly before closing door. Recheck when door is closed.	Electrocution, spiders	3, 3 = 13	In house training, correct PPE and Safety glasses. No metal ladders.	3, 2 = 9
17	Odour Control – On completion of cleaning if there is an offensive odour, place 2 drops of concentrated household deodoriser on top of payphone.	Chemicals	3, 3 = 13	In house training, correct PPE and Safety glasses, gloves.	3, 2 = 9
18	Pack up site	Traffic, Vehicle accident / Hitting pedestrians and or bumping into pedestrians	4, 3 = 17	Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, Drive safely, then use roof beacon and hazard lights and be aware of surroundings	4, 2 = 12
		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.	3, 2 = 9
19	Enter work completed on internal TAG and mobile device (including taking photos of completed work).	Traffic, Vehicle accident / Hitting pedestrians and or bumping into pedestrians	4, 3 = 17	Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, Drive safely, then use roof beacon and hazard lights and be aware of surroundings	4, 2 = 12
		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.	3, 2 = 9
20	Departure from Site	Traffic, Vehicle accident / Hitting pedestrians and or bumping into pedestrians	4, 3 = 17	Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, Drive safely, then use roof beacon and hazard lights and be aware of surroundings	4, 2 = 12

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
	EMS Assessment				
	Environmental Aspect	Environmental Impact			
	Disposal of Chemical waste	Waste Disposal	5, 1 = 11		5, 1 = 11

ADDITIONAL REQUIREMENTS				
TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
Correct posture and movement to handle equipment and conduct this task	Safety signs/Barricades		Contract Specific Inductions	Testing and tagging of electrical cords in accordance with Australian Standards – via Inspection Reports
Correct setup of and use of barricades / cones	Barriers (Cones or 'A Frame Cleaning signs'), Ladder (Aluminium), Squeegee, Broom, Chamois, Dry Rags, Pipe brush (seat brush), Scraper, Scourer		Electrical License to conduct the testing of Adbooth Assets	
How to wear correct PPE	Hi-Vis Uniform, Safety Boots (lace up), Leather gloves, Safety glasses, Sunscreen, Brim hats, Mask, Long sleeve shirts and trousers, Arm guards	Cleaning chemicals, Deodoriser, Insect Surface Spray, Sunscreen, Hand wash, Insect repellent	Current driver's license	
	Denso tape, Window cleaner, grease, Sunscreen, Hand wash, Insect repellent			
Correct use of platform ladders	Platform ladder		Working at Heights Licence if working above 2M	

								
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 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	<ul style="list-style-type: none"> In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.
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

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.			ARA	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	10/10/2025	National Project Manager	

7. LEGISLATION / REGULATIONS REFERNCE

<p>ACT: Work Health and Safety Act 2011 Work Health and Safety Regulation 2011</p> <p>NT: Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011</p> <p>SA: Work Health and Safety Act 2012 Work Health and Safety Regulation 2012</p> <p>VIC: Occupational Health and Safety Act 2004 Occupational Health and safety Regulations 2017</p>	<p>NSW: Work Health and Safety Act 2011 Work Health and Safety Regulation 2017</p> <p>QLD: Work Health and Safety Act 2011 Work Health and Safety Regulation 2011</p> <p>TAS: Work Health and Safety Act 2012 Work Health and Safety Regulations 2012</p> <p>WA: Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022</p>
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8. CHANGE REGISTER			Expiry
Revision Number	Date	Change	
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	October 2025	Revision	October 2027