

Installation / Removal of Phone Booth and Adcase				PROBABILITY		CONSEQUENCE								
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)				
Site/Project:		Installation / Removal of Phone Booth and Adcase		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		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	Pull up to the site and secure worksite	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	Remove fencing, barricades and set up crane	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
		Overhead power lines		4, 3 = 17	Follow SWP AS-1003: Working under adjacent overhead cables and be aware of surroundings	4, 2 = 12
3	Preparation for foundation – level	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
		Needle prick		4, 3 = 17	PPE i.e. sharps kit to pick up any sharps and use nifty nabber Sharps box	4, 2 = 12
4	Lift Adbooth / Adcase from truck to foundation.	Slip, trip or fall on/from		4, 3 = 17	Training of staff on correct way to carry and conduct this task safely	4, 2 = 12
		Overhead power lines		4, 3 = 17	Follow SWP AS-1003: Working under adjacent overhead cables and be aware of surroundings	4, 2 = 12
		Fall from height (ladder) below 2 meters			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	4, 2 = 12

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
			4, 3 = 17	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	
		Load swing falling & Tag lines	4, 3 = 17	Ensure structure is slung securely, Correct signal to operator Be aware of surroundings & Use tag lines	4, 2 = 12
5	Install phone i.e. include install phone rail	Muscle sprain and strain	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and SWPs available for task.	3, 3 = 13
6	Install phone rail. Step 4 - Lift phone from truck to foundation.	Muscle sprain and strain	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and SWPs available for task.	3, 3 = 13
7	Check that structure is level and clean	Muscle sprain and strain	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, and SWPs available for task.	3, 3 = 13
		Fall from height (ladder) below 2 meters	4, 3 = 17	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
8	Pack up, secure and leave 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
EMS Assessment					
	Environmental Aspect	Environmental Impact			
	Disposal of Florescent Light Tubes	Waste Disposal	5, 1 = 11	Handle the light tubes with cautiously	5, 1 = 11

ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED	LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
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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	Cones, Barriers, Ladder, Adbooth key, Prestige key, poster folder, tool kit, parts required for repair			
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			
	Denso tape, Window cleaner, grease, Sunscreen, Hand wash, Insect repellent			
Correct use of platform ladders	Platform ladder		Working at Heights Licence if Woking 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 REFERENCE

<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

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	October 2025	Revision	October 2027