










Knockdowns				PROBABILITY		CONSEQUENCE								
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)				
Site/Project:		Knockdowns		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	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.	Collision with vehicle, pedestrian accident		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
3	Unload equipment and traffic management from vehicle.	Pedestrian accident, back injury, strains,		4, 3 = 17	Manual handling course, correct PPE.	4, 2 = 12
4	Set up site – Set up cones, barricades	Uneven ground, overhanging trees and shrubs, overhead power lines, traffic and pedestrians		4, 3 = 17	Ensure ladders are level, manual handling course, correct PPE ,	4, 2 = 12

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
5	Isolate Power at RCD	Electrical hazards, heights	4, 3 = 17	Ensure ladders are level, Gloves and correct PPE	4, 2 = 12
6	Clean up broken glass and remove any dangerous broken material	Eye, back and hand injuries, cuts and abrasions, strains, skin irritations, needle stick injury, spiders, snakes, electrical hazards.	3, 3 = 13	In house training, correct PPE, Gloves, Safety glasses, Sharps	3, 2 = 9
7	Rope off remaining asset with safety tape	Sharp edges	3, 3 = 13	Gloves and correct PPE	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
		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
8	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
16	Departure from Site	Collision with vehicle, pedestrian accident	4, 3 = 17	Use hazard lights, flashing beacons, indicators	4, 2 = 12
		Muscle sprain and strain	4, 3 = 17	Training of staff on correct way to position themselves (posture) during starting operation, how to correctly place equipment on back and SWPs available for task.	3, 3 = 13
<b>EMS Assessment</b>					
	Environmental Aspect	Environmental Impact			
	Disposal of Ad Booth Cases/damaged parts	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	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	
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">             Gloves  <input checked="" type="checkbox"/> </div> <div style="text-align: center;">             Face mask  <input checked="" type="checkbox"/> </div> <div style="text-align: center;">             Eye protection  <input checked="" type="checkbox"/> </div> <div style="text-align: center;">             Hi-Vis Clothing  <input checked="" type="checkbox"/> </div> <div style="text-align: center;">             Appropriate footwear  <input checked="" type="checkbox"/> </div> <div style="text-align: center;">             Hearing protection  <input type="checkbox"/> </div> <div style="text-align: center;">             Protective clothing  <input type="checkbox"/> </div> <div style="text-align: center;">             Brim Hats  <input checked="" type="checkbox"/> </div> <div style="text-align: center;">             Sunscreen  <input checked="" type="checkbox"/> </div> </div>				
<b>Injury &amp;/or Emergency Response</b>				
<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	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.			

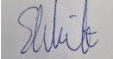
## SWMS SIGN OFF

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><b>ACT:</b> Work Health and Safety Act 2011 Work Health and Safety Regulation 2011</p> <p><b>NT:</b> Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011</p> <p><b>SA:</b> Work Health and Safety Act 2012 Work Health and Safety Regulation 2012</p> <p><b>VIC:</b> Occupational Health and Safety Act 2004 Occupational Health and safety Regulations 2017</p>	<p><b>NSW:</b> Work Health and Safety Act 2011 Work Health and Safety Regulation 2017</p> <p><b>QLD:</b> Work Health and Safety Act 2011 Work Health and Safety Regulation 2011</p> <p><b>TAS:</b> Work Health and Safety Act 2012 Work Health and Safety Regulations 2012</p> <p><b>WA:</b> 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