

Moving Side Glass and Rear Doors from Warehouse to Vans/Vehicles				PROBABILITY		CONSEQUENCE								
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)				
Site/Project:		Moving Side Glass and Rear Doors from Warehouse to Vans/Vehicles		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	Go to warehouse area to collect glasses/doors	Muscle sprains or strains		3, 2 = 9	Training on correct posture when going to warehouse area and avoid repetitious tasks wherever possible		3, 1 = 4
		Slip, trip or fall during task		3, 2 = 9	Ensure to always assess the floor surfaces for any liquid residue remaining & be cautious when doing this activity		3, 1 = 4
2	Collection of side glass to van/vehicle	Muscle sprains or strains		3, 2 = 9	<p>Training on correct posture during collection activities i.e. maintain balance, keep feet apart and in a comfortable position. minimise lower back bending, bend knees preferable at as large an angle as possible but not at a right angle, grip the load i.e. side glass firmly and hold it close to your body, keep the heaviest side closest to your body, brace' (tighten) your stomach muscles, remember to breathe out when you lift. However remember that bracing the stomach muscles does not mean 'holding your breath' and avoid repetitious tasks wherever possible</p> <p><b>ALWAYS LIFT WITH YOUR KNEES AND NOT YOUR BACK. Never bend over to reach an object.</b></p> <p><b>ALWAYS ENSURE TO LIFT NO MORE THAN 2 SIDE GLASSES AT A TIME - For male - Maximum weight - 20kg - For female - Maximum weight - 15kg</b></p>		3, 1 = 4
		Slip, trip or fall during task		3, 2 = 9	Ensure to always assess the floor surfaces for any liquid residue remaining & be cautious during collection of glass		3, 1 = 4

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
		Cuts, deep laceration – can cause infection	3, 2 = 9	Before collection – staff should wash hands to both clean them and identify any cuts or breaks in the skin, cuts/abrasions should be covered with waterproof dressings – located in First Aid Kit in office & PPE-gloves to be worn at all times	3, 1 = 4
3	Collection of rear doors to van/vehicle	Muscle sprains or strains	3, 2 = 9	Training on correct posture during collection activities i.e. maintain balance, keep feet apart and in a comfortable position. minimise lower back bending, bend knees preferable at as large an angle as possible but not at a right angle, grip the load i.e. rear doors firmly and hold it close to your body, keep the heaviest side closest to your body, brace' (tighten) your stomach muscles, remember to breathe out when you lift. However remember that bracing the stomach muscles does not mean 'holding your breath' and avoid repetitious tasks wherever possible. **2 people must lift the rear doors at all times during this activity <b>ALWAYS LIFT WITH YOUR KNEES AND NOT YOUR BACK. Never bend over to reach an object</b> <b>ALWAYS ENSURE TO LIFT NO MORE THAN 1 SIDE REAR DOOR AT A TIME - For male - Maximum weight - 20kg - For female - Maximum weight - 15kg</b>	3, 1 = 4
		Slip, trip or fall during task	3, 2 = 9	Ensure to always assess the floor surfaces for any liquid residue remaining & be cautious during collection of glass	3, 1 = 4
		Cuts, deep laceration – can cause infection	3, 2 = 9	Before collection – staff should wash hands to both clean them and identify any cuts or breaks in the skin, cuts/abrasions should be covered with waterproof dressings – located in First Aid Kit in office & PPE-gloves to be worn at all times	3, 1 = 4
4	Packing up and leaving warehouse	Muscle sprains or strains	2, 2 = 5	Training on correct posture during this activity and avoid repetitious tasks wherever possible	2, 1 = 2
		Slip, trip or fall during task	3, 2 = 9	Ensure to always assess the floor surfaces for any liquid residue remaining & be cautious during packing up process and leaving warehouse	3, 1 = 4
		Cuts, deep laceration – can cause infection	3, 2 = 9	Before collection – staff should wash hands to both clean them and identify any cuts or breaks in the skin, cuts/abrasions should be covered with waterproof dressings – located in First Aid Kit in office & PPE-gloves to be worn at all times	3, 1 = 4
Environmental Aspect		Environmental Impact			

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
	Disposal of Materials i.e. glass	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	
Correct setup of and use of barricades / cones	Side glass		
How to wear correct PPE	Hi-Vis Uniform, Safety Boots (lace up), Non-slip gloves, Safety glasses, Sunscreen, Brim hats, Mask, Long sleeve shirts and trousers, Arm guards		
	Denso tape, Window cleaner, grease, Sunscreen, Hand wash, Insect repellent		



Gloves



Face mask



Eye protection



Hi-Vis Clothing



Appropriate footwear



Hearing protection



Protective clothing



Brim Hats



Sunscreen



### 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> <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>
<b>Emergency</b>	

## 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.			

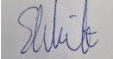
## SWMS SIGN OFF

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