

Onsite Installation of Scrolling Kit				PROBABILITY		CONSEQUENCE						
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)		
Site/Project:		Onsite Installation of Scrolling Kit		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 and unload work vehicle	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 correct manual handling techniques	3, 2 = 9
2	Open Adcase Door	Door could close onto employee and/or or glass could break	4, 3 = 17	Prop door open, ensure glass door not hit with scrolling kit or tools	3, 2 = 12
		Cuts/abrasions	3, 2 = 9	Be aware of your surroundings and Use correct manual handling techniques	3, 1 = 4
3	Disconnect Power supply at RCD	Electrical Hazard	4, 3 = 17	ALWAYS switch the asset off via the RCD on site Follow SWP AS-1003: Working under adjacent overhead cables and be aware of surroundings. Report any damaged electrical components	4, 2 = 12
		Cuts/abrasions	3, 2 = 9	Be aware of your surroundings and Use correct manual handling techniques	3, 1 = 4
4	Remove discontinued parts		4, 3 = 17	PPE i.e. sharps kit to pick up any sharps and use nifty nabber Sharps box	4, 2 = 12
		Cuts/abrasions	3, 2 = 9	Be aware of your surroundings and Use correct manual handling techniques	3, 1 = 4
5	Installation of Scrolling Kit parts	Cuts/abrasions	3, 2 = 9	Be aware of your surroundings and Use correct manual handling techniques	3, 1 = 4

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	Manual handling	Struggling to hold and install roller sin place while installing them	3, 3 = 13	Utilise a support device to hold one end of roller whilst installing	3, 2 = 9
		Needle Injury	4, 3 = 17	PPE i.e. sharps kit to pick up any sharps and use nifty nabber	4, 2 = 12
	Ensure that scrolling kit is correctly wired into existing wiring loom correctly	Electric shock to one self or subsequent visitor to asset	4, 3 = 17	Wire in asset as per wiring diagram, electrician inspection, testing and certification of installation to be obtained immediately after installation	4, 2 = 12
6	Reconnect Power supply at RCD	Cuts/abrasions	3, 2 = 9	Be aware of your surroundings and use correct manual handling techniques	3, 1 = 4
		Electrical Hazard	4, 3 = 17	Follow SWP AS-1003: Working under adjacent overhead cables and be aware of surroundings	4, 2 = 12
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
8	Install posters and check operation of scrolling	Paper cuts	5, 2 = 12	Use Gloves when aligning posters	5, 1 = 11
	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
9		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
10	Working in inclement weather	Sunburn, dehydration, slip/trip/fall	4, 2 = 12	Avoid working in extreme heat. Drink fluids regularly. Take regular breaks. Avoid working in rain	3, 2 = 9
11	Working at night	Fatigue considerations	3, 3 = 13	Minimise night work where possible. Take regular breaks. Identify and know understand fatigue factors. Ensure adequate undisturbed sleep is taken in a single continuous period	3, 2 = 9
EMS Assessment					
	Environmental Aspect	Environmental Impact			
1	Waste material left on site	Littering or site	5, 1 = 11	Ensure that all waste material is removed from site and disposed of appropriately. Recycle where possible.	5, 1 = 11
2	Vehicle emissions	Pollution	5, 1 = 11	Turn vehicle engine off while working on site	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	Appropriate and up to date calibrated testing equipment
Correct setup of and use of barricades / cones	Side glass	Electricians licence for electrical sign off Driving licence	
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	Cones, Barriers, Ladder, Adbooth key, Prestige key, poster folder, tool kit, parts required for repair, Window cleaner, Sunscreen, Hand wash, Insect repellent	
	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

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