

Posting				PROBABILITY		CONSEQUENCE				
Contract:	JCD / Adbooth			Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:	Posting			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
Revision Details:	Rev No.:	3.1	Rev Date:	10/10/2025	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8

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 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	Check posting list for posters needed for particular site.	Lighting	3, 3 = 13	Turn on light in vehicle	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	Ensure road is clear of traffic when exiting vehicle by checking mirrors.	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
		Slamming hand in door	3, 3 = 13	Be aware of your surroundings and Be careful when closing door	3, 2 = 9
4	Retrieve appropriate posters from back of vehicle, Ensure you have all equipment needed for task i.e. ad panel key, poster folder, etc.				

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		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
5	Check Ad Booth door before commencement of posting	Hitting head, Cuts, Jamming fingers	3, 3 = 13	Be aware of your surroundings and Use appropriate PPE i.e. high vis, long pants & steel capped boots	3, 2 = 9
		Object falling i.e. Ad Booth Door i.e. potential injury to public	3, 3 = 13	Be sure to stop works if faulty door/unsafe and report to manager immediately	3, 2 = 9
5	Open ad panel ensuring no pedestrians or members of public are in the vicinity. If ad panel cannot be opened, ring supervisor immediately.	Hitting pedestrians or public, Straining muscles, Chipped glass and Spiders	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques	3, 2 = 9
6	Roll up poster and slide sideways out of extrusion and ad panel.	Hitting head, Cuts, Jamming fingers	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques	3, 2 = 9
7	Check all three diffusers are correctly placed, if not adjust to correct positions.	Hitting head	3, 3 = 13	Be aware of your surroundings	3, 2 = 9
8	Pick up replacement poster, take off rubber bands and put on old poster. Place old poster on ground.	Hitting head	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques	3, 2 = 9
9	Use poster folder by sliding it along top of poster towards yourself.	Cuts	3, 3 = 13	Use correct manual handling techniques and appropriate PPE i.e. gloves	3, 2 = 9

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10	Slide poster into poster holder extrusion, using one hand to guide folded part of poster into top of slider.	Hitting head and Cuts	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques and appropriate PPE i.e. gloves	3, 2 = 9
11	Release poster so it drops down. Adjust poster so left hand edge touches edge of left rubber seal.	Hitting head, Cuts	3, 3 = 13	Be aware of your surroundings, Use correct manual handling techniques and appropriate PPE i.e. gloves	3, 2 = 9
12	Close door. Ensure poster is square, flat and the corners aren't folded.	Hitting head, Cuts and Jamming fingers	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques and appropriate PPE i.e. gloves	3, 2 = 9
13	Enter work completed on internal TAG and mobile device (including taking photos of completed work).	Pedestrian and/or vehicle accident – BE AWARE OF SURROUNDING SWHEN STEPPING BACK TO TAKE PHOTOS	3, 3 = 13	In House Training, correct PPE	3, 2 = 9
14	Lock both locks on Ad door properly.	Hitting pedestrians or public and Jamming fingers	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques	3, 2 = 9
15	Before leaving check that the correct posters are in the right position against the posting list and that the posters have no visual defects. Also check that no graffiti is on shelter or any ad panels are broken. Pack posters into vehicle.	Traffic and or Slamming hand in door	3, 3 = 13	Be aware of your surroundings and Be careful when closing door	3, 2 = 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
16	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

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		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
5	Return back pack vac to storage	Muscle sprain and strain	3, 3 = 12	Training of staff on correct way to lift equipment and SWPs available for task.	3, 3 = 13
EMS Assessment					
	Environmental Aspect	Environmental Impact			
	Disposal of Posts/Paper	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	One Shot (Graffiti Remover), Graffiti wipes	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	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
<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