

Telstra 32" LED Screen Replacement				PROBABILITY		CONSEQUENCE						
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)		
Site/Project:		Telstra 32" LED Screen Replacement		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	Collect all equipment before commencement of work	Muscle sprains or strains	3, 3 = 13	Correct posture during activities, available SWPs, staff training	3, 2 = 9
		Slip, trip or fall during task	3, 2 = 9	Staff training and take extra care when collecting of equipment/materials	2, 2 = 5
2	Check surroundings of area for any potential hazards	Muscle sprains or strains	3, 3 = 13	Correct posture during activities, available SWPs, staff training	3, 2 = 9
		Slip, trip or fall during task	3, 2 = 9	Staff training and take extra care when checking surroundings take extra care when working on wet slippery surfaces	2, 2 = 5
3	Barricade area i.e. display safety signs around the designated area	Muscle sprains or strains	3, 3 = 13	Correct posture during activities, available SWPs, staff training	3, 2 = 9
		Slip, trip or fall during task	3, 2 = 9	Available SWPs, staff training, take extra care when working on wet slippery surfaces	2, 2 = 5
4	Turn Power off to booth	Electric shock i.e. faulty equipment, leads and or tools	4, 4 = 21	Check all tools and power leads for any damage before commencement, have correct PPE before work commences, if equipment is not in good working and or faulty you must notify your Supervisor and check test and tag is current, ensure that cords are wrapped correctly, ensure all tools to not be left unattended and stored away safely	4, 3 = 17
		Cuts/abrasions	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques	3, 2 = 9

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	Open Payphone side door	Muscle sprains or strains	3, 3 = 13	Training of staff on correct way to position themselves (posture) during starting operation, and SWPs available for task.	3, 2 = 9
		Cuts/abrasions	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques. Wear correct PPE	3, 2 = 9
		Electric shock i.e. faulty equipment, leads and or tools	4, 4 = 21	Check all tools and power leads for any damage before commencement, have correct PPE before work commences, if equipment is not in good working and or faulty you must notify your Supervisor and check test and tag is current, ensure that cords are wrapped correctly, ensure all tools to not be left unattended and stored away safely	4, 3 = 17
6	Disconnect all leads from 32" screen	Muscle sprains or strains	3, 3 = 13	Training of staff on correct way to position themselves (posture) during starting operation, and SWPs available for task.	3, 2 = 9
		Electric shock i.e. faulty equipment, leads and or tools	4, 4 = 21	Check all tools and power leads for any damage before commencement, have correct PPE before work commences, if equipment is not in good working and or faulty you must notify your Supervisor and check test and tag is current, ensure that cords are wrapped correctly, ensure all tools to not be left unattended and stored away safely	4, 3 = 17
7	Remove screws holding 32" screen in place	Falling Object	3, 2 = 9	Available SWPs, staff training, take extra care when working with the support screen. Use two people to support each side of the support screen.	2, 2 = 5
		Muscle sprains or strains	3, 3 = 13	Correct posture during activities, available SWPs, staff training.	3, 3 = 13
8	Remove Old Screen from booth	Muscle sprains or strains	3, 3 = 13	Correct posture during activities, available SWPs, staff training Use two people to support each side of the support screen.	3, 3 = 13
9	Collect new screen from vehicle	Muscle sprains or strains	3, 2 = 9	Correct posture during activities, available SWPs, staff training. Use two people to support each side of the support screen.	2, 2 = 5
		Falling Object	3, 3 = 13	Available SWPs, staff training, take extra care when working with the support screen. Use two people to support each side of the support screen.	3, 2 = 9
		Slip, trip or fall during task	3, 3 = 13	Available SWPs, staff training, take extra care when working on wet slippery surfaces	3, 2 = 9
10	Remove 2 brackets from back of old 32" screen and place on new 32" screen	Muscle sprains or strains	3, 3 = 13	Training of staff on correct way to position themselves (posture) during starting operation, and SWPs available for task.	3, 2 = 9
11	Place 32" screen in booth and screw back to booth	Falling Object	3, 2 = 9	Available SWPs, staff training, take extra care when working with the support screen. Use two people to support each side of the support screen.	2, 2 = 5
		Muscle sprains or strains	3, 3 = 13	Correct posture during activities, available SWPs, staff training.	3, 3 = 13

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
12	Reconnect all leads into 32" screen	Muscle sprains or strains	3, 3 = 13	Training of staff on correct way to position themselves (posture) during starting operation, and SWPs available for task.	3, 2 = 9
		Electric shock i.e. faulty equipment, leads and or tools	4, 4 = 21	Check all tools and power leads for any damage before commencement, have correct PPE before work commences, if equipment is not in good working and or faulty you must notify your Supervisor and check test and tag is current, ensure that cords are wrapped correctly, ensure all tools to not be left unattended and stored away safely	4, 3 = 17
13	Turn power on to booth and check 32" is working correctly	Electric shock i.e. faulty equipment, leads and or tools	4, 4 = 21	Check all tools and power leads for any damage before commencement, have correct PPE before work commences, if equipment is not in good working and or faulty you must notify your Supervisor and check test and tag is current, ensure that cords are wrapped correctly, ensure all tools to not be left unattended and stored away safely	4, 3 = 17
		Cuts/abrasions	3, 3 = 13	Be aware of your surroundings and Use correct manual handling techniques	3, 2 = 9
13	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
14	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
15	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

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	Approved chemical	Contract Specific Inductions	
Chemical handling training	Refer operational folder for SDS documents: JD Glance – Non Hazardous Shield Citrus – Non Hazardous	Backpack		

	Goodbye Graffiti – hazardous and dangerous			
Trains safety awareness	Tongs to pick up sharps			
How to wear correct PPE	Microfiber cloths			
	Hi-Vis Uniform (closed up, no red or green), Safety Boots (lace up), Gloves, Safety glasses, Sunscreen, Brim hats, Mask, Long sleeve shirts and trousers			

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