

| | | | | PROBABILITY | | CONSEQUENCE | | | | | |
|-------------------|---|-----------|-----------|---------------------------------------|------------------------|-------------|--------------|-------------|------------|------------------|-----------|
| Contract: | Sydney Trains | | | Likelihood | | Minor (1) | Moderate (2) | Serious (3) | Major (4) | Catastrophic (5) | |
| Site/Project: | Cleaning Of Assets Sydney Trains – Concourse / Maintenance Technician | | | Common or repeating occurrence | Almost Certain (5) | Medium 11 | High 16 | Extreme 20 | Extreme 23 | Extreme 25 | |
| Work Area: | Concourse | | | Known to occur, or, “it has happened” | Likely (4) | Low 7 | Medium 12 | High 17 | Extreme 21 | Extreme 24 | |
| Name: | Peter Kitley Simon White | Signature | | Could occur | Possible (3) | Low 4 | Medium 9 | Medium 13 | High 18 | Extreme 22 | |
| Position: | National Project Manager - 0450 251 778 Maintenance Manager - 0430 565 594 | Date | | Not likely to occur | Unlikely (2) | Low 2 | Low 5 | Medium 10 | Medium 14 | High 19 | |
| Revision Details: | Rev No.: | 4 | Rev Date: | 01/06/2024 | 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 | 6. RESPONSIBILITY |
|---------------------------|-------------------|---|----------------|--|------------------|-------------------|
| STEP | JOB STEP | HAZARDS IDENTIFIED | RATING ABOVE | CONTROL MEASURES | RATING ABOVE | POSITION / TITLE |
| 1. | Drugs and Alcohol | Worker affected by Drugs or Alcohol – Injury – risk of injury | 20 | <ul style="list-style-type: none"> ZERO Tolerance for all workers on JCDecaux sites Random drug/ alcohol Testing Site inspections | 13 | All Workers |
| 2. | Fatigue | Incidents as a result of fatigue symptoms | 20 | <ul style="list-style-type: none"> 12-hour break between work shifts Monitor signs of fatigue as per Contractor and Field Staff Handbook Refer ARA POL021 Fatigue Management Policy Task rotations / rest breaks | 13 | All Workers |
| 3. | Working Outdoors | Adverse weather conditions – risk of injury | 20 | <ul style="list-style-type: none"> Preferable not to conduct work in adverse weather conditions. Always monitor the environment and if conditions change stop work Review SWMS to see if changes to work methods required Use PPE appropriate for weather conditions, i.e. Sunscreen, hats, hi-vis uniform, wet weather gear Heat - Drink plenty of water | 13 | All Workers |
| | | Nature danger – risk of injury or death | 21 | <ul style="list-style-type: none"> Use appropriate PPE - gloves, boots First aid kit and working mobile phone in case of emergency Check for presence of spider webs etc. prior to commencing work, use repellent if present | 13 | |
| 4. | Working at nights | Working at nights - personnel-altercations, assaults, etc. | 18 | <ul style="list-style-type: none"> Do not engage in altercations, go to the next site and return to site when safe to do so Follow Sydney Trains Step-Back policy and seek a safe place. Visually check your surroundings to ensure that there are no hazards or risks | 4 | All Workers |

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| | | | | <ul style="list-style-type: none"> Ensure the worksite is adequately lit prior commencing works and throughout the shift | | |
| 5. | Risk Assessment | <p>Risk Assessment not carried out and SWMS not used. – risk of accident to Worker while carrying out work duties</p> <p>Work Area hazards</p> | <p>18</p> <p>13</p> | <ul style="list-style-type: none"> Risk Assessment must be completed for each site. Worker must sign, date and list panels installed on the site Carry out RISK ASSESSMENT of the site – e-copy on One Drive (Risk Assessment are file by the Worker and made available on request) | <p>4</p> <p>4</p> | All Workers |
| 6. | Incident Reporting | Injury / near miss | 9 | <ul style="list-style-type: none"> Report any incidents / near misses must be reported within 24 Hours Report any serious incidents via phone to supervisor / project manager Follow process in Incident Report Procedure for all incidents and near misses Report to the rail operations centre 9379 1743 immediately Joint investigation between ARA, JCD and Sydney Trains encouraged | 16 | All Workers |
| 7. | Park vehicle | Vehicle accident / Hitting pedestrians/Traffic and bumping into pedestrians | 13 | <ul style="list-style-type: none"> Wear appropriate PPE prior commencement of works (Hi-Vis, Safety Shoes) Set up appropriate pedestrian/traffic management: Pedestrian and traffic management, Drive safely, use roof beacon and hazard lights and be aware of surroundings Check if any Trains/vehicles are approaching If safe, park within designed parking area Beacon lighting must be on at all times when the work vehicle is stationary Drive safely i.e. follow road rules and ensure to activate hazard beacon lighting when required and current driver's license, Wear seat belts Be aware of surroundings at all times and follow all SWMS for appropriate tasks at hand Ensure speed limits are maintained at all times | 1 | All Workers |
| 8. | Walking around Train concourse | Slip, trip and fall Sustain serious injury from fall Muscle sprains and stains Pits | 13 | <ul style="list-style-type: none"> Maintain correct posture while performing works Use the designated pathways / walkways Wear appropriate PPE prior commencement of works (Hi-Vis, Safety Shoes, Gloves, Brim hats etc.) Visually check your surroundings to ensure that there are no hazards or risks – i.e. Pits, Public DO NOT proceed with work if it is not safe to do so – Contact Manger Incident/fault reporting | 4 | All Workers |
| 9. | Unloading equipment | <p>Danger to Pedestrians – injury to pedestrians</p> <p>Manual Handling – injury while lifting</p> | <p>9</p> <p>13</p> | <ul style="list-style-type: none"> Use of expandable barricades & set up around asset No equipment to be left on footpath or where a trip hazard could be caused to pedestrians Move vehicle after unloading to a safe location Team lifting as required transporting equipment to minimise manual handling strain. | <p>4</p> <p>4</p> | All Workers |
| 10. | Accessing sites | Not being accounted for in the event of an emergency – risk of injury | 13 | <ul style="list-style-type: none"> Wear approved PPE Gear on entering JCDcaux sites / Sydney Trains Sites Carry required identification (White Card, RIW & JCDcaux ID) | 9 | All Workers |

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| | | Unfamiliar work environment– risk of injury | 18 | <ul style="list-style-type: none"> SIGN IN with relevant Sydney Trains personnel Worker to carry Valid copy of SWMS for the site Complete any other required site-specific induction Wear Transport issued lanyard after being inducted on site by the Officer in Charge and return at the end of your shift. | 4 | |
| 11. | Transporting Equipment to work site/area | Pedestrians | 12 | <ul style="list-style-type: none"> Give way to all pedestrians | 4 | All Workers |
| | | Manual Handling | 13 | <ul style="list-style-type: none"> Team lifting as required transporting equipment to minimise manual handling strain. | 4 | |
| 12. | Preparing the work site/area | Pedestrians hazards | 13 | <ul style="list-style-type: none"> Be aware of Pedestrians and used barricades or witches' hats | 9 | All Workers |
| | | Contaminated needles – injury by needle or contents of syringe | 9 | <ul style="list-style-type: none"> Report contaminated needles DO NOT HANDLE UNLESS ABSOLUTELY NECESSARY | 15 | |
| | | Mobile phones, headphones can cause distractions resulting in injury | 8 | <ul style="list-style-type: none"> Mobile phones are to be on appropriate volume Headphones are banned from JCDecaux sites | 16 | |
| | | Infrastructure Damage | 11 | <ul style="list-style-type: none"> All infrastructure damage to be reported immediately | 16 | |
| | | Insufficient lighting – risk of injury | 11 | <ul style="list-style-type: none"> Check that the lighting is adequate and operating correctly, if NOT mark on the Risk Assessment Form Stop work and speak to supervisor regarding lighting | 16 | |
| 13. | Damage to Assets | Exposed electrical / sharp edges or broken glass | 13 | <ul style="list-style-type: none"> Report to supervisor, do not undertake works if exposed electrical wires present Barricade site off with expandable barrier | 9 | All Workers |
| 14. | Cleaning Assets (wipe down all surfaces and glass) | Slips / Trips | 9 | <ul style="list-style-type: none"> Use of spray bottles in order to minimise water usage | 4 | All Workers |
| | | Chemical injury | 17 | <ul style="list-style-type: none"> Ensure chemicals are labelled and familiar with SDS Use of correct PPE fit for purpose | 9 | |
| | | Insects and Spiders | 13 | <ul style="list-style-type: none"> Use insect spray/repellent wear PPE | 9 | |
| | | Hazards to Pedestrians | 5 | <ul style="list-style-type: none"> Be aware of surroundings | 2 | |
| | | Manual Handling | 13 | <ul style="list-style-type: none"> Use correct manual handling techniques maintain good posture bend knees | 4 | |
| | | Overreaching for cleaning the top of asset | 13 | | | |

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| STEP | JOB STEP | HAZARDS IDENTIFIED | RATING ABOVE | CONTROL MEASURES | RATING ABOVE | POSITION / TITLE |
| | | | | <ul style="list-style-type: none"> Utilise safety step to reach top of asset | 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 Goodbye Graffiti – hazardous and dangerous | Backpack | | |
| 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 checked="" 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 | 30/11/2021 | National Project Manager | ARA | 5. | | | |
| 2. Peter Kitley | 30/11/2021 | Maintenance Manager | ARA | 6. | | | |
| 3. Kaveesha Mahanama | 30/01//2021 | People and Safety Advisor | ARA | 7. | | | |
| 4. Jennifer Stanton | 30/01//2021 | Technician | 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. | | | |

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| 2. | | | | 12. | | | |
| 3. | | | | 13. | | | |
| 4. | | | | 14. | | | |
| 5. | | | | 15. | | | |
| 6. | | | | 16. | | | |
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| 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 |
|------|------|----------|-----------|
| | | | |

7. LEGISLATION / REGULATIONS REFERENCE

NSW:

Work Health and Safety Act 2011
 NSW Rail Safety (Adoption of National Law) Act 2012
 Work Health and Safety Regulation 2017
 NSW Rail Safety (Adoption of National Law) Regulations 2012
 Rail Safety (Drug and Alcohol Testing) Regulation 2008 NSW

8. CHANGE REGISTER

| Revision Number | Date | Change | Expiry |
|-----------------|---------------|--|--------------|
| 1 | November 2021 | Creation of SWMS | October 2023 |
| 2 | March 2022 | PPE, review job steps, reallocation of risk ratings, change to PPE requirement, changes to legislation | April 2024 |
| 3 | March 2022 | Consultation, review of job steps | April 2024 |
| 4 | June 2024 | Review job steps | May 2026 |