

				PROBABILITY		CONSEQUENCE				
Contract:	Sydney Trains			Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:	Posting of Assets Sydney Trains - Concourse			Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work Area:	Sydney Trains – 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"> <li>ZERO Tolerance for all workers on JCDecaux sites</li> <li>Random drug/ alcohol Testing</li> <li>Site inspections</li> </ul>	13	All Workers
2.	Fatigue	Incidents as a result of fatigue symptoms	20	<ul style="list-style-type: none"> <li>12-hour break between work shifts</li> <li>Monitor signs of fatigue as per Contractor and Field Staff Handbook</li> <li>Refer ARA POL021 Fatigue Management Policy</li> <li>Task rotations / rest breaks</li> </ul>	13	All Workers
3.	Working Outdoors	Adverse weather conditions – risk of injury	20	<ul style="list-style-type: none"> <li>Preferable not to conduct work in adverse weather conditions.</li> <li>Always monitor the environment and if conditions change stop work</li> <li>Review SWMS to see if changes to work methods required</li> <li>Use PPE appropriate for weather conditions, i.e. Sunscreen, hats, hi-vis uniform, wet weather gear</li> <li>Heat - Drink plenty of water</li> </ul>	13	All Workers
		Nature danger – risk of injury or death	21	<ul style="list-style-type: none"> <li>Use appropriate PPE - gloves, boots</li> <li>First aid kit and working mobile phone in case of emergency</li> <li>Check for presence of spider webs etc. prior to commencing work, use repellent if present</li> </ul>	13	
4.	Working at nights	Working at nights - personnel-altercations, assaults, etc.	18	<ul style="list-style-type: none"> <li>Do not engage in altercations, go to the next site and return to site when safe to do so</li> <li>Follow Sydney Trains Step-Back policy and seek a safe place.</li> </ul>	4	All Workers

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

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					4	
10.	Accessing sites	Not being accounted for in the event of an emergency – risk of injury  Unfamiliar work environment– risk of injury	13  18	<ul style="list-style-type: none"> <li>Wear approved PPE Gear on entering JCDecaux sites / Sydney Trains Sites</li> <li>Carry required identification (White Card, RIW &amp; JCDecaux ID)</li> <li>SIGN IN with relevant Sydney Trains personnel</li> <li>Worker to carry Valid copy of SWMS for the site</li> <li>Complete any other required site-specific induction</li> <li>Wear Transport issued lanyard after being inducted on site by the Officer in Charge and return at the end of your shift.</li> </ul>	9  4	All Workers
11.	Transporting Equipment to work site/area	Pedestrians  Manual Handling	12  13	<ul style="list-style-type: none"> <li>Give way to all pedestrians</li> <li>Team lifting as required transporting equipment to minimise manual handling strain.</li> </ul>	4  4	All Workers
12.	Preparing the work site/area	Pedestrians hazards  Contaminated needles – injury by needle or contents of syringe  Mobile phones, headphones can cause distractions resulting in injury  Infrastructure Damage  Insufficient lighting – risk of injury	13  12  12  9  11	<ul style="list-style-type: none"> <li>Be aware of Pedestrians and used barricades or witches' hats</li> <li>Report contaminated needles</li> <li><b>DO NOT HANDLE UNLESS ABSOLUTELY NECESSARY</b></li> <li>Mobile phones are to be on appropriate volume</li> <li>Headphones are banned from JCDecaux sites</li> <li>All infrastructure damage to be reported immediately</li> <li>Check that the lighting is adequate and operating correctly, if NOT mark on the Risk Assessment Form</li> <li>Stop work and speak to supervisor regarding lighting</li> </ul>	9  4  2  4  4	All Workers
13.	Damage to Assets	Exposed electrical / sharp edges or broken glass	13	<ul style="list-style-type: none"> <li>Report to supervisor, do not undertake works if exposed electrical wires present</li> <li>Barricade site off with expandable barrier</li> </ul>	9	All Workers
14.	Unlock Adpanel and Open Face	Manual handling	12	<ul style="list-style-type: none"> <li>Use correct manual handling techniques maintain good posture bend knees</li> </ul>	4	All Workers
15.	Remove poster and roll up	Manual handling	12	<ul style="list-style-type: none"> <li>Use correct manual handling techniques maintain good posture bend knees</li> </ul>	4	All Workers
16.	Install New Poster Ensure Panel is secured and locked	Manual handling	12	<ul style="list-style-type: none"> <li>Use correct manual handling techniques maintain good posture bend knees</li> </ul>	4	All Workers
17.	Pack up work site	Hazards to Pedestrians	17	<ul style="list-style-type: none"> <li>No equipment to be left on site/area</li> </ul>	9	All Workers

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		Manual handling	12	<ul style="list-style-type: none"> <li>Use correct manual handling techniques maintain good posture bend knees</li> </ul>	4	
18.	Exiting the site/area	Hazards to Pedestrians	17	<ul style="list-style-type: none"> <li>Give way to Pedestrians</li> </ul>	9	All Workers
		Security	4	<ul style="list-style-type: none"> <li>SIGN OUT before leaving the site where required and return Visitor Lanyard to Duty Manager or Senior Customer Attendants (DM's or SCA's)</li> </ul>	2	
		Securing your equipment in and on your vehicle	17	<ul style="list-style-type: none"> <li>Double check all equipment is secure</li> </ul>	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			
	Microfiber cloths			
How to wear correct PPE	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

<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> </ul>
<b>Emergency</b>	<ul style="list-style-type: none"> <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>

## 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.			

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

## 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 legislations	April 2024
3	March 2022	Review job steps, consultation	April 2024
4	June 2024	Review job steps	May 2026