



SAFE WORK METHOD STATEMENT

2023 - 2024

Lighting, Vision, Audio, Trussing, Draping, Staging & Event Services

RISK ASSESSMENT MATRIX (To determine Risk Priority)		Step 1. CONSEQUENCE How severely could someone be injured?	
Step 2. PROBABILITY How likely is the consequence going to happen?	Death or Disability	Lost Time Injury	First Aid
Extremely High Very likely to happen	1	2	3
High Likely to happen	2	3	4
Medium May happen sometime	3	4	5
Low Unlikely to happen	4	5	6

NAME OF COMPANY COMPLETING WORK:	TAVD Pty Ltd -T/as The AV Dept
LOCATION:	NSW, Vic, Qld
JOB SUPERVISOR:	David McNeil
JOB SAFETY ANALYSIS COMPLETED BY:	David McNeil 02 8090 9007
CONTRACT COORDINATOR (Client):	As per booking

The AV Dept – TAVD Pty Ltd trading as

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Break the job down into logical steps → What things can injure or harm you or others? → How can you control the risks? → Rank the risk

Number	Work Activity	Hazard What could go wrong or harm someone?	Risk Control What can be done to make the job safe?	Persons Responsible Who will make sure it happens?	Risk Ranking
1	Park & Unload Van & Trucks at Site. Establish Site Area	Moving Vehicle Interactions Manual handling	Use of cones/safety tape to designate loading area. Spotters & Traffic Controllers Correct training for Manual Handling. Use Dolleys, Gloves and ramps	David McNeil	5
2	Bump In – Vehicle to Site – inc bump in through Public Area	Pedestrian incident, Manual handling	Correct training, Walkers on start and finish of loads. Cones at pedestrian crossing zones Spotters at busy spots Enclose Work Zone with Cones and Hazard Tape – Spotter on Duty Correct training for Manual Handling. Use Dolleys, Gloves and ramps	David McNeil	4
3	Setup of AV & Event Equipment	Manual handling,	Correct training,	David McNeil	5

		<p>Use of ladders</p> <p>Cable Trip Hazards</p> <p>Hanging of pipes and lights</p> <p>Use of EWP</p> <p>Electrocution.</p>	<p>Set ladders on solid firm ground Maintain 3 points of contact Use 3 grip method, harnesses if appropriate, Platform ladder if possible, spotter/footer as needed</p> <p>Use Cable Trays, Mats and Hazard Tape</p> <p>Ensure all clamps are checked prior to and post hanging. Attach safety where ever possible</p> <p>Use Trained Operators Sight Yellow EWP Ticket Check Ground clear of Pits and or Depression. Check Machine for good operation prior to using. Use tape and spotter to keep public and workers away from machine</p> <p>Regular Testing, (Tagging Procedure - Safety procedures Second eyes review prior to Switch on</p>		
4	Live Event	Movement of Equipment Wind/Slippage/Bumping/ Vibration.	Multiple Feet Over rating on all attachments Safety Attachments on all items	David McNeil	4

		<p>Electrocution</p> <p>General Site Risks, Tripping, Slips</p>	<p>Gaffer Tape applied as required. Cross Check by AV Tech each Shift</p> <p>Correct training, Observation, General Checking Daily Safety Switches in use</p> <p>Check Hazard Tape and Mats Daily</p>		
5	Packup of Equipment	<p>Manual handling,</p> <p>Electrocution</p> <p>Use of EWP</p> <p>Use of ladders</p>	<p>Correct training</p> <p>Safety Procedures/Full power shut down before packup</p> <p>Use Trained Operators Sight Yellow EWP Ticket Check Ground clear of Pits and or Depression. Check Machine for good operation prior to using. Use tape and spotter to keep public and workers away from machine</p> <p>Set ladders on solid firm ground Maintain 3 points of contact Use 3 grip method, harnesses if appropriate, Platform ladder if possible, spotter/footer as needed</p>	David McNeil	5

Number	Work Activity Break the job down into steps	Hazard What could go wrong or harm someone?	Risk Control What could be done to make the job safe?	Persons Responsible Who will make sure this happens?	Risk Ranking
5	Packup of Equipment	Manual handling, Electrocution	Correct training Safety Procedures/Full power shut down.	David McNeil	5
6	Bump Out/Load Vehicles	Manual handling Pedestrian Incident Moving Vehicle Interactions	Correct training, Spotter at start and end of load Cones at crossing zones Use of cones/safety tape to designate loading area. Spotters & Traffic Controllers	David McNeil	5