

**PROFESSIONAL AUDIO, LIGHTING & AUDIOVISUAL
PRODUCTION
PERTH, WESTERN AUSTRALIA**

Job Safety Analysis

Setup, operation and pack-down of audio, lighting, audiovisual and screen systems for events. Reviewed before each event in conjunction with a site-specific dynamic risk assessment (Take 5).

OPERATOR

A Coutts-Smith & K.M Lloyd
t/as Enchant Entertainment

ABN

55 936 767 411

BASE

Parmelia, Kwinana WA 6167

CONTACT

0433 951 928

ISSUED

May 2026 · Version 2

Next review May 2027 (or after any incident or equipment change)

01 Scope

This Job Safety Analysis (JSA) covers the setup, operation and pack-down of audio, lighting, audiovisual and screen systems by Enchant Entertainment. It is reviewed before each event in conjunction with a site-specific dynamic risk assessment (Take 5). The same partnership also trades as Perth Pop-Up Movies; this JSA covers the operations of both trading names.

EQUIPMENT COVERED BY THIS JSA

- Professional sound systems, from single-room setups to full-oval reinforcement
- Stage and event lighting, lighting stands and truss structures
- 3m inflatable and framed screens, 5m and 8m community screens, projectors
- Smoke, dry ice, fog and bubble effect machines
- Petrol generators and silent battery inverters
- Event seating and party equipment

02 Personnel and Crew

- Owner-operator. More than 25 years of industry experience. Holds current public liability insurance.
- Small events and 3m or 5m screens. Minimum one trained operator on site for setup, operation and pack-down.
- 8m screens and large rigs. Minimum two trained personnel for setup and pack-down due to size and rise height.
- Briefing. All personnel are briefed on this JSA and the site Take 5 before any work begins.

03 Personal Protective Equipment

- Enclosed, slip-resistant footwear at all times on site
- High-visibility vest when working near vehicles, traffic, or in low light
- Gloves for handling pegs, ballast bags, truss and cables
- Safety glasses when using any powered tool or working overhead
- Head torch or worksite lighting after dark

04 Pre-Start Site Assessment (Take 5)

Before any setup begins, the operator completes a Take 5 assessment of the site:

1. Stop and walk the site.
2. Identify hazards: overhead lines, slopes, soft ground, irrigation, traffic, public access, weather.
3. Assess the risk of each hazard against the matrix in Section 5.
4. Control or eliminate each hazard before starting work.
5. Proceed safely, or stop work and notify the host.

05 Risk Matrix

All hazards in Section 6 are rated using the matrix below. Risk = Likelihood x Consequence.

LIKELIHOOD V / CONSEQUENCE >	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
Almost Certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	L	M	M	H
Rare	L	L	L	M	H

- LOW. Acceptable. Routine controls apply.
- MEDIUM. Monitor. Specific controls required and recorded.
- HIGH. Active control required. Operator review before proceeding.
- EXTREME. Do not proceed. Eliminate the hazard or relocate the activity.

06 Hazards and Controls

Each hazard is rated before controls (Initial) and after controls are applied (Residual).

SITE AND ENVIRONMENT

HAZARD	INITIAL	CONTROLS	RESIDUAL
Uneven or unstable ground Trip hazards, stand or screen instability, ballast slipping	HIGH	Pre-start site walk to identify hazards. Setup only on level, firm ground. Test peg purchase before raising any structure. Mark known trip hazards with cones or hazard tape.	LOW
Overhead obstructions Power lines, branches or wires within the rise zone (8m screens exceed 9m)	HIGH	Visual inspection of airspace before site selection. Maintain a minimum 3m clearance from any overhead line. Relocate setup if clearance cannot be achieved.	LOW
Underground services Striking irrigation, cabling or roots when pegging	MED	Use ballast anchoring instead of pegs where service location is uncertain. Visual check for sprinkler heads and service markers. Confirm pegging is permitted with the venue host before driving any peg in council or school grounds.	LOW

WEATHER

HAZARD	INITIAL	CONTROLS	RESIDUAL
High winds Screen or structure failure, projectile risk to audience	HIGH	Check Bureau of Meteorology forecast on the morning of every event. Operating limit 35 km/h sustained wind. Pre-event peg or ballast check on all anchor points. Deflate or lower immediately if the limit is reached.	MED

Rain and lightning Electric shock from water on equipment; lightning strike	HIGH	Cease operation and isolate power at the first sign of rain reaching equipment. Cover electricals with waterproof covers carried in the vehicle. On lightning sighted within 10 km: cease operation, advise audience to shelter in vehicles or indoors.	LOW
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ELECTRICAL AND POWER

HAZARD	INITIAL	CONTROLS	RESIDUAL
Mains and cabling Electric shock, fire from damaged cables or RCD failure	HIGH	All electrical equipment test and tagged in line with AS/NZS 3760. Portable RCD on every supply. Visual cable inspection before connection. Cables routed away from foot traffic, with cable covers in any pedestrian area. Equipment kept clear of standing water.	LOW
Petrol generator Fuel spill, fire, burns from hot exhaust, carbon monoxide	HIGH	Generator located minimum 3m from audience and any structure. Refuel only when shut off and cool. Spill kit carried on board. Dry powder fire extinguisher within 5m of the generator. Never operated in an enclosed space.	MED
Lithium battery inverter Thermal runaway or fire from damaged cells	MED	Visual inspection of housing before each use. Cease use if any swelling, heat or unusual smell is detected. Dry powder extinguisher on hand. Never use water on a lithium battery fire.	LOW

STRUCTURES AND MANUAL HANDLING

HAZARD	INITIAL	CONTROLS	RESIDUAL
Lighting stands and truss Structure tip-over, dropped fixtures, crush and pinch injuries	HIGH	Rated stands and truss used within manufacturer load limits. Fixtures secured with safety cables. Pins and clips checked before raising. Stands levelled with legs fully spread; ballast or guying where required. Exclusion zone maintained during raising and lowering.	LOW
Screen inflation and deflation Pinch points, entanglement, blower fan injury	MED	Audience and bystanders kept clear of the screen during inflation and deflation. Loose clothing and long hair kept clear of fan inlet. Two-person handling for 8m screens.	LOW
Manual handling Back injury and strain from lifting speakers, cases, truss and ballast	MED	Two-person lift for any item over 20 kg. Mechanical aid (trolley or sack truck) used for ballast and other heavy loads. Stretching before heavy lifting; regular breaks.	LOW
Working at height Falls during rigging or projector positioning	HIGH	All work conducted from ground level wherever possible. Ladder use only on stable, level ground. Three-point contact maintained on any ladder. Second person to foot the ladder for any work above 1.8m.	MED

PEOPLE AND PUBLIC

HAZARD	INITIAL	CONTROLS	RESIDUAL
Audience interaction Audience or children contacting cables, structures or generator	MED	Cordoned exclusion zones around anchors, stands, generator and cabling. Event host briefed on no-go zones before audience arrival. Operator monitors site throughout the event. Cable covers in any walkway.	LOW
Sole operator (small events) No backup if the operator is injured during a small setup	MED	Mobile phone carried on person at all times. Event host briefed on operator emergency contact. Check-in call to a nominated contact at end of event.	LOW

OPERATIONS

HAZARD	INITIAL	CONTROLS	RESIDUAL
Night-time pack-down Fatigue, low visibility, slips and trips	MED	Worksite lighting set up before darkness. High-vis vest worn during pack-down. Operator hydrated and rested; no alcohol before or during work. Pack-down sequence rehearsed and consistent.	LOW
Vehicle and transport Loading injury, road incident, equipment shifting in transit	MED	All equipment secured with rated ratchet straps. Heavier items loaded low and against the bulkhead. Vehicle loaded within rated GVM. No driving after a continuous 12-hour working day.	LOW
Smoke and bubble machines Slip from bubble fluid; respiratory irritation	LOW	Bubble machine positioned away from walkways. Smoke output directed away from audience. Operation ceased if any audience member reports respiratory irritation.	LOW
Sound exposure Hearing risk to operator and audience from sustained high levels	MED	System levels set for the venue and audience profile. Speakers positioned and angled away from close audience areas. Levels monitored throughout the event and reduced on request of the host.	LOW

07 Wind Management

Inflatable screens and outdoor structures are operated within manufacturer wind ratings. The operator monitors conditions throughout the event.

WIND SPEED	STATUS	ACTION
Below 25 km/h	Normal	Operate as planned.
25 to 30 km/h	Caution	Increase monitoring; brief audience that the show may pause.
30 to 35 km/h	Hold	Pause operation; prepare to deflate or lower structures.
Above 35 km/h	Stop	Deflate or lower immediately; secure all equipment.

08 Emergency Procedures

- Electric shock. Isolate power at the source. Do not touch the victim until power is isolated. Call 000. Apply first aid as required.
- Injury. Apply first aid if safe and able to do so. Call 000 if serious. Notify the event host.
- Fire (general). Evacuate the audience to the assembly point. Use the dry powder extinguisher only if safe. Call 000.
- Generator fire. Shut off fuel. Use dry powder only. Do not use water. Call 000 if uncontrolled.
- Lithium battery fire. Move people away. Use dry powder only. Never use water. Call 000.
- Severe weather or lightning. Cease operation. Deflate or lower structures if safe. Advise audience to shelter in vehicles or indoors.
- Lost child or medical event. Notify the event host. Support the host's response. Call 000 if needed.

09 Emergency Contacts

- Emergency services: 000
- Operator: 0433 951 928
- Local council and nearest hospital: confirmed by the operator with the venue host before the event and recorded on the event run sheet.

10 Incident Reporting

- Operator log. All injuries, near-misses and equipment failures are recorded in the operator log within 24 hours of the event.
- WorkSafe WA. Notifiable incidents are reported to WorkSafe WA in line with the Work Health and Safety Act 2020 (WA).
- Records. Incident records are retained for a minimum of five years.

11 Compliance

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- AS/NZS 3760: In-service safety inspection and testing of electrical equipment
- AS/NZS 3000: Electrical Installations (Wiring Rules)
- Equipment used and maintained per manufacturer specifications
- Public liability insurance current and held by the operator
- Specialist high-rigging and fixed electrical works performed by appropriately licensed trades

12 Sign-off

By signing below, the named person acknowledges that they have read, understood, and will comply with this Job Safety Analysis for the activity described.

NAME	ROLE	SIGNATURE	DATE

Kaya. Nidja Whadjuk Noongar Boodja. We acknowledge the Whadjuk Noongar people as the traditional custodians of the lands on which we work, and pay our respects to Elders past, present and emerging.