PERTH POP-UP MOVIES

SAFETY DOCUMENT

MOBILE LIGHTING TOWER HIRE
PERTH, WESTERN AUSTRALIA

Mobile Lighting Tower JSA

How we hire out telescopic mast lighting towers, and what we require when they are set up and used: our checks, our handover, the setup procedure, stop work rules, emergency steps and the hazards we have assessed. Based on WorkSafe WA Significant Incident Summary No. 15, 23 October 2026.

HIRE COMPANY	ABN	BASE	CONTACT
A Coutts-Smith & K.M Lloyd t/as Perth Pop-Up Movies	55 936 767 411	Parmelia, Kwinana WA 6167	0433 951 928

ISSUED

November 2026 · Version 1
Next review November 2027 (or after any incident, equipment change or new WorkSafe finding)

01 About This Procedure

This procedure covers the telescopic mast lighting towers we hire out: what we check before a unit leaves us, what we hand over, what we require when it is set up and used, and what happens if something goes wrong. Most hires are set up and run by the hirer's crew. Where we set up a unit ourselves, our crew follows the same steps and our crew leader acts as the site supervisor.

- We, us and our mean Perth Pop-Up Movies.
- The hirer is the person or organisation hiring the unit.
- The site supervisor is the person the hirer names to be in charge of setup on the day.
- The cordon is the area around the unit that people keep out of.
- Take 5 is a short site check before work starts: stop, identify the hazards, assess the risk, control them, then proceed or stop work.

02 Why We Have This Procedure

> **WorkSafe WA Significant Incident Summary No. 15**
>
> A mobile lighting tower mast retracted in an uncontrolled manner and a worker was seriously injured. WorkSafe is investigating, and its summary rests on the evidence available at the time of writing. Masts may move or descend unexpectedly if the lighting assembly is offset or unevenly balanced. The risk may be increased by inadequate positioning or deployment of the stabilisers.

WorkSafe describes a significant falling object hazard. Other hazards may include crush or entanglement, electric shock, fire or explosion, and exposure to high-pressure fluids. We will review this procedure when WorkSafe publishes its findings.

The three rules we hold every job to

Stabilisers fully out before the mast goes up. Lighting head fitted and balanced as the manual says. Nobody inside the cordon while the mast moves, except the person at the mast controls.

03 What We Check Before a Unit Leaves

We check every unit before delivery or pickup. We check that:

- the mast raises and lowers smoothly, with no sticking
- pivot pins and hydraulic mounts are lubricated and not seized
- locking pins and any secondary lock engage
- the stabilisers extend fully and lock
- the lighting head is fitted as the manufacturer specifies and balanced in all directions
- hydraulics, if fitted, have no leaks and the hoses and valves are sound
- the audible alarm works, if fitted
- leads are undamaged, the RCD is tested and working, and the test tag is in date
- on trailer mounted units, the park brake works and the tyres, hitch and tow gear are sound
- servicing and maintenance are up to date, as the manufacturer or a competent person recommends

A unit that fails any check does not go out.

04 What We Hand Over

With every unit we give the hirer:

- the manufacturer's manual and pre-start checklist for that unit
- the maximum wind speed for that unit, taken from the manual
- a handover demonstration of setup, raising and lowering, given to the person who will set up the unit
- wheel chocks for trailer mounted units, or a request that the hirer provides them
- this procedure

If nobody on site is trained to set up the unit, we ask the hirer not to set it up and to call us on 0433 951 928.

05 Setup We Require

Before the mast is raised, the hirer's crew:

1. confirms the person setting up is trained and competent on the unit
2. completes a Take 5 site assessment and the manufacturer's pre-start checklist
3. checks the ground is level and stable
4. checks the unit is clear of trees and canopies, and that no part of the mast or lighting head can enter the power line danger zone described in Section 11 (6 m if the voltage is unknown)
5. checks wind is below the limit for the unit, and that the Bureau of Meteorology forecast gusts and storms for the event do not reach it
6. puts the brakes on and chocks the wheels, on trailer mounted units
7. fully deploys and locks the stabilisers
8. positions the lighting head as the manufacturer instructs: balanced, not offset or uneven

9. adds nothing to the mast or lighting head
10. inspects the leads, uses an RCD, and puts cable covers across any walkway
11. has a dry powder extinguisher within 5 m and a spill kit on hand, if the unit has an engine
12. sets up a cordon around the unit, at least the raised height of the mast in every direction unless the manual says more, and briefs the event organiser on the no-go zone

The site supervisor confirms these steps before the mast is raised. If the supervisor set up the unit, a second person checks them. If the manual gives no wind limit, the hirer calls us before raising the mast.

WHILE RAISING

The mast is raised from the operating position the manual specifies, with everyone else outside the cordon. It is watched the whole way up and stopped if it moves unexpectedly.

DURING THE EVENT

A named person watches the unit and the cordon throughout the event. Wind, stabilisers and the mast are checked at least every hour, and work stops as set out in Section 07 if anything changes.

WHEN FINISHED OR NOT IN USE

The mast is fully lowered and locked before the unit is moved or towed. The unit is stored so it is not a risk to workers or others.

06 The Toolbox Talk We Ask For

We ask the hirer's crew to hold a short toolbox talk before anyone touches the unit. It takes about five minutes and covers:

1. Why we are talking. On 23 October 2026 WorkSafe WA warned that a mobile lighting tower mast retracted in an uncontrolled manner and a worker was seriously injured. WorkSafe is investigating.
2. What WorkSafe says. A mast may move or descend unexpectedly if the lighting head is offset or unevenly balanced, and the risk may be increased when the stabilisers are not positioned or deployed properly.
3. The three rules. Stabilisers fully out before the mast goes up. Lighting head fitted and balanced as the manual says. Nobody inside the cordon while the mast moves, except the person at the mast controls, at the position the manual specifies.
4. Talk first, then set up. The site supervisor confirms each step in Section 05 before the mast goes up.
5. Where are the power lines, trees and canopies, and how far is the unit from them?
6. Who has set up this unit before? Anyone unsure does not set it up alone.
7. What do we do if the mast starts to move? The answer is in Section 07.
8. Questions. The hirer keeps a record of who attended.

07 Stop Work

Anyone on site can stop the job. The crew stops and clears the area if any of these happen:

IF	THEN
The mast moves, creeps or drops on its own, the lighting head is offset, or a stabiliser or the ground shifts or sinks	Do not operate the mast controls. Move everyone out of the cordon and keep it closed. Do not go under the mast to check it. Call us on 0433 951 928. We arrange for the unit to be made safe and inspected. The cordon stays closed and the unit stays out of use until then. Call 000 if anyone is at risk.
Wind is at or above the limit for the unit	Lower the mast by the method in the manual, from the operating position it specifies. If it does not move normally, treat it as a moving mast and follow the row above. If lightning is also present, follow the lightning row instead.
Lightning is seen or thunder is heard	Move everyone away from the unit to shelter in a building or vehicle. Do not go to the unit to lower the mast. Leave it raised inside the cordon and keep clear until 30 minutes after the last thunder. Then lower it as the manual says.
A lead is damaged, a fluid leaks, rain reaches the electrical parts, or there is a burning smell	Stop using the unit and isolate power if it is safe to do so. Keep clear of the unit if a leak could let the mast drop. Call us.

08 Emergency Procedures

- Mast moves or the lighting head drops. Follow Section 07. Call 000 if anyone is hurt.
- Person struck or trapped. Call 000. Give first aid only if it is safe to approach. Leave the unit as it is for the emergency services.
- Electric shock. Call 000. Switch off the supply if it is safe to do so. Do not touch the person until power is isolated. Start CPR if they are not breathing and it is safe to approach.
- Mast or lighting head touches a power line. Treat the line and the unit as live. Do not touch the unit or anyone touching it, and keep everyone at least 8 m away. Do not move or tow the unit. Call 000 if anyone is at risk, then Western Power on 13 13 51. Wait for the line owner to make it safe.
- Hydraulic fluid injected under the skin, even a tiny wound with little pain, is a surgical emergency. Call 000. Cover the wound and keep the limb still and raised. Tell the hospital it is a high-pressure injection injury.
- Fire. Call 000. Evacuate to the emergency assembly point the hirer has identified for the site. Use the dry powder extinguisher only if it is safe.

09 Contacts and Incident Reporting

EMERGENCY	PERTH POP-UP MOVIES	WORKSAFE WA, 24 HOURS	WESTERN POWER
000	0433 951 928	1800 678 198	13 13 51

- The site supervisor notifies WorkSafe WA immediately after a death, a serious injury or illness, or a dangerous incident that exposes a person to serious risk, such as a mast or lighting head falling or an electric shock, and then tells us. Both the hirer and we may have a duty to notify, so neither waits for the other.
- Phone 1800 678 198 for a death, serious injury or illness, or a life-threatening dangerous incident. For any other dangerous incident, notify online at worksafe.wa.gov.au.

- The scene is left undisturbed, except to help the injured or make it safe. After a notifiable incident, nobody moves, lowers, inspects or restarts the unit until WorkSafe says otherwise.
- The hirer tells us straight away if the mast moves unexpectedly, and the same day for any other near miss. We record every report within 24 hours. We keep records of every notifiable incident for at least five years from the day WorkSafe is notified, and we keep all other incident records for the same period.

10 Risk Matrix

All hazards in Section 11 are rated using the matrix below. Risk = Likelihood x Consequence. Catastrophic means a death or permanent disability. Major means a serious injury needing hospital treatment. Consequence is the most serious outcome that could credibly happen.

LIKELIHOOD (DOWN) AND CONSEQUENCE (ACROSS)	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. The site supervisor confirms the setup steps in Section 05 before the mast is raised.
- EXTREME. Do not proceed. Eliminate the hazard or relocate the activity.

Controls can lower how likely a hazard is and how serious it could be. A mast falling (including by tipping), a power line strike or a lightning strike can kill however carefully the unit is set up, so those hazards stay HIGH after controls.

11 Hazards and Controls

Each hazard is rated before controls (Initial) and after controls are applied (Residual). The likelihood and consequence behind each rating are shown under it.

HAZARD	INITIAL	CONTROLS	RESIDUAL
Uncontrolled mast movement Mast retracts or descends without control, or the lighting head drops: falling object, crush	**EXTREME** Possible, Catastrophic	Stabilisers fully deployed before the mast is raised. Lighting head fitted and positioned as the manufacturer instructs, balanced in all directions, with nothing added to the mast. Manufacturer's pre-start checklist completed: locks, pivot pins, winch or hydraulics. Nobody inside the cordon while the mast moves, except the person at the mast controls, at the position the manual specifies. If the mast moves unexpectedly, work stops as set out in Section 07.	**HIGH** Rare, Catastrophic
Unit tips or shifts Soft or sloping ground, stabilisers not fully out, or wind: the mast falls, crush	**EXTREME** Possible, Catastrophic	Set up on level, stable ground. Stabilisers fully out and locked before the mast is raised. Forecast gusts checked before raising and wind checked at least every hour during use. Mast lowered when wind reaches the limit for the unit, unless lightning is present (see Section 07).	**HIGH** Rare, Catastrophic

HAZARD	INITIAL	CONTROLS	RESIDUAL
Contact with overhead power lines Mast, lighting head or a falling mast touches a live line: electrocution	HIGH Unlikely, Catastrophic	Look up and find every overhead line before positioning the unit. Measure from the highest and widest point the mast and lighting head can reach, allowing for sway, and do not set up where a falling mast could reach the zone. No part of the unit may enter the danger zone: 0.5 m (insulated line up to 1,000 V), 1 m (bare line up to 1,000 V), 3 m (over 1,000 V up to 33,000 V), 6 m (over 33,000 V). If the voltage is unknown, use 6 m. If you cannot judge the distance, treat the line as inside the zone. If the unit cannot be set up outside the zone, do not raise the mast: move it or ask the line owner to isolate the line. Follow any larger distance the line owner or the manual requires.	HIGH Rare, Catastrophic
Lightning and storms Strike on the mast or the unit: electrocution, burns	HIGH Unlikely, Catastrophic	Forecast checked before the event. Stop work if lightning is seen or thunder is heard, and move everyone away from the unit to shelter in a building or vehicle until the storm has passed.	HIGH Rare, Catastrophic
Electric shock from leads and connections Damaged leads, wet conditions or RCD failure: shock, fire	EXTREME Possible, Catastrophic	Leads visually inspected before every use and removed from service if damaged. Electrical equipment test and tagged in line with AS/NZS 3760. RCD protection on the supply, which limits how serious a shock can be. Leads and connections kept clear of standing water. Cease operation and isolate power if rain reaches the electrical parts.	MEDIUM Rare, Major
Fuel, fire and burns (if fitted) Generator or engine fuel, hot exhaust: fire or explosion, burns	HIGH Possible, Major	Refuel only when shut off and cool, with a spill kit on hand. Keep ignition sources away from fuel. Dry powder extinguisher within 5 m. Never run an engine in an enclosed space.	MEDIUM Rare, Major
High-pressure hydraulic fluid (if fitted) Leak or hose failure: fluid injected under the skin, slips	MEDIUM Unlikely, Major	Hoses, fittings and mounts inspected for leaks and wear before use. Never check for a leak with bare hands. Stop use and call us if a leak is found. Valves and locks fitted by the manufacturer are never bypassed.	MEDIUM Rare, Major
Unit rolls, is moved or is struck Trailer or wheeled unit: crush, runaway, mast raised while moving	HIGH Possible, Major	Brakes on and wheels chocked whenever parked. Mast fully lowered and locked before the unit is moved or towed. Park on level ground and lower the jockey wheel or stands. Couple and uncouple on the flat. Keep people clear while the unit is manoeuvred.	MEDIUM Rare, Major
Public and bystanders near the unit Audience or children reach the unit, leads or stabilisers; trip hazards	HIGH Possible, Major	Cordon the area around the unit, at least the raised height of the mast in every direction unless the manual says more. Brief the event organiser on the no-go zone before the audience arrives. Cable covers across any walkway. A named person watches the unit and the cordon throughout the event.	MEDIUM Rare, Major
Manual handling during setup Lifting lighting heads, leads, ballast or stabiliser feet: strain, dropped items	MEDIUM Possible, Moderate	Nothing over 20 kg is lifted alone: use a trolley or lifting aid, or plan a lift with two or more people. Awkward, bulky or long carry items also get a second person or an aid. Correct lifting technique and regular breaks.	LOW Unlikely, Minor

12 References

Work Health and Safety Act 2020 (WA). Work Health and Safety (General) Regulations 2022 (WA), including regulation 166A (danger zones near overhead power lines). Managing risks of plant in the workplace: Code of practice, cited in the WorkSafe WA Summary. AS/NZS 3760: In-service safety inspection and testing of electrical equipment and RCDs. The manufacturer's manual and pre-start checklist for the unit.

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.