

ILLUSIONS AUSTRALIA

WORKSHOP SAFE WORK METHOD STATEMENT (SWMS)

MASTER DOCUMENT – VERSION 3.0



ILLUSIONS

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PART 1

GENERAL SAFETY FRAMEWORK

1. DOCUMENT PURPOSE

This Safe Work Method Statement (SWMS) establishes the safe systems of work and minimum control requirements for activities undertaken within the Illusions Australia workshop.

It forms the master SWMS for normal workshop operations and must be read in conjunction with any task-specific or project-specific SWMS, procedures, permits or instructions required for work involving additional or higher-risk hazards.

All workers must assess the work and surrounding conditions before commencing a task and stop work where hazards cannot be adequately controlled.

2. SCOPE

This SWMS applies to Illusions Australia employees, contractors and labour hire personnel undertaking workshop activities including:

- Carpentry and fabrication
- Steel fabrication
- Welding and hot works
- Painting and finishing
- CNC machining
- Laser operations
- Assembly
- Fixed and portable power tool operation
- Deliveries, loading and unloading
- Forklift and mobile plant operations
- Maintenance
- Manual handling
- Housekeeping and waste management

Where work falls outside the activities or controls covered by this SWMS, the risks must be assessed and additional controls implemented before work commences.

3. SAFETY PHILOSOPHY & BEHAVIOURAL EXPECTATIONS

Every worker has three obligations:

- 1. Work safely.**
- 2. Protect fellow workers.**
- 3. Stop unsafe work.**

Illusions Australia believes incidents are preventable. Human factors including complacency, rushing, assumptions, fatigue and poor communication contribute to most incidents. Every task must therefore begin with a conscious assessment of hazards before work starts.

These principles require every worker to remain alert to both the task being performed and the activities occurring around them. Workers are expected to:

- Pause and assess the risks before commencing unfamiliar or higher-risk work.
- Plan lifts and material movements before handling the load.
- Remain aware of other workers, trades, vehicles and activities in the surrounding area.

- Avoid rushing or taking shortcuts that compromise established controls.
- Communicate clearly when work involves or may affect others.
- Maintain a clean and orderly work area.
- Speak up when an unsafe condition or behaviour is identified.
- Report hazards and near misses so that corrective action can be taken.
- Stop and reassess the work whenever conditions change or an identified control is no longer effective.

Safety takes precedence over production deadlines. No worker is expected to continue work they reasonably believe cannot be performed safely.

4. GENERAL SAFETY REQUIREMENTS

All persons working under this SWMS must:

- Work in accordance with this SWMS and applicable site procedures.
- Only operate plant or equipment for which they are competent and authorised.
- Use required guards, safety devices and isolation procedures.
- Wear PPE appropriate to the task and identified hazards.
- Maintain safe separation between pedestrians and operating mobile plant.
- Keep work areas, accessways and emergency exits clear.
- Report hazards, defective equipment, incidents and near misses promptly.
- Stop work where conditions become unsafe or where the required controls cannot be maintained.
- Seek instruction before undertaking work where the hazards or required controls are not understood.

Every worker has the authority to stop work where they reasonably believe there is an immediate safety risk.

5. CRITICAL SAFETY RULES

The following requirements apply at all times:

1. **Do not operate plant or machinery unless trained, competent and authorised.**
2. **Never remove, defeat or bypass machine guards or safety interlocks.**
3. **Isolate equipment before maintenance, adjustment or other work where unexpected operation could cause injury.**
4. **Maintain required pedestrian and plant exclusion zones.**
5. **Use the correct PPE for the activity being undertaken.**
6. **Do not use damaged or defective tools, plant or equipment.**
7. **Keep emergency exits, fire equipment and accessways unobstructed.**
8. **Report hazards, incidents and near misses promptly.**
9. **Stop work if conditions change or the identified controls are no longer effective.**
10. **Do not undertake a task where you are unsure of the safe method of work.**

6. ROLES AND RESPONSIBILITIES

Managing Director

The Managing Director is responsible for providing appropriate resources and ensuring systems are established for the effective management of workplace health and safety.

Foreman / Foremen

The Foreman or Foremen are responsible for:

- Planning and coordinating work safely.
- Identifying hazards and ensuring appropriate controls are implemented.
- Confirming workers are competent and authorised for the work undertaken.
- Ensuring required plant inspections and safety checks are completed.
- Monitoring compliance with this SWMS.
- Stopping work where unsafe conditions or practices are identified.

Leading Hands

Leading Hands are responsible for:

- Communicating relevant hazards and controls to workers.
- Monitoring work within their area of responsibility.
- Reporting hazards, defects and changed conditions.
- Intervening where unsafe work is observed.

Workers

Workers are responsible for:

- Following this SWMS and reasonable safety instructions.
- Using plant, tools and equipment correctly.
- Conducting required pre-use inspections.
- Using required PPE.
- Maintaining their work area in a safe condition.
- Reporting hazards, defects, incidents and near misses.
- Stopping work and seeking assistance where conditions are unsafe or the required controls are unclear.

Contractors and Labour Hire Personnel

Contractors and labour hire personnel must comply with Illusions Australia safety requirements, provide evidence of required competency or licensing and follow reasonable directions from the Foreman, Leading Hand or other authorised Illusions Australia representative.

7. PRE-START REQUIREMENTS

Before work commences, the work area and relevant equipment must be checked to confirm, as applicable:

- Accessways and emergency exits are clear.
- Fire and emergency equipment remains accessible.
- Work areas are adequately maintained and free from uncontrolled hazards.
- Electrical leads, tools and equipment are in serviceable condition.
- Machine guards and safety devices are fitted and operational.
- Dust extraction or ventilation systems required for the task are operational.
- Required PPE is available and suitable.
- Mobile plant has undergone the required pre-start inspection.
- Required exclusion zones can be established.
- Any task-specific or project-specific SWMS, permit or procedure has been reviewed.

Any defect or unsafe condition identified must be corrected or controlled before the affected work proceeds.

8. RISK ASSESSMENT AND CONTROL

Hazards must be identified and risks assessed before work commences and whenever conditions or work methods change.

Risk controls must be selected using the hierarchy of control, with higher-order controls preferred wherever reasonably practicable:

1. Elimination
2. Substitution
3. Isolation
4. Engineering controls
5. Administrative controls
6. Personal protective equipment

PPE must not be relied upon as the primary control where a higher-order control is reasonably practicable.

Controls must be reviewed if:

- The work or work environment changes.
- New plant, equipment or substances are introduced.
- A control is found to be ineffective.
- An incident or near miss occurs.
- A new hazard is identified.

9. SWMS ACTIVITY 1 – MANUAL HANDLING

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Lifting timber, sheet materials and other workshop items	Musculoskeletal injury, strains, crush injuries, dropped loads	High	Assess the load before lifting. Use mechanical aids where reasonably practicable. Team lift heavy, awkward or bulky items. Establish a clear travel path before lifting. Avoid twisting while carrying loads. Wear appropriate footwear and gloves where required.	Low
Loading vehicles	Strains, crush injuries, falls, unstable loads	High	Use mechanical aids where practicable. Establish a safe loading area. Use sufficient personnel for bulky items. Maintain communication between workers and plant operators. Secure loads against movement before transport.	Low
Carrying fabricated timber flats and other large fabricated pieces	Restricted visibility, collision, trips, strains, dropped loads	High	Plan the route before moving the item. Remove obstacles. Use sufficient personnel or mechanical assistance. Nominate one person to coordinate the movement where required. Maintain clear communication and stop if visibility or control of the load is lost.	Low

PART 2

MACHINERY, TOOLS & WORKSHOP OPERATIONS

10. FIXED MACHINERY AND PORTABLE POWER TOOLS

This section establishes the minimum controls for fixed machinery and portable power tools used within the Illusions Australia workshop.

Only workers who are competent and authorised may operate machinery or equipment requiring specific training or instruction.

All machinery and tools must be inspected before use. Equipment must not be used where guards, safety devices or other required controls are missing, damaged or ineffective.

11. TABLE SAW OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Rip and cross-cut timber and sheet materials	Contact with blade, kickback, amputation, cuts, flying material, dust, noise	Extreme	Authorised and competent operators only. Blade guard and riving knife must be correctly fitted and adjusted. Use fence, guides and push sticks or push blocks as appropriate. Keep hands clear of the blade and never reach over or behind a moving blade. Stand clear of the likely kickback path. Ensure material is adequately supported. Dust extraction must be operating. Wear required eye and hearing protection.	Medium
Blade changes, adjustments and clearing obstructions	Laceration, unexpected start-up, contact with blade	High	Isolate the machine from its energy source before changing blades, making adjustments requiring access to the blade, or clearing obstructions. Handle blades carefully and inspect the blade for damage before installation. Confirm guards and safety devices are correctly refitted before returning the saw to service.	Low

12. DROP SAW / MITRE SAW OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Cutting timber, aluminium and other approved materials	Contact with blade, cuts, flying particles, kickback, noise	High	Use the correct blade for the material. Inspect the saw, blade and guard before use. Support and secure the workpiece and clamp where practicable. Keep hands outside the designated cutting area and clear of the blade path. Allow the blade to reach operating speed before commencing the cut. Do not lift the saw head until the blade has stopped rotating. Wear required eye and hearing protection.	Low

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Blade changes and adjustments	Laceration, unexpected start-up	High	Isolate power before changing the blade or carrying out adjustments requiring access to the cutting mechanism. Use the correct replacement blade and ensure it is securely fitted before returning the saw to service.	Low

13. BAND SAW OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Cutting timber, foam, plastics and other approved materials	Contact with blade, cuts, entanglement, material movement	High	Competent and authorised operators only. Ensure the correct blade is fitted, properly tensioned and in serviceable condition. Adjust the blade guide as close as practicable to the workpiece. Keep hands and fingers clear of the blade path and use appropriate push devices for small or narrow work. Do not wear gloves, loose clothing or jewellery where they may become entangled. Secure long hair.	Low
Blade changes, adjustments and clearing jams	Laceration, unexpected movement	High	Isolate the machine before changing blades, making adjustments requiring access to the blade, or clearing jams. Confirm guards and guides are correctly refitted and adjusted before restarting.	Low

14. BENCH DRILL / PEDESTAL DRILL OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Drilling timber, metal, plastics and other approved materials	Entanglement, rotating workpiece, contact with drill bit, flying swarf or material, eye injury	High	Competent operators only. Select the correct drill bit and operating speed for the material. Secure the workpiece using a vice, clamp or other suitable means where there is a risk of movement or rotation. Never hold small workpieces by hand while drilling. Keep hands clear of the rotating drill bit. Do not wear gloves, loose clothing or jewellery near rotating components. Secure long hair. Wear eye protection.	Low
Changing drill bits and making adjustments	Cuts, puncture injury, unexpected start-up	High	Switch off and isolate the drill before changing drill bits or carrying out adjustments requiring access to moving components. Remove the	Low

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
			chuck key immediately after tightening or loosening the chuck and before starting the machine.	
Removing swarf and waste	Cuts, puncture injuries, contact with rotating components	Medium	Stop the machine and allow the spindle to come to a complete stop before removing swarf or waste. Do not remove swarf by hand. Use a brush or other suitable tool.	Low

15. BENCH GRINDER OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Grinding, sharpening and dressing metal components	Wheel failure, contact with abrasive wheel, flying particles, sparks, burns, entanglement, noise	High	Competent operators only. Inspect wheels for damage before use. Ensure guards and eye shields are fitted and the work rest is correctly adjusted close to the wheel. Use only wheels suitable for the machine and task and do not exceed the rated wheel speed. Stand clear of the wheel's direct line when starting the grinder. Allow the grinder to reach operating speed before applying the workpiece. Maintain control of the workpiece and keep fingers clear of the wheel. Wear eye or face protection and hearing protection as required. Direct sparks away from people, combustible materials and flammable substances.	Low
Wheel changes, adjustment and maintenance	Wheel failure, cuts, unexpected start-up	High	Isolate the grinder before changing wheels, adjusting guards or work rests, or carrying out maintenance. Use only compatible wheels of the correct size and speed rating. Ensure the wheel is correctly mounted and guards are refitted before use.	Low

16. LINISHER OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Linishing timber, metal and other approved materials	Contact with abrasive belt or disc, entanglement, workpiece ejection, flying particles, dust, sparks, noise	High	Competent operators only. Inspect the abrasive belt or disc, guards, work rest and extraction system before use. Ensure the abrasive is correctly fitted, tensioned and tracking properly. Adjust the work rest as close as practicable to the abrasive surface. Hold the workpiece securely and	Low

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
			maintain a stable working position. Keep fingers clear of the abrasive surface and pinch points. Do not wear loose clothing or jewellery and secure long hair. Wear appropriate eye and hearing protection. Use dust extraction where provided. When finishing metal, control sparks and keep them directed away from people, combustible materials and flammable substances.	
Changing abrasive belts or discs, adjustments and clearing jams	Abrasions, cuts, entanglement, unexpected start-up	High	Switch off and isolate the machine before changing belts or discs, adjusting guards or work rests, or clearing jams. Check that the abrasive is correctly fitted and all guards are returned to their operating position before restarting.	Low

17. SPINDLE MOULDER OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Machining and profiling timber	Contact with rotating cutter, amputation, severe cuts, kickback, workpiece ejection, flying material, dust, noise	Extreme	Competent and authorised operators only. Inspect the machine, cutter, spindle, guards and extraction before use. Use only cutters suitable for the machine and task. Ensure cutters are correctly fitted and secured. Fit and adjust guards to minimise access to the cutter. Use fences, pressure devices, jigs, push sticks or push blocks as appropriate to maintain control of the workpiece and keep hands clear of the cutter. Feed material in the correct direction against cutter rotation unless the machine and operation are specifically designed for an alternative method. Maintain adequate support for long or large workpieces. Dust extraction must be operating. Wear required eye and hearing protection.	Medium
Machining small, narrow, curved or irregular workpieces	Hand contact with cutter, loss of control, kickback, workpiece ejection	Extreme	Do not machine small or irregular workpieces freehand where this would place hands near the cutter or prevent positive control of the material. Use an appropriate jig, holding device, false fence, push block or other suitable means of maintaining control and separation from the cutter. Do not proceed where the	Medium

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
			workpiece cannot be safely supported and controlled.	
Changing cutters, setup, adjustment and clearing obstructions	Severe cuts, unexpected start-up, contact with cutter	Extreme	Isolate the machine from its energy source before changing cutters, adjusting the spindle or guards where access to the cutter is required, or clearing obstructions. Handle cutters carefully. Confirm cutters are correctly secured and guards, fences and other safety devices are correctly positioned before returning the machine to service.	Low

18. TRENCHER OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Cutting trenches, grooves and housings in timber	Contact with rotating cutter, severe cuts or amputation, kickback, workpiece ejection, flying material, dust, noise	Extreme	Competent and authorised operators only. Inspect the machine, cutter, guards, fences, hold-downs and extraction before use. Ensure the correct cutter is securely fitted and suitable for the material and required cut. Adjust guards to minimise access to the cutter. Secure and control the workpiece using the machine's fence, table, stops, clamps or hold-down devices as appropriate. Keep hands clear of the cutter and cutting path. Do not attempt to restrain an inadequately supported workpiece by hand. Provide additional support for long or large material. Dust extraction must be operating. Wear required eye and hearing protection.	Medium
Positioning and removing workpieces	Pinch injuries, cutter contact, unexpected movement	High	Ensure the cutter has stopped before reaching into the cutting area or removing offcuts. Keep hands clear of the cutter and any clamping or hold-down mechanisms. Do not remove waste or make measurements while the cutter is moving.	Low
Changing cutters, setup, adjustment and clearing obstructions	Severe cuts, unexpected start-up, contact with cutter	Extreme	Isolate the machine from its energy source before changing cutters, making adjustments requiring access to the cutter, clearing obstructions or undertaking maintenance. Handle cutters carefully. Confirm cutters, guards, fences and hold-down devices are correctly fitted and secured before returning the machine to service.	Low

19. THICKNESSER OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Thickening timber	Contact with cutter block, kickback or workpiece ejection, entanglement, flying material, dust, noise	Extreme	Competent and authorised operators only. Inspect guards, anti-kickback devices, feed rollers and dust extraction before use. Ensure timber is suitable for machining and free from nails, screws and other foreign objects. Set the machine for an appropriate depth of cut. Feed material in the correct direction and stand clear of the potential kickback path. Keep hands clear of the feed opening and do not reach into the machine while it is operating. Support long material where required. Dust extraction must be operating. Wear eye and hearing protection.	Medium
Clearing jams, adjustments and maintenance	Cutter contact, crush injury, unexpected start-up	Extreme	Switch off and isolate the machine before clearing jams, accessing the cutter block, making adjustments requiring access to hazardous components or undertaking maintenance. Wait for all moving components to stop before access.	Low

20. EDGE BANDER OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Applying and trimming edge banding	Pinch and crush points, contact with cutters or trimming units, hot surfaces or adhesive, entanglement, workpiece movement	High	Competent operators only. Inspect guards, covers, feed mechanisms and emergency stops before use. Keep hands clear of feed rollers, pressure rollers, trimming cutters and other moving components. Feed material in accordance with the machine's operating procedure and maintain adequate support for large panels. Do not reach inside the machine while it is operating. Take care around hot-melt adhesive and heated components.	Low
Clearing jams, replenishing adhesive and adjustments	Burns, cuts, crushing, unexpected start-up	High	Follow the manufacturer's procedure for replenishing adhesive. Allow hot components and adhesive to cool where required before access. Isolate the machine before clearing jams, accessing cutters or	Low

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
			moving components, or carrying out adjustments or maintenance requiring entry into hazardous areas.	

21. METAL SHOP GUILLOTINE OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Cutting sheet metal	Contact with blade, amputation, crush or pinch injuries, sharp edges, movement of sheet material	Extreme	Competent and authorised operators only. Inspect guards, hold-downs, controls and emergency stop before use. Keep hands and fingers clear of the blade, hold-downs and cutting line. Support large sheets to prevent uncontrolled movement. Do not reach beneath guards or into the cutting area. Keep other persons clear while cutting. Wear appropriate eye protection and gloves when handling sharp sheet metal, but keep gloves clear of operating machinery and pinch points.	Medium
Removing cut material and offcuts	Sharp edges, cuts, falling or shifting sheet metal	High	Ensure the machine has completed its operating cycle before removing material. Handle sheet metal carefully and use assistance for large or awkward pieces. Remove sharp offcuts promptly and place them in the designated metal waste area.	Low
Adjustment, clearing obstructions and maintenance	Blade contact, crushing, unexpected operation	Extreme	Isolate the machine from its energy source before accessing the blade or hold-down mechanism, clearing obstructions or undertaking maintenance. Only authorised persons may undertake adjustments or maintenance requiring access to hazardous components.	Low

22. METAL BENDING MACHINE OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Bending and forming sheet metal	Crush and pinch injuries, trapping of hands or fingers, unexpected movement of material, sharp edges	High	Competent operators only. Inspect the machine before use. Keep hands and fingers clear of bending, clamping and pinch points. Position material before commencing the bend and maintain control without placing hands in the operating zone. Support large or long sheets to	Low

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
			prevent uncontrolled movement. Keep other persons clear of the movement area. Do not exceed the machine's rated capacity.	
Handling and positioning sheet metal	Cuts from sharp edges, strains, crush injuries, uncontrolled movement	High	Wear suitable gloves when handling sheet metal away from operating pinch points. Use mechanical assistance or team lifting for large, heavy or awkward sheets. Ensure adequate space is available before positioning or rotating material.	Low
Adjustment, clearing obstructions and maintenance	Crush injury, entrapment, unexpected movement	High	Isolate the machine before accessing hazardous components, clearing obstructions or undertaking maintenance. Confirm the machine is in a safe condition before returning it to service.	Low

23. WELDING OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
MIG, TIG and other welding operations	Arc radiation, burns, electric shock, welding fumes, hot metal, sparks, fire, eye injury	Extreme	Competent operators only. Inspect welding equipment, leads, electrode holders, torches and connections before use. Wear an appropriate welding helmet, protective clothing, gloves and other required PPE. Provide adequate ventilation or local exhaust extraction for welding fumes. Use welding screens where other persons may be exposed to arc radiation. Remove or protect combustible materials from the work area. Keep suitable fire-fighting equipment accessible. Maintain welding leads and equipment in a safe condition and keep the work area dry.	Medium
Handling welded material	Burns, cuts, sharp edges, manual handling injury	High	Treat recently welded material as hot until confirmed otherwise. Use suitable tools or protective gloves when handling hot material. Mark or isolate hot material where other workers could inadvertently contact it. Use appropriate manual handling controls for heavy or awkward fabricated pieces.	Low
Welding near combustible materials or where fire risk is increased	Fire, ignition of surrounding materials, smoke	Extreme	Remove combustible materials where practicable and establish an appropriate hot-work area. Protect materials that	Medium

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
			cannot be removed. Ensure suitable fire-fighting equipment is immediately available. Maintain a fire watch where required and inspect the area after welding has finished to ensure no smouldering or ignition remains.	
Equipment adjustment, maintenance and fault conditions	Electric shock, burns, unexpected energisation	High	Switch off and isolate welding equipment before maintenance or repair. Do not use damaged welding leads, holders, torches or electrical connections. Electrical repairs must only be undertaken by an appropriately qualified person.	Low

24. ROUTERS, PLANERS AND PORTABLE POWER TOOLS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Operating routers, planers and portable power tools	Cuts, contact with moving components, kickback, electric shock, flying particles, dust, noise	High	Inspect the tool, lead, plug, guard and accessories before use. Use the correct tool, cutter, blade or accessory for the task and material. Secure the workpiece where required. Use guards and two-handed operation where the tool is designed for it. Maintain a stable working position. Keep leads clear of cutting paths and moving components. Use RCD protection where required. Wear task-appropriate eye, hearing and respiratory protection.	Low
Changing blades, cutters, discs, bits or accessories	Cuts, unexpected start-up	High	Disconnect or isolate the tool from its energy source before changing accessories or making adjustments requiring access to moving or cutting components. Check that accessories are correctly fitted and secured before use.	Low

25. SANDING AND DUST-PRODUCING EQUIPMENT

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Sanding and other dust-producing operations	Dust inhalation, eye injury, noise, contact with moving equipment, fire from accumulated dust	High	Use dust extraction at source where available. Ensure extraction equipment is operating before work commences. Wear suitable eye, hearing and respiratory protection where required. Keep hands clear of moving abrasive surfaces. Regularly remove	Low

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
			accumulated dust using an appropriate vacuum or extraction system. Do not allow combustible dust to accumulate around machinery or ignition sources.	

26. MACHINE GUARDING AND ISOLATION

Machine guards and safety devices are essential controls and must remain correctly fitted and operational whenever machinery is in use.

- Guards, interlocks and safety devices must not be removed, defeated, bypassed or modified during normal operation.
- Machinery with a missing, damaged or ineffective guard or safety device must be taken out of service until repaired.
- Machinery must be isolated before maintenance, repairs, blade, cutter or abrasive changes, clearing jams or any work requiring access to hazardous moving parts.
- Removed guards must be correctly refitted before machinery is returned to service.
- Only authorised persons may remove guards for maintenance or servicing.
- Where isolation is required, the machine must not be capable of unexpected start-up while the work is being undertaken.

27. ELECTRICAL SAFETY

Electrical tools and equipment must be maintained in a safe and serviceable condition.

Before use, workers must visually inspect portable electrical equipment for obvious damage or defects, including:

- Leads and extension cords.
- Plugs and sockets.
- Tool casings.
- Switches and controls.
- Guards and fittings.

Damaged or defective electrical equipment must be immediately removed from service and clearly identified to prevent further use.

The following requirements apply:

- Do not use electrical equipment with damaged leads, plugs, casings or exposed conductors.
- Use RCD protection where required.
- Keep electrical leads clear of water, sharp edges, vehicle routes and areas where they may be damaged.
- Route leads to minimise trip hazards.
- Do not overload outlets, power boards or extension leads.
- Double adaptors are not permitted.

- Electrical switchboards and cabinets must only be accessed by authorised persons.
- Electrical repairs must only be undertaken by appropriately qualified persons.

28. HOUSEKEEPING

Good housekeeping is a continuous requirement and forms part of the safe operation of the workshop.

Workers must:

- Clean as work progresses rather than allowing waste and offcuts to accumulate.
- Return tools and equipment to their designated storage location after use.
- Keep walkways, accessways and emergency exits clear.
- Keep access to fire extinguishers, hose reels, electrical switchboards, first aid equipment and other emergency equipment clear and unobstructed.
- Remove timber, metal and other offcuts promptly.
- Stack timber, sheet material, flats and other fabricated pieces safely to prevent movement, collapse or obstruction of accessways.
- Manage electrical leads, hoses and cables to minimise trip hazards.
- Clean dust and debris from machinery and surrounding work areas.
- Place waste into the appropriate designated waste or recycling stream.
- Clean spills promptly and prevent access to the affected area until it is safe.

Housekeeping hazards that cannot be immediately corrected must be reported to the Foreman or Leading Hand.

PART 3

SPECIALIST OPERATIONS, HAZARDOUS SUBSTANCES AND EMERGENCIES

29. CNC ROUTER OPERATIONS

The CNC router must only be operated by workers who have been trained, are competent in its operation and are authorised to use the machine.

The CNC operating area must be kept clear of unauthorised persons while the machine is operating.

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
CNC routing and cutting operations	Contact with moving cutter or machine components, flying material, workpiece movement, dust, noise	Extreme	Authorised and competent operators only. Inspect the machine, cutter, guards, extraction and emergency stop before use. Ensure the correct cutter and operating parameters are selected for the material. Secure material correctly to the machine bed before operation. Confirm the cutting path is clear before commencing. Dust extraction must be operating. Remain clear of the operating envelope while the machine is running. Wear required eye and hearing protection.	Medium
Loading and unloading sheet materials and fabricated pieces	Manual handling injury, cuts, crush injuries, contact with cutter	High	Ensure the machine has stopped and the cutting head is in a safe position before loading or unloading. Use mechanical assistance or team lifting for large or heavy sheets. Keep hands clear of cutters and sharp edges.	Low
Changing cutters, setup and adjustment	Severe cuts, unexpected machine movement or start-up	Extreme	Isolate the machine before changing cutters or carrying out work requiring access to hazardous moving components. Use the correct tooling and ensure cutters are securely fitted before operation. Confirm guards and extraction are correctly positioned before restarting.	Low
Clearing jams, offcuts or obstructions	Cutter contact, unexpected movement, cuts	Extreme	Stop and isolate the machine before entering the operating area or reaching into the machine to remove an obstruction. Never clear material while the cutter or machine is moving.	Low

30. LASER CUTTING OPERATIONS

The laser room is a controlled work area. Only trained and authorised workers may operate the laser equipment.

When the external warning light is flashing, the laser is operating and entry to the laser room is prohibited.

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Laser cutting and engraving	Laser radiation, fire, burns, fumes and smoke, hazardous decomposition products	Extreme	Authorised and competent operators only. Machine covers, interlocks and extraction must be operational before use. Never defeat or bypass an interlock. Use only materials known to be suitable for laser processing. Extraction must operate throughout cutting or engraving. Monitor the machine while operating. Do not leave active cutting unattended.	Medium
Material selection	Fire, toxic or corrosive fumes, damage to equipment	Extreme	Only approved materials may be processed. Do not cut material where its composition is unknown. Materials known or suspected to produce hazardous decomposition products must not be processed unless specifically assessed and approved.	Low
Loading and unloading material	Burns, cuts, contact with hot material	High	Ensure the cutting cycle has finished before opening the machine. Allow hot material to cool where required. Handle cut edges carefully and use appropriate PPE where necessary.	Low
Cleaning, adjustment and maintenance	Laser exposure, electric shock, burns, unexpected operation	Extreme	Switch off and isolate the equipment before cleaning or maintenance requiring access beyond normal operator areas. Maintenance of laser-generating or electrical components must only be undertaken by appropriately qualified or authorised persons.	Low

31. PAINTS, ADHESIVES AND HAZARDOUS SUBSTANCES

Hazardous substances used within the workshop may include paints, coatings, solvents, adhesives, cleaning products, resins and other chemical products.

Workers must follow product labels, Safety Data Sheets (SDS) and established workplace controls.

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Using paints, coatings, adhesives, solvents and cleaning products	Inhalation, skin or eye contact, vapours, irritation, sensitisation, fire	High	Review the product label and SDS before first use or where hazards are not understood. Use the least hazardous suitable product where reasonably practicable. Provide adequate ventilation or extraction. Wear PPE specified for the product and task. Keep containers closed when not in use. Keep ignition sources away from flammable products.	Low
Mixing, decanting and transferring products	Splash, inhalation, spills, incorrect mixing, fire	High	Use suitable labelled containers. Do not use unlabelled containers. Follow manufacturer mixing instructions. Undertake mixing in a ventilated area and wear appropriate PPE. Never mix chemicals unless compatibility is known.	Low
Storage of hazardous substances	Leakage, incompatible chemicals, fire, uncontrolled exposure	High	Store products in designated areas and in accordance with SDS requirements. Keep flammable products away from ignition sources. Maintain containers closed and correctly labelled. Segregate incompatible substances where required.	Low
Disposal of chemicals and contaminated materials	Exposure, environmental contamination, fire	High	Dispose of chemicals, contaminated rags and other hazardous waste through the designated waste stream. Do not pour chemicals, paints, solvents or adhesives into sinks, drains or stormwater systems.	Low

32. COMPRESSED AIR

Compressed air must be used only for its intended workshop purpose and with equipment suitable for the operating pressure.

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Operating pneumatic tools and equipment	Hose failure, whipping hose, flying particles, noise, tool movement	High	Inspect hoses, fittings and tools before use. Ensure connections are secure and components are rated for the operating pressure. Keep hoses routed to minimise damage and trip hazards. Wear eye and hearing protection where required.	Low
Connecting and disconnecting hoses or tools	Sudden release of pressure, hose movement, eye injury	High	Shut off and release stored pressure before disconnecting hoses or fittings where required. Do not use damaged fittings or hoses.	Low

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Cleaning using compressed air	Flying debris, eye injury, injection of air into body, hearing damage	High	Compressed air must never be directed at any person or used to clean clothing while being worn. Use vacuum extraction or other cleaning methods where practicable. Where compressed air is used for an approved cleaning task, control the pressure and direction of discharge and wear appropriate eye protection.	Low

33. FIRE PREVENTION

Fire prevention is a continuous workshop requirement, particularly where timber dust, paints, solvents, adhesives, welding, grinding and other ignition sources are present.

- Keep fire extinguishers, hose reels and emergency equipment unobstructed.
- Keep emergency exits and evacuation routes clear.
- Remove combustible waste regularly.
- Do not allow timber dust or other combustible material to accumulate around machinery.
- Store flammable substances in designated locations.
- Keep ignition sources separated from flammable liquids, vapours and combustible materials.
- Control sparks generated by grinding, finishing and metal fabrication.
- Maintain dust extraction and ventilation systems in serviceable condition.
- Do not undertake hot work where surrounding combustible materials cannot be adequately controlled.
- Report damaged or discharged fire equipment immediately.

Where work creates an increased fire risk, appropriate fire-fighting equipment must be readily accessible before the work commences.

34. EMERGENCY RESPONSE

All workers must know the location of emergency exits, assembly areas, fire equipment and first aid facilities relevant to their work area.

Fire or Smoke

If fire or smoke is detected:

1. Stop work and raise the alarm.
2. Call emergency services where required.
3. Evacuate using the nearest safe exit.
4. Proceed to the designated assembly area.
5. Do not re-enter the building until authorised.

Fire-fighting equipment should only be used where the person is trained or competent to use it, the fire is small and controllable, and a safe escape route remains available.

Serious Injury or Medical Emergency

In the event of a serious injury or medical emergency:

1. Stop work and make the area safe without placing yourself or others at further risk.
2. Contact emergency services where required.
3. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
4. Provide first aid within the limits of your training.
5. Preserve the incident area where required, except where disturbance is necessary to assist an injured person or remove an immediate danger.

Machinery Incident

Where a person becomes trapped or injured by machinery:

- Activate the emergency stop where available.
- Isolate the machine where it is safe to do so.
- Do not restart or move machinery unless required to prevent further injury.
- Call emergency services where required.
- Do not place another person at risk attempting a rescue.

35. SPILL RESPONSE

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Minor spill of paint, solvent, adhesive, oil or other workshop substance	Slips, inhalation, skin or eye contact, fire, environmental contamination	High	Stop the source of the spill where safe to do so. Keep people away from the affected area. Identify the substance and consult the SDS where required. Eliminate ignition sources where flammable substances are involved. Wear appropriate PPE. Contain and absorb the spill using suitable spill-control materials. Dispose of contaminated material through the appropriate waste stream.	Low
Large, uncontrolled or hazardous spill	Serious exposure, fire, toxic vapours, environmental release	Extreme	Do not attempt cleanup unless trained and it is safe to do so. Isolate the area, prevent access and notify the Foreman or Leading Hand immediately. Evacuate the area where required. Contact emergency services or specialist assistance where appropriate. Prevent the substance from entering drains or stormwater only where this can be done safely.	Medium

All spills must be reported where they create a safety or environmental risk or require replenishment of spill-response equipment.

36. CHANGED CONDITIONS AND STOP WORK

The controls in this Part must be reassessed whenever:

- The material, equipment or work method changes.
- A machine guard, interlock, extraction system or other safety control is not functioning correctly.
- An unexpected hazard is identified.
- The work begins to affect another worker or work area.
- A spill, fire, equipment fault, near miss or incident occurs.
- The required control measures cannot be maintained.

Work must stop where the task cannot be performed safely. Work may only recommence once the hazard has been assessed and effective controls are in place.

PART 4

MOBILE PLANT, VEHICLES & WORKING AT HEIGHT

37. MOBILE PLANT AND VEHICLE SAFETY

Mobile plant and vehicles operating within Illusions Australia work areas present a significant risk to operators, pedestrians and other workers.

Only workers who are appropriately trained, competent, licensed where required and authorised by Illusions Australia may operate plant.

Before operating plant or vehicles:

- Complete required pre-start checks.
- Confirm the intended travel and operating area is clear.
- Check for pedestrians, structures, overhead hazards and other plant.
- Ensure warning devices, mirrors and cameras fitted to the equipment are operational.
- Wear seatbelts where fitted.
- Observe site speed limits and traffic controls.
- Maintain separation between pedestrians and operating plant wherever reasonably practicable.
- Do not operate plant while using a mobile phone or other distracting device.
- Stop work where visibility or separation from other workers cannot be adequately maintained.

Defective plant must be taken out of service where the defect affects safe operation.

38. FORKLIFT OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
General forklift operation	Pedestrian strike, collision, overturning, falling load, crushing	Extreme	Licensed and authorised operators only. Conduct pre-start checks. Wear the fitted seatbelt. Keep forks as low as practicable while travelling. Maintain clear visibility in the direction of travel. Observe site speed limits and maintain separation from pedestrians. Never carry passengers unless an approved passenger seat is provided.	Medium

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Travelling with loads	Falling or unstable load, restricted visibility, collision, overturning	Extreme	Confirm the load is stable and within the forklift's rated capacity. Position forks correctly and carry the load as low as practicable. If the load obstructs forward vision, travel in reverse where safe or use a spotter. Avoid sudden braking, acceleration and turning.	Medium
Lifting and lowering loads	Falling load, crushing, structural impact	Extreme	Confirm load weight and load centre are within rated capacity. Position the forklift correctly before lifting. Keep persons clear of the operating area. No person may stand or pass beneath raised forks or an elevated load.	Medium
Reversing or operating with restricted visibility	Pedestrian strike, collision, crushing	Extreme	Check the area before movement. Use reversing alarms and cameras where fitted. Use a spotter where visibility is inadequate. Stop immediately if the spotter is lost from view.	Medium

39. TELEHANDLER OPERATIONS

Telehandlers must only be operated by workers who hold the licence required for the particular configuration and are trained, competent and authorised to operate the machine and attachment being used.

The capacity of a telehandler changes significantly with boom extension, boom angle, attachment and load position. The applicable load chart must therefore be followed.

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
General telehandler operation	Overturning, collision, pedestrian strike, crushing, restricted visibility	Extreme	Complete pre-start checks. Confirm ground conditions and operating clearances. Wear the fitted seatbelt. Maintain separation from pedestrians. Travel with the boom and load in the safest practical travel position. Avoid sudden movements and excessive speed.	Medium
Lifting and placing loads	Overturning, falling load, exceeding capacity, crushing	Extreme	Determine load weight before lifting. Use the applicable load chart for the attachment, boom extension and operating configuration. Do not exceed rated capacity. Establish an exclusion zone. Keep persons clear of elevated loads. Position the machine on stable ground and use stabilisers where fitted and required.	Medium

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Operating with extended boom	Reduced capacity and stability, overturning, collision with structures	Extreme	Check the load chart before extending the boom. Maintain required clearances from structures and overhead hazards. Make controlled movements and continually monitor machine stability and load position.	Medium
Using attachments	Attachment failure, falling load, altered machine capacity	Extreme	Use only compatible and approved attachments. Confirm the attachment is correctly connected and secured. Use the load chart applicable to that attachment. Operators must understand how the attachment changes machine capacity and operating characteristics.	Medium

40. SLEWING MOBILE CRANE OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Setting up a slewing mobile crane	Overturning, ground failure, collision, overhead services	Extreme	Assess ground conditions, access and operating area before setup. Position the crane on stable ground. Deploy outriggers or stabilisers in accordance with manufacturer requirements. Use suitable packing where required. Check overhead and surrounding clearances. Establish an exclusion zone around the crane.	Medium
Lifting and moving loads	Falling load, overturning, load swing, crushing, collision	Extreme	Licensed operator only. Determine load weight and lifting radius. Confirm the lift is within the applicable load chart. Use suitable rated lifting equipment. Maintain exclusion zones. Keep persons clear of suspended loads. Lift smoothly and avoid uncontrolled load movement.	Medium
Slewing with a suspended load	Load striking persons or structures, crushing, overturning	Extreme	Confirm the slewing path is clear before movement. Control load movement using appropriate methods such as tag lines where safe and suitable. Maintain communication between the operator and dogger or spotter. Stop movement if communication is lost.	Medium
Operating near structures or overhead hazards	Collision, electrocution, crushing	Extreme	Identify overhead hazards before setup. Maintain legally required clearances from electrical infrastructure. Use a spotter where clearance is restricted. Do not commence or continue work where safe clearance cannot be maintained.	Medium

41. NON-SLEWING MOBILE CRANE OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Setting up and positioning the crane	Overturning, ground failure, collision, restricted clearance	Extreme	Assess ground conditions and operating area. Position on stable ground and deploy stabilisers or outriggers where applicable. Establish an exclusion zone. Check overhead and surrounding clearances before raising or extending the boom.	Medium
Lifting and placing loads	Falling load, overturning, crushing, exceeding rated capacity	Extreme	Determine load weight and consult the applicable load chart. Do not exceed rated capacity. Use suitable rated lifting equipment. Keep persons clear of suspended loads and crush zones. Maintain controlled boom and load movements.	Medium
Travelling or repositioning	Collision, overturning, pedestrian strike	Extreme	Configure the crane for travel in accordance with manufacturer requirements. Check the travel path before movement. Maintain separation from pedestrians and use a spotter where visibility or clearance is restricted.	Medium

42. BOOM LIFT OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Operating a boom lift	Fall from platform, overturning, collision, crushing, entrapment	Extreme	Complete pre-start checks. Assess ground conditions, overhead hazards and operating clearances. Ensure entry gates and guardrails are secure. Operate within manufacturer limits. Maintain awareness of structures and crushing hazards while elevating, lowering, slewing or travelling.	Medium
Working from the platform	Fall, dropped objects, entrapment against structures	Extreme	Remain within the platform. Do not climb or stand on guardrails. Wear and connect the required fall-arrest or restraint equipment to the designated anchor point. Keep tools and materials secure. Establish an exclusion zone below where required.	Medium

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Travelling or repositioning	Collision, overturning, pedestrian strike	Extreme	Check the travel path before moving. Maintain separation from pedestrians. Travel at a speed appropriate to conditions and platform position. Use a spotter where visibility or clearance is restricted.	Medium
Emergency lowering or equipment failure	Worker stranded at height, uncontrolled movement	High	Operators and relevant ground personnel must know the emergency lowering procedure and location of ground controls. Stop using the machine where a fault affects safe operation and isolate it until repaired.	Low

43. SCISSOR LIFT OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Operating and elevating a scissor lift	Fall, overturning, crushing, entrapment	Extreme	Complete pre-start checks. Confirm the surface is firm, level and suitable for the machine. Ensure guardrails and entry gates are correctly positioned. Remain inside the platform. Do not climb or stand on guardrails. Observe manufacturer load and operating limits.	Medium
Working from the elevated platform	Falling objects, fall from platform, overhead crushing	Extreme	Keep the platform tidy and materials secure. Maintain awareness of overhead structures. Establish an exclusion zone below where required. Do not use ladders, boxes or other items on the platform to gain additional height.	Medium
Travelling or repositioning	Collision, overturning, pedestrian strike	Extreme	Check the travel path and surface conditions before moving. Maintain separation from pedestrians. Observe manufacturer restrictions regarding travel while elevated. Use a spotter where visibility or clearance is restricted.	Medium
Emergency lowering or equipment failure	Worker stranded at height	High	Operators and relevant workers must know the emergency lowering procedure. Defective equipment must be isolated and removed from service until repaired.	Low

44. TRUCK OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Truck movement within workshop, yard or loading areas	Pedestrian strike, collision, property damage	Extreme	Authorised drivers only. Observe site speed limits and traffic directions. Check the intended travel path. Maintain separation from pedestrians and other plant. Use headlights, warning devices and mirrors as appropriate.	Medium
Reversing trucks	Pedestrian strike, collision, crushing	Extreme	Minimise reversing where practicable. Check the area before reversing. Use reversing alarms and cameras where fitted. Use a spotter where visibility is restricted or the vehicle is operating in a congested area. Stop immediately if the spotter is lost from view.	Medium
Loading and unloading	Falling or shifting load, crush injury, vehicle movement	Extreme	Park on firm, level ground where practicable and apply the park brake. Keep unnecessary persons clear. Coordinate forklift, crane or telehandler movements with the driver. The vehicle must not move until loading or unloading is complete and all persons and equipment are clear.	Medium
Load restraint	Load movement or loss during transport	High	Loads must be positioned and restrained using suitable rated equipment appropriate to the load. Check restraints before departure and during transport where required.	Low

45. UTE OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Driving utes on site or public roads	Collision, pedestrian strike, driver distraction	High	Licensed drivers only. Comply with road and site traffic rules. Wear seatbelts. Do not use a handheld mobile phone while driving. Adjust driving to traffic, weather, load and site conditions.	Low
Carrying materials or equipment	Unsecured load, falling objects, vehicle instability	High	Secure all loads using suitable restraints. Do not exceed vehicle load limits. Position loads to maintain vehicle stability. Do not carry loose tools or materials where they could leave the vehicle during travel.	Low

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Loading and unloading the tray	Manual handling injury, falls, cuts, crush injuries	High	Use mechanical assistance where practicable for heavy or awkward items. Maintain stable footing. Do not jump from the tray. Keep hands and feet clear of pinch points and use team handling where appropriate.	Low

46. PASSENGER VEHICLE OPERATIONS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Driving passenger vehicles	Collision, injury to occupants or pedestrians, driver distraction	High	Licensed drivers only. Seatbelts must be worn. Comply with road rules and site speed limits. Do not use a handheld mobile phone while driving. Drive according to road, weather and traffic conditions.	Low
Vehicle movement within operational areas	Interaction with forklifts, cranes, telehandlers, trucks and pedestrians	High	Follow designated vehicle routes and parking arrangements. Give operating plant adequate clearance. Do not enter an established plant exclusion zone. Park only in designated or authorised areas.	Low
Parking and leaving the vehicle	Vehicle movement, obstruction, interaction with plant	Medium	Park securely and apply the park brake. Do not obstruct emergency exits, loading areas, accessways or plant operating zones. Check for approaching plant before opening doors or exiting the vehicle.	Low

47. LOADING AND UNLOADING

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Positioning vehicles	Collision, pedestrian strike, vehicle movement	High	Position on firm, level ground where practicable. Apply the park brake and secure against unintended movement. Establish adequate clearance around the loading area.	Low
Loading or unloading fabricated pieces, timber, sheet material and equipment	Falling or shifting loads, crush injury, manual handling injury	Extreme	Assess the load and method before movement. Use forklifts, telehandlers, cranes, trolleys or other mechanical assistance where appropriate. Establish exclusion zones around elevated or unstable loads. Keep hands and feet clear of pinch and crush points.	Medium

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Securing loads for transport	Load movement, falling objects	High	Use suitable rated restraints. Position loads to maintain stability and prevent movement. Protect restraints from sharp edges where necessary. Check load security before departure.	Low

48. MANUAL HANDLING OF FABRICATED PIECES AND MATERIALS

Fabricated pieces of timber, generally referred to as flats, together with sheet materials, steel, aluminium and other workshop materials can be large, heavy or awkward even where their individual weight is relatively low.

Manual handling must consider the size, shape, stability and handling characteristics of the load, not weight alone.

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Lifting and carrying flats and fabricated pieces	Strains, sprains, back injury, crush injury, loss of control	High	Assess the load before lifting. Consider size, shape, weight, route and destination. Use mechanical assistance where reasonably practicable. Use team lifting for large or awkward pieces. Establish clear communication between persons sharing a lift. Do not carry loads that prevent adequate forward vision.	Low
Moving sheet materials	Musculoskeletal injury, cuts, loss of control	High	Use suitable trolleys or mechanical assistance where practicable. Use team handling for large sheets. Wear suitable gloves where sharp edges are present and there is no entanglement risk. Ensure the route is clear.	Low
Positioning or stacking materials	Falling material, crush injury, unstable stack	High	Stack material on a stable surface and prevent movement or collapse. Do not create unstable or excessively high stacks. Keep accessways clear.	Low

49. WORKING AT HEIGHT

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Working where a person could fall from one level to another	Serious injury or fatality from fall, falling objects	Extreme	Eliminate work at height where reasonably practicable. Where required, use an appropriate work platform, EWP or protected working surface. Maintain a secure working position and prevent unauthorised access below.	Medium

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Working near edges, openings or penetrations	Fall from edge or through opening	Extreme	Provide barriers, guardrails or secure covers where practicable. Identify and isolate openings and unprotected edges. Do not remove fall-prevention controls unless alternative controls are established.	Medium
Tools and materials at height	Falling objects	High	Secure tools and materials. Establish an exclusion zone below where necessary. Do not leave unsecured material near edges.	Low

50. LADDERS AND STEP LADDERS

Ladders are intended primarily for access and short-duration light work. They must only be used where the task can be safely performed from a ladder and where a more suitable work platform is not reasonably practicable.

All ladders must be suitable for industrial use, appropriate for the task and in serviceable condition.

The following requirements apply to all ladder use:

- Inspect the ladder before use for damaged stiles, rungs, feet, hinges, locking devices and other defects.
- Do not use a damaged or defective ladder.
- Place ladders on a firm, stable and level surface.
- Do not place ladders on boxes, pallets, mobile platforms or other objects to gain additional height.
- Keep the area around the base and top of the ladder clear.
- Face the ladder when climbing or descending.
- Maintain three points of contact while climbing or descending - two hands and one foot, or two feet and one hand.
- Where practicable, maintain three points of contact while working from a ladder.
- Keep the body centred between the ladder stiles.
- Do not lean or overreach to the side. Descend and reposition the ladder instead.
- Do not move, shift or reposition a ladder while any person is on it.
- Only one person may use a ladder at a time unless the ladder is specifically designed for more than one person.
- Do not exceed the ladder's rated load capacity.
- Do not use metal ladders where there is a foreseeable electrical hazard.
- Do not work from a ladder where weather, floor contamination, vehicle movement or surrounding activity makes the ladder unstable or unsafe.
- Do not leave an erected ladder where it may create an unattended hazard.

Ladder Stability and Footing

Where there is a foreseeable risk of the ladder slipping, moving or being displaced:

- Secure the ladder at the top or bottom where reasonably practicable.
- Where securing the ladder is not reasonably practicable, a second person must foot the ladder where required to maintain stability.
- The person footing the ladder must remain at the base, maintain control of the ladder and remain in position while the ladder is occupied.

- The person footing the ladder must not undertake another task at the same time.
- The person footing the ladder must stand in a safe position and must not place themselves in a position where they could be struck by falling tools, materials or the ladder itself.
- Footing a ladder does not permit the ladder to be used on an unsuitable, unstable or slippery surface.
- A ladder must not be used where safe stability cannot be achieved through correct positioning, securing or footing.

For extension or single ladders used for access to another level, the ladder must be secured against movement wherever practicable. Where temporary footing is required during setup or initial access, the person footing the ladder must remain in position until the ladder is properly secured.

Step Ladders and Platform Ladders

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Setting up a step ladder or platform ladder	Ladder collapse, movement, unstable footing	High	Inspect before use. Position on a firm, level surface. Fully open the ladder and ensure spreaders or locking devices are engaged. Do not use a folded step ladder as a leaning ladder unless it is specifically designed for that purpose. Keep the base clear of vehicle and pedestrian traffic.	Low
Climbing and descending	Fall from ladder	High	Face the ladder and maintain three points of contact while climbing and descending. Use each rung or step normally and do not climb the outside, rear braces or supporting structure unless specifically designed for climbing. Keep both hands available for climbing wherever practicable.	Low
Working from a step ladder	Fall, overreaching, loss of balance	High	Keep the body between the stiles and maintain a stable working position. Do not overreach. Descend and reposition the ladder when the work is outside a comfortable reach. Do not use excessive sideways force from drills, tools or material that could destabilise the ladder.	Low
Standing height	Fall from top of ladder	Extreme	Never stand, sit or work from the top cap or top step of a step ladder. Do not stand above the highest step permitted by the manufacturer. Where the required work cannot be reached without standing above the permitted level, use a taller ladder or a more appropriate work platform.	Low
Carrying tools or materials	Fall, dropped objects	High	Do not climb while carrying bulky, heavy or awkward items. Keep hands available for climbing. Use a tool belt, pouch, hoist line or other suitable means to transfer tools and materials.	Low

Extension and Single Ladders

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Positioning an extension or single ladder	Ladder slipping, overturning, fall	High	Position the ladder on firm, stable ground at a safe working angle. Secure the ladder against movement at the top or bottom where required. Ensure both stiles are evenly supported. Do not rest a ladder against an unstable or fragile surface. Where the ladder cannot initially be secured and there is a risk of movement, a second person must foot the ladder until it can be properly secured.	Low
Using a ladder for access to another level	Fall while transferring on or off ladder	Extreme	Secure the ladder against movement. Ensure the ladder extends sufficiently above the landing to provide a safe handhold when stepping on or off. Keep the access point clear and maintain three points of contact during the transfer.	Medium
Climbing and descending	Fall	High	Face the ladder and maintain three points of contact at all times while climbing or descending. Keep footwear clean and ensure rungs are free from oil, paint, mud or other contamination.	Low
Working from an extension or single ladder	Fall, overreaching, ladder movement	High	Keep the body between the stiles. Do not overreach or apply excessive sideways force. Descend and reposition the ladder as required. Do not work from the highest rungs or above the level permitted by the manufacturer. Ensure the ladder remains secured or appropriately footed where there is a foreseeable risk of movement.	Low

Ladder Location and Surrounding Hazards

Ladders must not be positioned:

- In front of an unlocked or uncontrolled door.
- Within an operating forklift, telehandler, crane or vehicle route unless the area is physically controlled.
- Where pedestrians could inadvertently strike the ladder.
- Near unprotected edges or openings where a fall from the ladder could result in a greater fall distance.
- Where overhead electrical conductors or other electrical hazards create a risk.
- On slippery, unstable or contaminated surfaces.

Where a ladder must be used in an area exposed to pedestrian or vehicle movement, the area must be isolated or otherwise controlled before the ladder is erected.

If a worker cannot maintain a stable position, appropriate points of contact and safe reach throughout the task, a ladder is not the correct work platform and another means of access must be used.

51. MOBILE SCAFFOLDS AND WORK PLATFORMS

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Using mobile scaffold or work platforms	Fall, movement, overturning, falling objects	Extreme	Inspect before use. Position on a firm, level surface. Lock castors. Ensure required guardrails and edge protection are fitted. Use the designated access method. Do not exceed rated capacity.	Medium
Moving mobile scaffold	Overturning, collision, fall	Extreme	No person may remain on a mobile scaffold while it is being moved. Check overhead and surrounding clearances. Move only on a suitable surface and relock castors before reuse.	Low

52. EXCLUSION ZONES AND SPOTTERS

Exclusion zones must be established wherever cranes, telehandlers, forklifts, EWP's, vehicle movements, lifting operations or overhead work could expose workers to serious injury.

Where a spotter is required:

- The spotter must remain in a safe position visible to the operator.
- The spotter must remain outside the plant, load and crush zones.
- The spotter must not undertake another task while controlling plant movement.
- Agreed communication or hand signals must be established before movement.
- The operator must stop immediately if communication with the spotter is lost.
- No person may enter an exclusion zone without the operator's knowledge and agreement.

A spotter is an additional control and does not replace the operator's responsibility to operate plant safely.

53. CHANGED CONDITIONS – MOBILE PLANT AND WORK AT HEIGHT

The controls in this Part must be reassessed whenever:

- Plant, vehicle, equipment or work method changes.
- Ground or surface conditions change.
- Pedestrian or vehicle movements change.
- The load differs from what was planned.
- Visibility becomes restricted.
- Weather affects outdoor lifting, loading or work at height.
- Required exclusion zones cannot be maintained.
- Safety equipment is damaged, missing or ineffective.
- An unexpected hazard, near miss or incident occurs.

Work must stop where safe separation, plant stability, access, fall prevention or control of a load cannot be maintained. Work may only recommence once the hazard has been assessed and effective controls are in place.

PART 5

SAFETY MANAGEMENT, RESPONSIBILITIES AND ACKNOWLEDGEMENT

54. INCIDENT, INJURY AND NEAR-MISS REPORTING

All workplace incidents, injuries, near misses, equipment damage and hazardous occurrences must be reported.

Reporting is required regardless of whether an injury appears minor or whether damage has occurred.

Workers must immediately report:

- Injuries and illnesses arising from work.
- Near misses.
- Plant or equipment incidents.
- Vehicle or mobile plant incidents.
- Falls or dropped objects.
- Electrical incidents.
- Fires or uncontrolled ignition.
- Chemical spills or exposures.
- Damage to guards, emergency stops or other safety equipment.
- Any event that had the potential to cause serious injury or significant damage.

The immediate priority following an incident is to:

1. Stop work.
2. Assist any injured person without exposing others to further risk.
3. Make the area safe where this can be done safely.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Obtain first aid or emergency assistance where required.
6. Preserve the incident area where required.

Workers must not disturb the scene of a serious incident except where necessary to:

- Assist an injured person.
- Remove an immediate danger.
- Prevent further injury or damage.
- Comply with directions from emergency services or an authorised regulator.

Incidents and near misses must be reviewed so that hazards and contributing factors can be identified and appropriate corrective actions implemented.

55. FIRST AID AND MEDICAL EMERGENCIES

First aid facilities and equipment must remain readily accessible.

Workers must know the location of first aid equipment relevant to their work area.

Where an injury occurs:

- Stop the activity and make the area safe.
- Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
- Obtain assistance from a trained first aider where required.
- Call 000 where emergency medical assistance is required.
- Do not move a seriously injured person unless remaining in position exposes them to greater danger.
- Provide emergency services with clear access to the injured person.
- Report the incident in accordance with Illusions Australia requirements.

All injuries requiring first aid must be reported, including apparently minor cuts, burns, eye injuries and strains.

Where chemicals or hazardous substances are involved, the applicable Safety Data Sheet must be made available to first aid personnel or emergency services where required.

56. PERSONAL PROTECTIVE EQUIPMENT

PPE is used to supplement higher-level controls and does not replace guarding, extraction, isolation, exclusion zones or safe work methods.

Workers must wear PPE appropriate to the task and hazards.

Typical workshop PPE includes:

- Safety footwear.
- Safety glasses or other suitable eye protection.
- Hearing protection.
- Gloves appropriate to the task.
- Respiratory protection where required.
- Face shields where required.
- Welding helmets and welding PPE.
- Protective clothing appropriate to the task.
- Hard hats where there is a foreseeable falling-object or overhead hazard.
- High-visibility clothing where required for vehicle or mobile plant interaction.
- Fall-restraint or fall-arrest equipment where required.

PPE must:

- Be suitable for the hazard.
- Fit the wearer correctly.
- Be inspected before use.
- Be maintained in serviceable condition.
- Be replaced when damaged, contaminated or no longer effective.
- Be used in accordance with manufacturer requirements.

Workers must not modify PPE in a way that reduces its effectiveness.

Gloves and Rotating Machinery

Gloves must not be worn where they create an entanglement risk with rotating or moving machinery.

This includes work near exposed rotating components where a glove could be caught and draw the worker's hand into the machine.

The requirement for hand protection must always be considered against the entanglement risk created by the particular machine and task.

Respiratory Protection

Where respiratory protection is required:

- The correct respirator and filter must be selected for the contaminant.
- Respirators must fit correctly.
- Facial hair or other conditions must not interfere with the required face seal.
- Disposable respirators must be replaced when damaged, contaminated or no longer effective.
- Reusable respirators must be cleaned, maintained and stored appropriately.
- Respiratory protection does not replace required dust extraction or ventilation.

57. CONSULTATION AND COMMUNICATION

Safety depends on workers communicating hazards, changes and concerns before those conditions result in an incident.

Workers are expected to:

- Raise hazards when identified.
- Discuss safety concerns with the Foreman, Leading Hand or other authorised Illusions Australia representative.
- Communicate with other workers where their activities may interact.
- Advise others before commencing work that may create noise, sparks, fumes, dust, falling-object hazards or plant movement.
- Participate in relevant safety discussions and workplace consultation.
- Follow agreed control measures.
- Report where a control is not working or cannot be maintained.

Consultation must occur where reasonably practicable when:

- Hazards are identified.
- Risks are being assessed.
- Control measures are being selected or changed.
- Plant, equipment or work methods change.
- Workplace conditions change.
- An incident or near miss identifies a deficiency in existing controls.

Consultation does not remove the obligation of any worker to stop work where an immediate safety risk exists.

58. COMPETENCY, LICENCES AND AUTHORISATION

Workers must not operate plant, machinery or equipment unless they are competent to do so and authorised where Illusions Australia requires authorisation.

Where legislation requires a licence, the worker must hold the appropriate current licence.

This includes, where applicable:

- Forklift operation.
- Slewing mobile crane operation.

- Non-slewing mobile crane operation.
- Boom-type Elevating Work Platform operation where a High Risk Work Licence is required.
- Dogging and rigging activities.
- Other High Risk Work activities requiring a licence.

Worker licence and competency details are recorded through the Illusions Australia Workplace Safety Induction process and are not duplicated in the SWMS acknowledgement.

A licence alone does not automatically establish competency to operate a particular machine.

Before operating unfamiliar plant or machinery, the worker must understand:

- The operating controls.
- Safety devices and guards.
- Emergency stops.
- Machine limitations.
- Load charts where applicable.
- Required attachments.
- Pre-start inspection requirements.
- Relevant hazards and control measures.

Workers must not operate plant or machinery where they are uncertain of its safe operation.

59. TRAINING AND SUPERVISION

Workers must receive sufficient information, instruction, training and supervision to undertake their work safely.

The level of supervision required depends on:

- The worker's experience and competency.
- The complexity of the task.
- The equipment being used.
- The hazards involved.
- The working environment.

New or inexperienced workers must be provided with appropriate supervision until they have demonstrated competency.

Workers undertaking unfamiliar tasks must seek instruction before commencing work.

No worker should assume that previous experience with similar equipment automatically makes them competent to operate unfamiliar equipment.

60. WORKER RESPONSIBILITIES

Every worker has a responsibility to take reasonable care for their own safety and the safety of other persons who may be affected by their actions.

Workers must:

- Follow this SWMS and established workplace safety procedures.
- Work within their level of training and competency.
- Use plant, machinery and equipment correctly.

- Use guards and safety devices provided.
- Wear required PPE.
- Maintain exclusion zones.
- Follow instructions from the Foreman, Leading Hand or other authorised Illusions Australia representative.
- Report hazards, incidents and near misses.
- Report damaged or defective equipment.
- Avoid behaviour that could place another person at risk.
- Never deliberately bypass or defeat a safety device.
- Stop work where the task cannot be undertaken safely.

The following fundamental obligations apply at all times:

Every worker has three obligations:

- 1. Work safely.**
- 2. Protect fellow workers.**
- 3. Stop unsafe work.**

61. FOREMEN AND LEADING HANDS

Foremen and Leading Hands are responsible, within the scope of their role, for supporting the implementation of this SWMS.

This includes:

- Communicating relevant hazards and controls.
- Confirming workers undertaking specialised work have appropriate competency or licences.
- Coordinating activities where different trades, workers, vehicles or plant may interact.
- Maintaining appropriate exclusion zones and work-area controls.
- Responding to reported hazards.
- Stopping work where an unacceptable risk is identified.
- Ensuring defective equipment is removed from service where necessary.
- Escalating safety issues requiring further action.
- Supporting incident reporting and investigation.

The presence of a Foreman or Leading Hand does not remove the individual worker's responsibility to work safely and stop unsafe work.

62. MANAGEMENT RESPONSIBILITIES

Illusions Australia management is responsible for providing, so far as is reasonably practicable:

- A safe working environment.
- Safe plant and equipment.
- Appropriate information, instruction, training and supervision.
- Appropriate PPE.
- Systems for identifying and controlling workplace hazards.
- Maintenance and inspection of plant and safety equipment.
- Access to relevant Safety Data Sheets.
- First aid and emergency arrangements.

- Consultation with workers on safety matters.
- Processes for reporting and investigating incidents and hazards.

Management must review identified hazards and implement additional controls where existing controls are inadequate.

63. STOP WORK AUTHORITY

Every worker has the authority and responsibility to stop work where they reasonably believe that continuing the activity could expose themselves or another person to an unacceptable risk.

No worker is expected to continue a task merely because:

- The work is urgent.
- A deadline is approaching.
- Production may be delayed.
- Other workers are waiting.
- The task has been performed previously without incident.

Where work is stopped:

1. Make the immediate area safe.
2. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
3. Identify the hazard.
4. Review the work method and required controls.
5. Do not recommence until effective controls are established.

Stopping unsafe work is a required safety action, not a failure to complete the task.

64. FATIGUE, FITNESS FOR WORK AND IMPAIRMENT

Workers must present for work in a condition that allows them to perform their duties safely.

Factors that may affect fitness for work include:

- Fatigue.
- Illness or injury.
- Alcohol.
- Illicit drugs.
- Prescription or non-prescription medication that affects alertness, coordination or judgement.
- Excessive working hours.
- Inadequate rest.
- Heat or environmental conditions.

Workers must not operate machinery, mobile plant, vehicles or undertake safety-critical work where their ability to work safely is impaired.

Workers must advise the Foreman, Leading Hand or other authorised Illusions Australia representative where a condition may affect their ability to safely perform their assigned work.

65. SWMS REVIEW AND CHANGES TO WORK

This SWMS must be reviewed where:

- The work changes significantly.
- New plant or machinery is introduced.
- New hazards are identified.
- Existing control measures are found to be ineffective.
- An incident or near miss indicates that controls require review.
- Workplace conditions materially change.
- Legislative or regulatory requirements affecting the work change.

Workers must not continue under an existing work method where changed conditions introduce hazards that are not adequately controlled.

Where necessary, work must stop while the hazard is assessed and revised controls are established.

66. SWMS AVAILABILITY

This SWMS must be readily available to workers undertaking the activities covered by it.

Workers must be able to refer to the applicable controls when required.

Where work is undertaken at another workplace or site, this SWMS must be considered together with:

- Site-specific safety requirements.
- Principal contractor requirements where applicable.
- Site inductions.
- Permit systems.
- Emergency procedures.
- Site-specific traffic or exclusion-zone arrangements.
- Any additional SWMS required for High Risk Construction Work.

Where site requirements impose a higher standard of control, the higher standard must be followed.

67. ELECTRONIC ACKNOWLEDGEMENT

Workers required to work under this SWMS must complete the Illusions Australia electronic acknowledgement process.

The current SWMS will be made available electronically and the acknowledgement will identify the specific SWMS version to which the worker is responding.

By completing the electronic acknowledgement, the worker confirms that they:

- Have been given access to the current SWMS.
- Have read, or have had explained to them, the sections relevant to their work.
- Understand the hazards and control measures applicable to their work.
- Understand their responsibility to work safely and protect fellow workers.
- Understand their authority and obligation to stop unsafe work.
- Will follow the control measures contained in this SWMS.
- Will report hazards, incidents, near misses and defective equipment.
- Will seek clarification where they do not understand a requirement.

Electronic acknowledgement of this SWMS does not authorise a worker to undertake work for which they are not trained, competent, licensed or otherwise authorised.

Worker licence and competency records remain part of the Illusions Australia Workplace Safety Induction process and are not required to be entered again as part of the SWMS acknowledgement.

Electronic acknowledgement records will be retained by Illusions Australia.

68. DOCUMENT CONTROL

Document	Illusions Australia Workshop Safe Work Method Statement
Document Type	Master Workshop SWMS
Version	3.0
Prepared By	Aidan McDonnell
Approved By	Managing Director
Review	Following significant change, incident, identified deficiency or as otherwise required
Status	Controlled Document

Printed copies are uncontrolled unless specifically identified as controlled copies.

69. FINAL SAFETY REQUIREMENT

This SWMS establishes the minimum controls required for the activities it covers.

It cannot anticipate every condition that may arise during workshop, fabrication, loading, plant or site activities.

Workers must continually assess the work environment and respond to changing conditions.

Every task must stop where the required controls cannot be maintained or where an unforeseen hazard creates an unacceptable risk.

No deadline, production requirement or instruction takes priority over the safety of a worker or any other person.