



ILLUSIONS AUSTRALIA

WORKPLACE SAFETY INDUCTION HANDBOOK & SITE RULES

For Employees, Contractors, Labour Hire and Visitors

CONTROLLED DOCUMENT

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READ BEFORE ENTERING OR COMMENCING WORK

This handbook establishes the minimum safety requirements for all persons attending an Illusions Australia workplace.

This induction handbook does not replace task specific training, supervision, permits, Safe Work Method Statements (SWMS), risk assessments or competency verification where required.

Document Control and Revision History

Revision	Date	Description	Prepared By	Approved By
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Controlled Copy Requirements

- The electronic master retained by Illusions Australia is the controlled copy.
- Printed copies are uncontrolled unless specifically stamped and dated as controlled.
- The document must be reviewed at least annually and after any relevant incident, plant, work practice or legislative change.
- Superseded versions must be archived and removed from active circulation.

Electronic Distribution

This handbook is issued electronically through the Illusions Australia Safety Induction Portal.

<https://illusionsaustralia.com/safety-induction-portal>

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Managing Director's Safety Commitment

At Illusions Australia, no production deadline, budget pressure or operational demand is more important than the health and safety of the people who work with us or visit our workplace.

We are committed, so far as is reasonably practicable, to providing and maintaining a working environment that is safe and without risks to health. This includes safe plant and systems of work, suitable information, instruction, training and supervision, and appropriate workplace facilities.

Safety is a shared responsibility. Every employee, contractor, labour hire worker and visitor must take reasonable care, follow instructions, use equipment correctly, report hazards promptly and stop work where there is an immediate or uncontrolled risk.

OUR EXPECTATION

Think before you act. | Look after your workmates. | Ask when unsure. | Stop when unsafe.

Everyone goes home safely.

Thank you.

Grant Slotboom
Managing Director, Illusions Australia

Safety is a Condition of Working with Illusions

Every employee, contractor, labour hire worker and visitor is required to comply with this handbook, all reasonable directions, and any applicable Safe Work Method Statements, permits and company procedures while working for or on behalf of Illusions Australia and Illusions Crewings.

1. Purpose, Scope and How to Use This Induction

This document provides the minimum site-wide safety induction and rules for Illusions Australia workplaces. It applies to:

- Employees
- Contractors and subcontractors
- Labour hire workers
- Suppliers and delivery personnel
- Clients, guests and other visitors

IMPORTANT LIMITATION

This document is a general induction. It is not a task-specific SWMS and does not authorise any person to perform high-risk, licensed or unfamiliar work. Separate task instructions, competency verification, permits, risk assessments or SWMS may still be required.

Cross-reference to the Illusions Safety Manual

This induction summarises essential rules. Detailed policies, responsibilities, procedures, forms, registers and training requirements are contained in the current Illusions Australia Safety Manual and associated controlled documents.

2. Electronic Issue and Acknowledgement

ACKNOWLEDGEMENT REQUIREMENT

Before attending an Illusions Australia workplace or commencing any work, every employee, contractor, labour hire worker and visitor must:

- Read the current **Safety Induction Handbook and Site Rules**.
- Complete the electronic acknowledgement via the Illusions Australia Safety Induction Portal.
- Questions regarding this induction must be submitted through the contact details provided on the Portal before attending site.

By submitting the acknowledgement, the recipient confirms they have read and understood the handbook, understand the safety requirements that apply to them, will comply with Illusions Australia safety rules and reasonable directions, will only undertake work for which they are competent and authorised, will seek clarification whenever uncertain and understand that additional inductions, SWMS, permits or competency verification may also be required.

Legal Record

Electronic acknowledgement submitted through the Illusions Australia Safety Induction Portal forms part of Illusions Australia's induction records and provides evidence that the recipient has acknowledged receipt and understanding of this induction. These records should be retained in accordance with the company's document control procedures.

3. General Site Rules

- Report to the nominated Illusions contact on arrival.
- Follow all reasonable directions, signs, barriers and exclusion zones.
- Wear suitable clothing and enclosed, task-appropriate footwear.
- Keep accessways, exits, fire doors, electrical switchboards and emergency equipment clear.
- Do not run, engage in horseplay, distract operators or create unnecessary risk.
- Do not enter restricted workshop, paint, storage, loading or plant areas unless authorised.
- Maintain a clean and orderly work area and clean as you go.
- Stop work if conditions change or the work cannot be completed safely.

4. Fitness For Work

If you are affected by alcohol, illicit drugs, fatigue, illness or medication that may impair your ability to work safely, you must immediately notify your supervisor and must not undertake work until it is safe to do so.

5. Personal Conduct, Workplace Behaviour and Wellbeing

Illusions Australia is committed to providing a workplace that is safe, respectful and free from bullying, harassment, discrimination, intimidation and violence.

Every person attending an Illusions Australia workplace is expected to:

- Treat others with professionalism, courtesy, dignity and respect.
- Communicate professionally, even when under production pressure.
- Never engage in bullying, harassment, discrimination, threatening behaviour or practical jokes that may place another person at risk.
- Raise concerns with a supervisor or management as soon as practicable.
- Support the physical and psychological wellbeing of fellow workers by speaking up if someone appears to be struggling or if unsafe behaviour is observed.

Unacceptable behaviour will not be tolerated and may result in removal from site or other appropriate action.

Wellbeing

Illusions Australia is committed to protecting both the physical and psychological health of everyone in our workplace.

If you are feeling unwell, fatigued, emotionally distressed or believe you are not fit to work safely, notify your supervisor immediately.

Looking after yourself and your workmates is an essential part of maintaining a safe workplace.

6. Workshop Rules

Rule	Minimum Requirement
Dust extraction	Use dust extraction on every applicable machine. MDF and timber dust create respiratory, visibility and fire risks.
MDF and offcuts	Place MDF offcuts and other waste directly into the designated bins. Do not leave waste on benches, floors or accessways.
Housekeeping	Always maintain a clean and organised workspace. Clean as you go.
Table saw exclusion zone	Do not enter the marked yellow exclusion zone unless directly involved in the controlled task.
Bins	The person using a bin must prevent it from overflowing and arrange timely emptying.
Materials and fixings	Advise supervision before stock is exhausted. Decant only the quantity of screws or fixings required.
Hoses and leads	Route hoses and electrical leads to minimise trip hazards and keep them out of walkways.
Tools	Confirm shared tools are no longer required before putting them away. Return tools and materials to their designated locations.
Faulty equipment	Tag or clearly identify faulty tools, remove them from service and report them. Never leave defective equipment in circulation.
Sheet and timber storage	Store full sheets only in designated racks and replace retaining bars after restocking.
Batteries	Recharge depleted batteries and do not return flat batteries as though ready for use.
Work identification	Clearly label work to prevent interference, confusion or accidental disposal.

Spray glue systems	Dispose of empty containers and follow the approved shutdown and cleaning procedure.
Dust extractor maintenance	Check and clear filters and collection systems as directed before use and prevent overflow.
Painter protection	Control dust near painting areas and remove dust from work before handover.

Laser Cutting Room

- The laser cutting room is a restricted work area. Do not enter unless authorised.
- Extreme caution must be exercised whenever the laser system is energised or capable of operating.
- A flashing warning light indicates that the laser is operating or about to operate. Do not enter the room while the warning light is flashing unless specifically authorised and it is safe to do so.
- Never interfere with the laser equipment, guarding, interlocks or extraction systems.
- Report any fault, unusual operation or damaged guarding immediately.
- Never distract the laser operator while the machine is operating.

CNC Router Room

- The CNC router room is a restricted operating area. Entry is permitted only when authorised.
- CNC machinery can start automatically as part of programmed operations. Never assume the machine is isolated or safe to approach.
- Dust extraction systems must remain operating whenever the CNC router is in use.
- Maintain a safe distance from moving machinery and never enter the machine envelope while the equipment is operating.
- Do not remove guarding or bypass interlocks.
- Report excessive dust, extraction failures, damaged guarding or equipment faults immediately

7. Manual Handling

- Assess every lift before starting.
- Use mechanical lifting aids wherever practicable.
- Ask for assistance with heavy or awkward loads.
- Never attempt to lift beyond your capability.
- Plan the lift before moving the load

8. Personal Protective Equipment (PPE)

PPE is the final layer of protection and does not replace guarding, extraction, isolation or safe systems of work.

EYE Safety glasses or face protection where there is risk from particles, dust, splash or projectiles.	HEARING Hearing protection in signed areas and when using noisy plant or tools.	RESPIRATORY Suitable respiratory protection for dusts, fumes, vapours or aerosols where required.
FOOT Enclosed, task-appropriate footwear; safety footwear where required by the work area or task.	HAND Task-appropriate gloves where they reduce risk. Do not wear gloves near rotating machinery where entanglement may occur.	HI-VIS High-visibility clothing where vehicles, forklifts or mobile plant are operating, when directed.
PPE CHECK Inspect PPE before use. Replace damaged or contaminated PPE. Ask your supervisor if you are unsure what protection is required.		

9. Electrical Safety

- Do not use damaged electrical equipment.
- Report damaged leads immediately.
- Do not overload power boards.
- Portable electrical equipment must comply with testing and inspection requirements where applicable.
- Never attempt electrical repairs unless authorised.
- Keep electrical leads clear of water and traffic areas.

10. Hazardous Chemicals

- Only use chemicals that have been approved for the task.
- Follow Safety Data Sheets (SDS) and manufacturer's instructions.
- Never decant chemicals into unlabelled containers.
- Wear the PPE specified by the Safety Data Sheet (SDS).
- Ensure all chemical containers remain correctly labelled.

11. Emergency Procedures

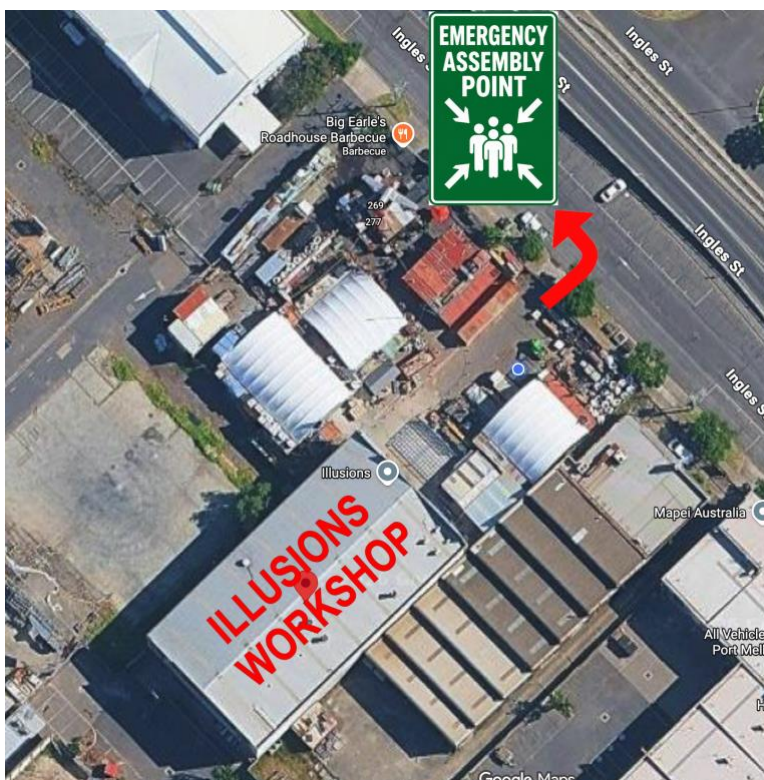
On hearing an alarm or receiving an evacuation direction

- Stop work and make the immediate area safe only if this can be done without delay or danger.
- Follow directions from the warden, supervisor or emergency services.
- Use the nearest safe exit. Do not run or collect personal belongings.
- Proceed directly to the nominated assembly point.
- Remain at the assembly point until accounted for and formally advised that re-entry is permitted.

Emergency Number	000
Illusions Emergency Contact	Foreman on Duty
First Aider(s)	Full List in First Aid Room
First Aid Location	First Aid Bay At Rear of Lunchroom
Assembly Point	North of Workshop on Ingles Street.
Workshop Address	271 Ingles Street, Port Melbourne Vic 3207

DO NOT RE-ENTER

No person may re-enter an evacuated area until authorised by Illusions management or emergency services.



12. Incident, Injury, Hazard and Near-Miss Reporting

Immediately report:

- Injury or illness
- Near miss
- Unsafe condition or unsafe behaviour
- Damage to plant, property or materials
- Electrical fault, spill, leak or environmental incident
- Failure of a guard, emergency stop, extraction system or other control

Immediate response:

- Stop the activity and prevent further exposure.
- Provide or obtain first aid and call emergency services where required.
- Notify the supervisor or Illusions management immediately.
- Do not disturb an incident scene except to assist an injured person, remove an immediate danger or as directed by emergency services.
- Complete the required Illusions incident or hazard report.

NO BLAME FOR REPORTING

Prompt reporting is expected and supported. Concealing or failing to report an incident or hazard prevents corrective action and may expose others to harm.

13. Fire Safety

Fire prevention is everyone's responsibility. Maintain good housekeeping, control ignition sources and keep fire equipment accessible.

- Keep fire doors, exits, extinguishers, hose reels, alarm points and switchboards clear at all times.
- Control combustible dust, MDF waste, timber offcuts, packaging and flammable materials.
- Do not perform hot work unless authorised and all required controls, permits and fire-watch arrangements are in place.
- Do not smoke except in any specifically designated area.
- Know the nearest safe exit and assembly point.
- Raise the alarm and call 000 if fire or smoke is discovered. Only attempt first response firefighting if trained, the fire is small, escape remains available and it is safe to do so.

Special effects, controlled burns and ignition work

These activities require specific planning, authorisation, competent supervision, exclusion controls, emergency arrangements and a task-specific SWMS or equivalent controlled procedure. This general induction does not authorise such work.

IF YOU DISCOVER A FIRE

- Raise the alarm.
- Notify others.
- Call 000.
- Evacuate.
- Only fight the fire if trained and it is safe.

14. Machinery and Tool Competency

NO COMPETENCY = NO OPERATION

Do not operate machinery, powered plant or specialist tools unless you have been authorised and can demonstrate that you understand the equipment, its hazards, controls and emergency stop arrangements.

Before use

- Inspect the equipment and work area.
- Confirm guards, extraction, emergency stops and safety devices are fitted and functional.
- Select the correct tool, blade, bit, accessory and PPE.
- Secure materials and establish an exclusion zone where required.
- Stop and ask if any part of the task is unfamiliar.

Prohibited conduct

- Removing or bypassing guards, interlocks or safety switches.
- Using damaged, untagged or defective equipment.
- Distracting an operator.
- Leaving operating equipment unattended.
- Cleaning, adjusting or clearing jams without proper shutdown and isolation.

Refer to the Illusions Safety Manual, manufacturer instructions, machine-specific safe operating procedures and relevant training records.

15. Working at Heights

Work at height presents a significant risk of serious injury or death. Wherever reasonably practicable, work should be performed from ground level or by using the safest available method. Where work at height cannot be avoided, appropriate planning, equipment and supervision are essential.

- Never stand on chairs, boxes, buckets, pallets, benches, shelving or any makeshift platform.
- Use only suitable, inspected and correctly positioned ladders or approved access equipment for the task being undertaken.
- Maintain three points of contact when climbing ladders and avoid overreaching.
- Do not use a ladder where a safer means of access, such as a scaffold, elevating work platform or other approved work platform, is reasonably practicable.
- Protect persons below from falling objects by maintaining exclusion zones and securing tools, materials and equipment where necessary.
- **Work undertaken above two (2) metres may require the worker to hold a current Working at Heights competency or, where applicable, a High Risk Work Licence before work commences. The competency or licence required will depend upon the nature of the work being undertaken and the equipment being used.**
- Work involving fall prevention systems, fall arrest equipment, scaffolding, elevating work platforms or other specialised access equipment must only be undertaken by persons who are competent, appropriately authorised and, where required by legislation, appropriately licensed.
- Do not commence work at height until the work method, risk controls and any required Safe Work Method Statement (SWMS) have been reviewed and approved by your supervisor.
- Stop work immediately if weather conditions, lighting, ground stability or any other circumstance makes the work unsafe.

TASK-SPECIFIC REQUIREMENT

This induction does not authorise any person to perform work at height. Before commencing work where there is a risk of a fall, Illusions Australia will determine the competency, licensing, supervision and documentation required for the task. This may include verification of training, High Risk Work Licences, Working at Heights competency, Safe Work Method Statements (SWMS), permits or other control measures.

16. Forklifts, Mobile Plant and Exclusion Zones

- Only licensed, competent and authorised operators may operate a forklift.
- Pedestrians must remain outside marked or directed exclusion zones.
- Never assume the operator has seen you. Establish eye contact and receive acknowledgement before approaching.
- Do not walk under raised loads or between a moving vehicle and a fixed object.
- Keep clear of loading, reversing and turning areas.
- High-visibility clothing must be worn when directed.
- Operators must travel at a safe speed, maintain visibility and stop work when pedestrian separation cannot be maintained.
- Passengers are prohibited unless the plant is specifically designed and equipped for them.

NO ASSUMPTIONS

Forklift safety depends on active communication and separation.
Pedestrians and operators must never rely on assumptions.

17. Visitors, Contractors and Labour Hire

All visitors, contractors and labour hire personnel must comply with Illusions Australia safety requirements while on site.

Visitors

- Report to the nominated host and remain under suitable supervision.
- Stay within authorised areas and comply with PPE requirements.
- Do not touch or operate plant, tools or materials.
- Do not photograph, record or enter restricted production areas without permission.
- Children must not enter operational workshop areas unless specifically authorised and controlled.

Contractors

- Provide required licences, competencies, insurances and task documentation before work starts.
- Use fit-for-purpose, maintained and compliant plant and equipment.
- Provide SWMS, permits or risk assessments where required.
- Coordinate work with Illusions and advise of hazards introduced by the contractor's activities.
- Stop work where the contractor's system conflicts with Illusions requirements until the issue is resolved.

Labour hire workers

Labour hire workers must receive both provider induction and site-specific Illusions induction. Illusions will verify that each worker is capable of the assigned tasks and has the necessary instruction, training, supervision and PPE. Changes in role, task or location may require further induction.

18. Confidentiality, Photography and Site Security

Illusions Australia regularly undertakes work for clients in the film, television, entertainment and commercial industries. Much of this work involves confidential information, intellectual property and productions that have not yet been publicly released.

All employees, contractors, labour hire personnel and visitors are expected to protect the confidentiality of our clients and their projects.

Requirements

- Photography, video recording or audio recording anywhere on Illusions Australia premises is prohibited unless prior authorisation has been obtained from Illusions Australia management.
- Do not publish, share or discuss production information, set designs, artwork, scripts, props, costumes, client information, photographs or other confidential material on social media or with unauthorised persons.
- Treat all client information and intellectual property as confidential unless advised otherwise.
- Challenge unfamiliar persons in operational areas politely or report them to your supervisor if you believe they are unauthorised.
- Ensure visitors remain under the supervision of their host unless otherwise authorised.
- Report any suspected security breach, unauthorised access or loss of confidential information immediately.

CONFIDENTIALITY IS EVERYONE'S RESPONSIBILITY

Protecting our clients' information is an important part of maintaining the trust they place in Illusions Australia and Illusions Crewings.

19. Environmental Responsibilities

Illusions Australia is committed to conducting its operations in a manner that minimises environmental impact while supporting sustainable work practices across our workshop and project sites.

Every person working with Illusions Australia has a responsibility to protect the environment and prevent unnecessary waste.

Requirements

- Dispose of waste only in the designated bins provided.
- Separate recyclable materials where facilities are available.
- Minimise waste by using materials efficiently and avoiding unnecessary disposal.
- Prevent dust, debris, chemicals, paints, adhesives and other contaminants from entering stormwater systems or the surrounding environment.
- Report spills, leaks or environmental incidents immediately so appropriate action can be taken.
- Store hazardous substances and waste in accordance with company procedures.
- Turn off lights, machinery, extraction systems and equipment when they are no longer required, where it is safe and appropriate to do so.
- Follow any production-specific environmental or sustainability requirements that apply to the project.

OUR COMMITMENT

Protecting the environment is an important part of working safely and responsibly. Every person can contribute by reducing waste, preventing pollution and using resources responsibly.

20. Stop Work Authority

Illusions Australia is committed to ensuring that every person returns home safely at the end of every working day. No production schedule, deadline or commercial pressure is more important than the health and safety of our people.

Every person working for or on behalf of Illusions Australia has both the **authority and the responsibility** to stop work if they believe an activity presents an immediate or uncontrolled risk to the health or safety of themselves or others.

You must stop work if:

- You believe the task cannot be completed safely.
- Plant, equipment or safety devices are defective or have been removed or bypassed.
- You are asked to perform work for which you are not trained, competent or authorised.
- Required PPE, guarding, permits, Safe Work Method Statements (SWMS) or other controls are not in place.
- Conditions change and introduce an uncontrolled risk.
- You observe unsafe behaviour that could result in injury or damage.

When work has been stopped

- Immediately notify your supervisor or the Illusions Australia representative responsible for the work.
- Explain the reason for stopping the work and identify the hazard or concern.
- Work must not recommence until the hazard has been assessed, appropriate controls have been implemented and authorisation has been given to proceed.

Our Commitment

No person will be criticised, disadvantaged or subjected to disciplinary action for stopping work in good faith because they genuinely believe it is unsafe.

Speaking up about safety is a professional responsibility and an important part of protecting yourself, your workmates, our clients and the public.

STOP WORK IF IT IS NOT SAFE

If in doubt, stop work, make the area safe and ask. Safety always takes priority over production.

21. Critical Life Saving Rules

STOP Stop work when the task or conditions are unsafe.	AUTHORISATION Only operate machinery and plant when trained, competent and authorised.
GUARDS Never remove, bypass or defeat guards, interlocks or safety devices.	PPE Wear the required PPE and use it correctly.
MOBILE PLANT Respect forklift and vehicle exclusion zones. Never assume you have been seen.	HEIGHTS Never work at height without approved access equipment and controls and, where required, the necessary competency or licence.
SUSPENDED LOADS Never work beneath or pass under a suspended load.	ISOLATION Always isolate plant and equipment before maintenance, adjustment, cleaning or clearing jams where required.
FIRE Keep emergency equipment, fire doors and exits clear.	REPORT Report every injury, incident, hazard and near miss immediately.
FITNESS Never work while impaired by alcohol, drugs, fatigue, illness or unsafe medication effects.	LOOK AFTER YOUR MATES Look after others. If you see something unsafe, say something.

22. Golden Rules

THINK SAFE | WORK SAFE | GO HOME SAFE

STOP if the task is unsafe or unclear.

ASK before using unfamiliar plant, tools or chemicals.

WEAR the PPE required for the task and area.

KEEP guards, extraction and emergency systems operating.

STAY OUT of forklift, machinery and work exclusion zones.

CLEAN AS YOU GO and keep accessways clear.

TAG AND REPORT damaged tools or unsafe equipment.

REPORT every hazard, incident, injury and near miss.

NEVER work impaired or take unsafe shortcuts.

LOOK AFTER YOUR MATES and speak up when something isn't safe.

EVERYONE HAS STOP WORK AUTHORITY

No deadline or production requirement justifies uncontrolled risk.

23. Legislative and Document References

This handbook has been prepared to support safe work practices at Illusions Australia and is informed by current Victorian occupational health and safety legislation, recognised industry guidance and the Illusions Australia Health, Safety and Environmental Management System.

This handbook is an induction document. It does not replace legislation, Codes of Practice, Australian Standards, manufacturer instructions, Safe Work Method Statements (SWMS), permits, risk assessments or any other task-specific safety requirements.

Primary references include:

- Occupational Health and Safety Act 2004 (Victoria)
- Occupational Health and Safety Regulations 2017 (Victoria)
- WorkSafe Victoria Compliance Codes and Guidance
- Illusions Australia Health, Safety and Environmental Manual
- Illusions Australia Safe Work Method Statements (SWMS)
- Illusions Australia Safe Operating Procedures
- Relevant manufacturer operating instructions

CHECK CURRENCY

Legislation, guidance and internal documents change over time. The Document Owner is responsible for verifying references during each review and following any significant legislative or operational change.

24. Electronic Induction Acknowledgement

Completion of this induction requires an electronic acknowledgement through the Illusions Australia Safety Induction Portal.

Please visit:

<https://illusionsaustralia.com/safety-induction-portal>

After reading this handbook:

- Click **Send My Induction Acknowledgement**.
- Complete your Name and Mobile Number.
- Submit the acknowledgement email.

REMEMBER:

Your induction is not complete until your electronic acknowledgement has been received by Illusions Australia.

Submission of the acknowledgement confirms that you have received, read and understood this handbook, agree to comply with Illusions Australia safety requirements, and will seek guidance before undertaking any work for which you are not trained, competent or authorised.