

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 026 – EMERGENCY LIGHTING

1. PURPOSE AND SCOPE

Minimum requirements for inspection, use and reporting of emergency lighting and illuminated exit signage at Illusions Australia.

This procedure covers workplace checks and response to defects; electrical testing, repair and installation must be performed by appropriately qualified persons.

2. AUTHORISATION AND COMPETENCY

Workers may perform visual checks and report defects.

Electrical servicing, battery replacement requiring electrical access, testing or alteration must be undertaken only by authorised competent persons.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Normal workplace PPE for visual inspections.
- Additional PPE only where required by the competent person performing authorised maintenance.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Exit signs and emergency luminaires are visible and unobstructed.
- No obvious physical damage is present.
- Emergency routes are not blocked.
- Known test/maintenance records are current under workplace arrangements.
- No fitting is flickering, loose, heat-damaged or otherwise suspect.

5. SAFE OPERATING PROCEDURE

1. Keep exit signs and emergency lights unobstructed at all times.
2. Report failed, damaged or obscured units promptly.
3. During approved workplace checks, confirm fittings appear operational without opening electrical enclosures.
4. Arrange required periodic testing through an authorised competent provider.
5. If a defect affects safe evacuation, implement interim controls until rectified.
6. Record defects and corrective action in the applicable maintenance system.

6. PROHIBITED PRACTICES

Workers must not:

- Cover or obscure exit signs or emergency lights.
- Hang materials from emergency-light fittings.
- Attempt unauthorised electrical repair.
- Ignore a failed fitting in an occupied work area.
- Store materials where they obstruct emergency routes or visibility.

7. EVACUATION RELIABILITY

Emergency lighting is a life-safety system intended to support safe evacuation when normal lighting fails.

- Keep escape routes clear.
- Escalate widespread or critical failures immediately.
- Use interim controls where required until repair.

8. TESTING AND MAINTENANCE

Functional/discharge testing and electrical maintenance must follow applicable standards, site arrangements and competent-person requirements.

- Do not dismantle fittings unless authorised.
- Retain required service/test records.
- Replace defective components through the approved maintenance process.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Treat failed, damaged, overheating or electrically suspect fittings as defects requiring prompt action.

Where a defect creates immediate electrical risk, isolate the area/supply where safe and arrange qualified assessment.

10. SHUTDOWN AND HOUSEKEEPING

- Leave emergency routes unobstructed.
- Ensure temporary work does not cover signs/lights.
- Record and report identified defects.
- Remove temporary controls only after the system is restored.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Emergency egress cannot be adequately illuminated.

- Exit signage is not visible.
- A fitting is electrically unsafe.
- Required competent maintenance is unavailable for a critical defect.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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