

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 029 – FIRE PREVENTION

1. PURPOSE AND SCOPE

Minimum requirements for preventing fire during Illusions Australia workshop and site activities.

Applies to ignition control, combustible storage, housekeeping, hot work interfaces and maintaining access to fire equipment and exits.

2. AUTHORISATION AND COMPETENCY

All workers must understand basic fire-prevention controls and emergency reporting.

Hot work and specialised fire-risk activities require the relevant SWMS/SWP, competent persons and permits/controls where applicable.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Normal task PPE.
- Additional fire-resistant or hot-work PPE where required by the specific activity.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Exits, fire extinguishers, hose reels and alarm points are unobstructed.
- Combustible waste is controlled.
- Flammable products are stored appropriately.
- Ignition sources are separated from combustible materials.
- Electrical equipment shows no obvious defect.
- Hot-work controls are established where relevant.
- Emergency contact/alarm arrangements are known.

5. SAFE OPERATING PROCEDURE

1. Maintain good housekeeping and remove combustible waste regularly.
2. Store paints, solvents, fuels and other flammables in designated arrangements.
3. Keep ignition sources away from flammable vapours and combustible dust.
4. Apply hot-work controls before welding, grinding or flame work.
5. Maintain clear access to extinguishers, exits and electrical isolation.
6. Switch off equipment that need not remain energised.
7. Report overheating, burning smells, damaged electrical equipment or fire-control defects immediately.
8. At completion of hot work, inspect the area for smouldering or delayed ignition as required.

6. PROHIBITED PRACTICES

Workers must not:

- Block exits or fire equipment.
- Smoke or use ignition sources in prohibited areas.
- Store combustibles against heaters, switchboards or hot equipment.
- Perform uncontrolled hot work.
- Use damaged electrical equipment.
- Allow combustible dust/waste to accumulate.
- Attempt to fight a fire where evacuation is the safer action.

7. HOT WORK

Sparks and hot particles can travel and ignite hidden or remote combustibles.

- Remove/protect combustibles.
- Provide suitable extinguishing equipment.
- Maintain fire watch/post-work checks where required.

8. FLAMMABLE PRODUCTS

Vapours from solvents, paints and fuels can ignite readily.

- Follow SDS and storage requirements.
- Keep containers closed when not in use.
- Provide ventilation and eliminate ignition sources.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Treat smoke, unexplained heat, burning smell, electrical arcing or fire-control system defects as conditions requiring immediate assessment.

Raise the alarm and evacuate where fire is suspected.

10. SHUTDOWN AND HOUSEKEEPING

- Remove waste and combustibles.
- Return flammable products to approved storage.
- Ensure exits/fire equipment remain clear.
- Shut down ignition sources where appropriate.
- Report defects.

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:

- Fire controls or exits are obstructed.
- Combustible accumulation cannot be controlled.
- Hot work cannot be adequately separated.
- A flammable leak/spill exists.
- Smoke, fire or unexplained overheating occurs.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 029 – Fire Prevention
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document