

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 067 – PREVENTION OF SLIPS, TRIPS AND FALLS

1. PURPOSE AND SCOPE

Minimum requirements for preventing same-level slips, trips and falls at Illusions Australia.

Applies to workshops, offices, yards, access routes, temporary work areas and production sites.

2. AUTHORISATION AND COMPETENCY

All workers are responsible for maintaining clear access and promptly correcting or reporting slip/trip hazards.

Supervisors must arrange higher-level corrective action where hazards cannot be immediately removed.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear appropriate to the work area.
- High-visibility clothing where pedestrian routes interface with vehicles or mobile plant.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Walkways and exits are clear.
- Floors are reasonably clean and dry.
- Leads, hoses and materials are routed or protected.
- Lighting is adequate.
- Changes in level, damaged flooring and temporary obstructions are identified.
- Weather-related wet/muddy conditions are controlled where relevant.

5. SAFE OPERATING PROCEDURE

1. Keep designated walkways and emergency routes clear.
2. Clean spills promptly or isolate/sign the area until cleaned.
3. Route leads and hoses overhead, along edges or through suitable protectors where practicable.
4. Store tools/materials so they do not project into access routes.
5. Use handrails on stairs where provided.
6. Maintain three points of contact where appropriate on steps/access equipment.
7. Report damaged flooring, loose mats, poor lighting or drainage.
8. Adjust walking speed to surface and weather conditions.

6. PROHIBITED PRACTICES

Workers must not:

- Leave tools, offcuts or packaging in walkways.
- Run through workshop or work areas except in an emergency.
- Step over unstable piles or barriers rather than using a clear route.
- Leave spills unattended without warning/isolation.
- Route cables across access paths without protection where avoidable.
- Use chairs, boxes or pallets as access steps.

7. HOUSEKEEPING

Poor housekeeping is a primary source of preventable trip hazards.

- Clean as work progresses.
- Provide designated storage and waste locations.
- Do not allow temporary storage to become permanent obstruction.

8. WET OR CONTAMINATED SURFACES

Water, paint, oil, dust and mud can significantly reduce traction.

- Remove contamination promptly.
- Use barriers/signage until safe.
- Address recurring leaks or drainage problems.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop access through an area where a serious slip/trip hazard cannot be immediately corrected.

Barricade or redirect people until the hazard is controlled.

10. SHUTDOWN AND HOUSEKEEPING

- Remove waste and temporary obstructions.
- Return leads/hoses/tools to storage.
- Clean spills and contaminated surfaces.
- Remove temporary warning controls only when the area is safe.
- Report unresolved 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:

- An access route cannot be kept clear.
- A spill or damaged surface cannot be isolated.
- Lighting is inadequate for safe access.
- Weather or contamination makes the route unsafe.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 067 – Prevention of Slips, Trips and Falls
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
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