

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 060 – OFFICE FURNITURE - HANDLING - ASSEMBLY

1. PURPOSE AND SCOPE

Minimum requirements for safe handling, movement and assembly of office furniture at Illusions Australia.

Applies to desks, chairs, shelving, cabinets and flat-pack furniture.

2. AUTHORISATION AND COMPETENCY

Workers must assess weight, size, stability and assembly instructions before starting.

Mechanical or team assistance must be used where the item is awkward or heavy.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Gloves where sharp edges or pinch hazards are present.
- Eye protection when drilling or using powered tools.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Assembly instructions and correct components are available.
- Work area is clear and provides sufficient space.
- Furniture/components can be lifted and positioned safely.
- Correct tools are available.
- Walls/floors are checked for services before drilling/anchoring.
- Tall furniture anchoring requirements are identified.

5. SAFE OPERATING PROCEDURE

1. Unpack components in a clear area and remove packaging trip hazards.
2. Identify heavy/awkward components and arrange assistance.
3. Assemble on a stable surface following instructions.
4. Keep fingers clear of hinges, drawer slides and pinch points.
5. Use correct tools and fasteners.
6. Secure tall or potentially unstable furniture as designed.
7. Team-lift completed units where required.
8. Check stability before putting furniture into service.

6. PROHIBITED PRACTICES

Workers must not:

- Drag heavy furniture where it may tip or damage flooring without control.
- Stand on chairs/desks as access equipment.
- Assemble using incorrect fasteners or makeshift tools.
- Leave tall unstable furniture unsecured where anchoring is required.
- Drill into walls/floors without checking services.
- Attempt to catch a tipping cabinet or shelving unit.

7. MANUAL HANDLING

Furniture is often bulky and difficult to grip despite moderate weight.

- Use trolleys/team handling.
- Remove drawers/shelves to reduce weight where suitable.
- Plan route and final orientation.

8. TIP-OVER AND ANCHORING

Tall cabinets and shelving can overturn.

- Install anti-tip restraints/anchors where specified.
- Load heavier items low.
- Do not overload shelves or drawers.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop if components are damaged, furniture becomes unstable, required fixings are missing or excessive force is needed.

Reassess before continuing.

10. SHUTDOWN AND HOUSEKEEPING

- Remove packaging and loose hardware.
- Check all fasteners and stability.
- Return tools.
- Keep exits/walkways clear.
- Report damaged furniture.

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:

- Adequate lifting assistance is unavailable.
- Required anchoring cannot be installed safely.
- Components or fixings are damaged/missing.
- Furniture cannot be made stable.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 060 – Office Furniture - Handling - Assembly
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
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