

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 082 – VEHICLES - SAFE OPERATION

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of company and work vehicles at Illusions Australia.

Applies to driving, parking, loading and reversing vehicles used for company activities.

2. AUTHORISATION AND COMPETENCY

Drivers must hold a current appropriate licence and be fit to drive.

Drivers must comply with road rules, site traffic plans and vehicle-specific requirements.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Seat belts for all occupants.
- High-visibility clothing when exiting into active work/traffic areas where required.
- Other PPE required at destination/site.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Licence/authorisation is current.
- Vehicle pre-use condition is satisfactory, including tyres, lights, mirrors, windows and brakes.
- Load is within capacity and secured.
- Driver visibility is adequate.
- Route/site access and parking arrangements are understood.
- Driver is not impaired by fatigue, alcohol, drugs or medication effects.

5. SAFE OPERATING PROCEDURE

1. Adjust seat/mirrors and fasten seat belt before moving.
2. Drive to road, weather and site conditions.
3. Maintain safe following distance and avoid distractions.
4. Secure loads before travel and recheck where necessary.
5. Use designated site routes and speed limits.
6. Reverse only after checking the path; use a spotter where visibility is restricted.
7. Park in a safe location, apply brake and secure vehicle.
8. Take appropriate breaks and stop driving if fatigued or unwell.

6. PROHIBITED PRACTICES

Workers must not:

- Use a handheld phone while driving.
- Drive without a seat belt.
- Drive while impaired or excessively fatigued.
- Carry unsecured loads.
- Exceed vehicle/load capacity.
- Reverse blindly where a spotter or other control is required.
- Leave keys in an unattended vehicle where unauthorised use is possible.

7. REVERSING AND PEDESTRIANS

Reversing creates significant blind-spot risk.

- Avoid reversing where practicable.
- Use cameras/mirrors and a spotter where needed.
- Stop if the spotter is lost from view.

8. LOAD SECURITY

Tools, scenery and materials can shift or become projectiles.

- Use rated restraints.
- Keep loads within legal/vehicle limits.
- Do not rely on doors alone to restrain loose loads.

9. FATIGUE AND DISTRACTION

Fatigue and phone use materially impair driving performance.

- Plan breaks.
- Do not interact with devices while driving except through lawful hands-free arrangements that do not distract.
- Stop when necessary.

10. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop driving for vehicle defect, unsafe load, fatigue/illness, severe weather/road conditions or inability to safely continue.

Secure vehicle and notify the appropriate supervisor.

11. SHUTDOWN AND HOUSEKEEPING

- Park securely.
- Remove/secure valuable equipment and loads.
- Report vehicle defects or incidents.
- Leave cabin/load area tidy.
- Return keys as required.

12. 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.

13. STOP WORK REQUIREMENT

Work must stop where:

- Driver is unlicensed/unfit.
- Vehicle has a safety-critical defect.
- Load cannot be secured.
- Fatigue or conditions make driving unsafe.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 082 – Vehicles - Safe Operation
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document