

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 087 – WORKING IN PUBLIC AREAS

1. PURPOSE AND SCOPE

Minimum requirements for Illusions Australia work undertaken in areas accessible to members of the public.

Applies to deliveries, installation, construction, maintenance, loading/unloading and other activities where the public may enter or pass near the work area.

2. AUTHORISATION AND COMPETENCY

Workers must be competent for the task and understand the site-specific public interface controls.

Traffic management, mobile plant, EWP or other licensed activities must only be undertaken by appropriately authorised and licensed persons where required.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- High-visibility clothing where vehicles/mobile plant or traffic are present.
- Safety footwear.
- Task-specific eye, hearing, hand, respiratory or head protection as required.

4. PRE-START CHECKS

Before commencing work, confirm that:

- The work zone and public movement routes are identified.
- Barriers, signs and exclusion zones are suitable for the hazard.
- Pedestrian access, emergency exits and accessible routes are maintained or safely redirected.
- Vehicle and delivery movements are planned.
- Tools, materials, cables and equipment cannot create uncontrolled public hazards.
- Noise, dust, sparks, fumes and falling-object risks are controlled.
- Adequate supervision is available to maintain the exclusion zone.

5. SAFE OPERATING PROCEDURE

1. Plan the work so public exposure is eliminated or minimised.
2. Establish physical barriers before creating the hazard.
3. Provide clear, stable signage and safe pedestrian diversion where required.
4. Keep public routes separated from plant, vehicles and work-at-height zones.
5. Use a spotter/controller where vehicle movement or temporary access arrangements require active control.
6. Secure tools, materials and waste continuously.
7. Route leads, hoses and cables away from public paths or protect them with suitable covers.
8. Control dust, noise, sparks, fumes and overspray at source.

9. Pause work when a member of the public enters the exclusion zone.
10. At completion, remove hazards and restore the area before barriers are removed.

6. PROHIBITED PRACTICES

Workers must not:

- Rely on verbal warnings alone where a physical barrier is reasonably practicable.
- Leave tools, sharp objects, unstable materials or open hazards unattended.
- Block emergency exits or required access routes without approved alternative arrangements.
- Reverse vehicles into public areas without adequate controls.
- Create uncontrolled overhead work above public routes.
- Leave leads or hoses as unprotected trip hazards.
- Continue hazardous work while a member of the public is inside the exclusion zone.

7. PUBLIC EXCLUSION AND BARRIERS

Members of the public cannot be assumed to recognise workshop or construction hazards.

- Use barriers appropriate to the consequence of entry.
- Position signage before the hazard is encountered.
- Maintain the exclusion zone for the full duration of the hazard.

8. VEHICLES AND MOBILE PLANT

Public areas create unpredictable pedestrian movements and blind-spot risk.

- Separate pedestrians and plant wherever practicable.
- Use a spotter/controller where required.
- Stop movement immediately if separation is lost.

9. HOUSEKEEPING AND ACCESS

Minor worksite items can create serious trip, cut or accessibility hazards for the public.

- Maintain clean pedestrian routes.
- Remove waste promptly.
- Do not compromise emergency or disability access without an approved alternative.

10. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for barrier failure, uncontrolled public entry, unsafe vehicle interaction, changed access conditions, uncontrolled dust/fumes/noise or any hazard that cannot be effectively isolated.

Make the area safe before work resumes.

11. SHUTDOWN AND HOUSEKEEPING

- Remove all tools, waste, barriers and temporary protection in a controlled sequence.
- Inspect the area for residual trip, sharp, hot or unstable hazards.
- Restore pedestrian/access routes.
- Report incidents, complaints, damage or near misses.

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:

- The public cannot be effectively separated from the hazard.
- Required traffic/pedestrian controls are unavailable.
- Emergency access would be compromised.
- The work creates uncontrolled falling-object, dust, fume or vehicle risk.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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