



TIP-SOP-001 - Creating a Safe Work Zone

Sop Title:	Creating a Safe Work Zone	Sop No:	TIP-SOP-001
Sop Location:	Multiple	Associated SWMS:	TIP-SWMS-001
Date of Issue:	11/02/2025	Next Review Date:	30/01/2027
Issue Version:	1.0	Authorised By:	Jeremy Wee
Frequency:	When required		
Purpose:	Create safe work zone		
Responsibility:	Tipper driver	Requirements:	<ul style="list-style-type: none">- Witches hats- Breakdown triangles
Compliance:	PPE Requirements:		
<ul style="list-style-type: none">- WHS Act 2011- WHS Regulation 2017			



Step	Activity	Safety/ Quality/ Performance Notes
1	Check the work area for potential traffic hazards	<ul style="list-style-type: none">- Positive communications with other vehicle operators- Ensure the correct PPE is worn- Be aware of your surroundings
2	Access the breakdown triangles or witches hats Create safe work zone	<ul style="list-style-type: none">- Minimum size of Safe Work Zone is 2 metres- Use breakdown triangles or witches hats- Increase the size of the Safe Work Zone as necessary
3	Place the breakdown triangles or witches hats at the corners of the required Safe Work Zone	<ul style="list-style-type: none">- Ensure correct manual handling technique is used- Ensure the correct PPE is worn- Be aware of your surroundings
4	Control entry to the Safe Work Zone	<ul style="list-style-type: none">- You are responsible for controlling entry to Safe Work Zone- Ensure positive communications with other vehicle operators and pedestrians before allowing others to enter the area- Replace witches hats/breakdown triangles once other vehicles, machinery, pedestrians have left the Safe Work Zone- Continue to monitor the area whilst you are working- Stop work immediately and move to a safe area if anyone enters your Safe Work Zone without authorisation
5	Remove breakdown triangles or witches hats	<ul style="list-style-type: none">- Ensure correct manual handling technique is used- Ensure the correct PPE is worn- Be aware of your surroundings- Positive communications



Building
something
great


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Prepared By / Review Team

Name	Position	Signature	Date
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Victoria Piserchia	Supervisor		11/02/2025

Authorisation

I have checked this Standard Operating Procedure (SOP) and confirm that it is authorised for use.

Person supervising the work	Signature	Date
Jeremy Wee		11/02/2025