



FIELDS GLASS
— AND GLAZING —

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SAFE WORK METHOD STATEMENT (SWMS)

PROJECT DETAILS:

Project:

Area:

Job Address:

Job Description:

WORK ACTIVITY:

Glass Storage & Handling

Consult relevant workers during development, approval and communication of this SWMS

SWMS Approved by:

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Name: (Include names of workers who were consulted in relation to this SWMS)

Signature:

Job Title:

Date:

Name:

Signature:

Date:

Personnel responsible for monitoring and managing activity:

Overall Risk Rating After Controls

4 Acute

3 High

2 Moderate

1 Low

COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING

- _____ will conduct regular inspections and observations to ensure SWMS is being complied with.
- Hold Daily Tool Box Talks to identify, control and communicate additional site hazards.
- Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons.
- _____ will approve and communicate amendment to all affected workers before work resumes.
- As required by WHS legislation, make the SWMS available for inspection or review.
- As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident).

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IMPORTANT NOTES:

Check local government standards, codes of practice, regulations and legislation for any training requirements before use.

Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.

WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.

1. Provide safe procedure instructions to all persons processing glass, handling and working with glass sheets.
2. Glass processing machinery must only be used by authorised persons who are trained in their safe use.

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Task Steps	Potential Hazards/Risks of Each Step	RB	Control Measures - Steps To Follow Safety Checks & PPE	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
1. General precautions	Risk of injury Risk of eye injury		Be careful when handling glass. Cut glass may have sharp edges, which may be a risk of injury for hands, body and feet. Make sure cutting and work tables are free of tools and other objects and clear of debris that may cause cracks or fracture in glass sheet. Fracture zones of sheet glass may release splinters or sharp slivers of glass and may pose high risk of eye injury. Wearing cut-resistant gloves and wrist protection such as gauntlets, aprons and footwear is necessary. Wearing eye protection is necessary.		
2. Storage	Breakage and damage		Store glass away from direct sunlight and in cool dry areas. Avoid damages and breakages by keeping storage racks clean. When storing glass sheets make sure they will not fall. Make sure there is sufficient working space for moving sheets safely. Never slide glass sheets across the face of other sheets.		

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NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
			<p>Avoid contamination by foreign matter by covering glass.</p> <p>Never store glass outdoors.</p> <p>Use frames with felt or carpet linings.</p> <p>Use slope or fit dividers for storing.</p> <p>Adequate working space must be provided.</p> <p>Separate sheets with paper, etc.</p> <p>To avoid damage, keep glass clean.</p>		
3. Movement	<p>Breakage and damage</p> <p>Over-exertion / strain injury</p>		<p>While removing glass from racks, be careful not to disturb other sheets.</p> <p>Make sure vacuum cups are not worn or damaged as this could affect sealing.</p> <p>Make sure the lifting frame and cups will be able to lift the weight of the sheet.</p> <p>Before lifting the sheet, make sure all vacuum cups are properly attached.</p> <p>For handling and moving large sheets of plate glass, obtain assistance.</p> <p>For moving plate glass sheets, use handling dollies or</p>		

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			<p>rolling racks.</p> <p>Use separators between sheets.</p> <p>Faulty cups must be replaced immediately.</p> <p>The frame should have its WWL marked.</p> <p>Before moving perform a check lift.</p> <p>Proper lifting practices must be observed.</p> <p>Mechanical aids must be provided and used.</p>		
4. Handling	<p>Hand and arm injury</p> <p>Over-exertion / strain injury</p> <p>Eye injury</p>		<p>Use only cut-resistant gloves when handling glass.</p> <p>When handling full sheets, always wear protection for arms and wrists.</p> <p>When handling heavy, large or irregularly shaped glass sheets, make sure adequate assistance is available.</p> <p>Make sure work area has adequate ventilation, but does not allow strong drafts of wind as this could allow glass dust to be blown into the work area atmosphere.</p> <p>Wrist protection gauntlets and cut resistant gloves must be worn.</p> <p>Proper lifting practices must be observed.</p>		

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Task Steps	Potential Hazards/Risks of Each Step	RB	Control Measures - Steps To Follow Safety Checks & PPE	RA	Responsible Officer
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			Wearing eye protection is mandatory.		
5. Machining	Hand and arm injury Eye injury		<p>Be careful when handling glass. Cut glass may have sharp edges, which may be a risk of injury for hands, body and feet.</p> <p>When machining glass, do not exert excessive pressure.</p> <p>When drilling glass, always use water to cool the glass and avoid dust.</p> <p>When handling heavy, large or irregularly shaped glass sheets, make sure adequate assistance is available.</p> <p>Allow only authorised persons to handle glass machining equipment.</p> <p>Wearing cut-resistant gloves and wrist protection such as gauntlets, aprons and footwear is necessary.</p> <p>Proper lifting practices must be observed.</p>		
6. Breakages	Cuts, lacerations		<p>Further breakage can be avoided if large portions of broken glass is picked up by hands.</p> <p>Small pieces of broken glass may be picked up using shovels or other implements.</p>		

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NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
			<p>Fragments, splinters and dust can be removed by sweeping or vacuum cleaning the area.</p> <p>Dispose broken glass by placing in metal or similar container.</p> <p>For handling scrap or broken glass, wearing hand protection is necessary.</p> <p>Wearing foot protection is necessary.</p>		
7. Transport	<p>Loss of load</p> <p>Breakage</p> <p>Over-exertion / strain injury</p>		<p>When carrying glass in vehicles, make sure there are insulated frames to hold the glass securely to disallow movement of the sheets.</p> <p>Always carry glass sheets in vertical or nearly vertical position.</p> <p>Never unload glass on sloping ground where there is a reduction on safe lean on the load.</p> <p>When lifting heavy sheets on to and off vehicles, use mechanical aids.</p> <p>Provide all vehicles with necessary tools to clean up and remove breakages occurring during transport and delivery.</p>		

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NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
			<p>During transport, make sure the glass is secured from any kind of movement.</p> <p>Always carry bins, tools and PPE for cleaning up after breakages.</p>		
8. Disposal	Cuts, lacerations		<p>Dispose broken and scrap glass by keeping away from other waste material and disposing at approved glass recycling facilities.</p> <p>If glass waste is contaminated, it should be wrapped up and disposed in approved landfill facilities.</p> <p>For handling scrap or broken glass, wearing hand protection is necessary.</p>		

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References:	
AS 1288 AS/NZS 4681	Glass in buildings set Storage and handling of Class 9 (Miscellaneous) dangerous goods

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment Requirements

Foot Protection	Hearing Protection	Protective Clothing	Head Protection	Eye Protection	Hand Protection	Sun Protection	Safety Harness
							

PPE Notes:

The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards.

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SIGN OFF

Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment.

Name	Qualifications	Signature	Date	Time	Employer

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RISK ASSESSMENT

References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

Step 1 Determine Likelihood – What is the possibility that the effect will occur?

	Likelihood	Definition
Almost certain	Expected to happen in most circumstances.	A common and very possible result
Likely	Will probably occur in most circumstances.	Known to have occurred and has happened before
Possible	Might occur at some time	Could occur and is likely it has happened before
Unlikely	Could occur at some time	Not likely to occur
Rare	May occur only in exceptional circumstances	Very unlikely

Step 2 Determine Consequence – Expected Consequences

Level of Consequence	Examples
Insignificant/Acceptable	No consequence – so minor that the consequence is manageable
Minor	First aid treatment only; manageable and contained.
Moderate	Medical treatment; manageable with 3 rd party assistance.
Major	Serious injuries; Down time and loss of productivity
Catastrophic	Death; Very serious consequences

Step 3 Determine the risk score

Step 4 Record risk score (Note – Risk scores are only estimated and should not be Solely relied upon)

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LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Score	Action
4 A: Acute	URGENT – Act on and lower the risks immediately. Demands immediate attention.
3 H: High	Decisions required urgently by Management.
2 M: Moderate	Follow instructions given by management.
1 L: Low	Manageable. Review regularly, and if any conditions of work change.

DISCLAIMER

BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won't be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers' awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be 'Safety Minded' and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while at work.

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BlueSafe Australia Pty Ltd or any of our strategic alliances including associates or any third parties will not and cannot be held responsible for any claims, legal responsibility and litigation resulting from a workplace incident. It is the employers' responsibility to provide a safe work environment for all staff, contractors and visitors in which BlueSafe Australia Pty Ltd does not in any way offer any service that carries or negates that responsibility. BlueSafe Australia Pty Ltd offers a number of products that gives employers a foundation to begin building a comprehensive system in order to meet their legislative requirements and obligations. BlueSafe Australia Pty Ltd will not and does not in any way offer any protection or indemnity from any form of litigation or claims, or any liabilities incurred or sustained. The absolute responsibility to create, implement and maintain a safe system of work and a safe working environment ultimately rests with the employer.

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