

Glazing Safety Management Plan

SAMPLE

Table of Contents

Purpose and Scope	5
References and Applicable Legislation	5
Roles, Responsibilities and Consultation	6
Officers (Company Directors and Senior Management)	6
Managers and Supervisors.....	6
Workers.....	6
Health and Safety Representatives (HSRs).....	7
Consultation and Communication.....	7
Planning and Job Preparation.....	7
Pre-Start Planning.....	7
Site Assessment.....	7
Job Planning Checklist.....	8
Hazard Identification and Risk Management.....	8
Risk Management Process	8
Typical Hazards in Cutting and Chopping.....	8
Risk Assessment Table (Template).....	9
Safe Work Method Statements (SWMS).....	9
High-Risk Construction Work	9
SWMS Requirements.....	9
Glass Handling and Storage	10
General Principles	10
Storage of Glass and Glazed Units	10
Manual Handling of Glass	10
Glass Cutting, Processing and Fabrication	10
Workshop Set-Up.....	10
Cutting and Edgework.....	11
Transport of Glass and Frames	11
Vehicle Loading and Restraint.....	11
Delivery to Site	11
Installation of Glazing and Windows	12

General Installation Controls	12
Shopfront and Curtain Wall Glazing	12
Internal Glazing and Cabinet Integration	12
Working at Heights and Fall Prevention	13
Risk Assessment for Work at Height	13
Fall Prevention Measures.....	13
Plant, Tools and Equipment	13
Selection and Maintenance	13
Pre-Use Checks.....	14
Hazardous Manual Tasks and Ergonomics	14
Identification of Hazardous Manual Tasks	14
Control Measures.....	14
Personal Protective Equipment (PPE)	15
PPE Requirements.....	15
Management of PPE.....	15
Public Safety and Site Security	15
Protection of the Public.....	15
Site Security.....	16
Emergency Preparedness and Response.....	16
Emergency Planning.....	16
First Aid.....	16
Incident Response Checklist.....	16
Incident Reporting and Investigation.....	17
Reporting Requirements	17
Investigation and Corrective Actions.....	17
Training, Induction and Competency.....	17
Induction	17
Task-Specific Training	17
Competency Records.....	18
WHS Inspections, Monitoring and Review	18
Workplace Inspections	18
Review of the Glazing Safety Management Plan.....	18

SAMPLE

Purpose and Scope

This Glazing Safety Management Plan (GSMP) sets out how [Company Name] will manage work health and safety risks associated with glazing, window installation, shopfitting and cabinet making activities, including:

- Manufacture, transport and installation of glass and glazing systems
- Handling, cutting and finishing of glass and mirror products
- Installation of shopfronts, partition glazing and display cabinets
- Integration of glazing into joinery, cabinetry and aluminium frames

The GSMP applies to:

- All workers, including employees, contractors, labour hire and apprentices
- All workplaces controlled by [Company Name], including factories, workshops, site sheds and client sites
- All stages of work, from planning and design through to installation, commissioning and handover

The objectives of this plan are to:

- Systematically identify, assess and control WHS risks associated with glazing and related activities
- Comply with relevant WHS legislation, Australian Standards and codes of practice
- Provide clear responsibilities and procedures for safe work
- Reduce the likelihood and consequences of incidents, injuries and property damage

References and Applicable Legislation

This plan is to be read in conjunction with, but not limited to, the following legislation, standards and guidance (as applicable in the relevant State/Territory):

- Work Health and Safety Act
- Work Health and Safety Regulation
- Managing the Risk of Falls at Workplaces Code of Practice
- Hazardous Manual Tasks Code of Practice
- Managing Risks of Plant in the Workplace Code of Practice
- Managing Noise and Preventing Hearing Loss at Work Code of Practice
- AS/NZS 2208 Safety glazing materials in buildings
- AS 1288 Glass in buildings – Selection and installation
- AS/NZS 1170 Structural design actions (relevant parts)
- AS 1428 Design for access and mobility (relevant parts)

- AS 2311 Guide to the painting of buildings (for compatible sealants/finishes where relevant)
- Manufacturer instructions for glass, frames, fixings, sealants and lifting equipment

[Company Name] will monitor changes to legislation and standards and update this plan and associated procedures as required.

Roles, Responsibilities and Consultation

Officers (Company Directors and Senior Management)

Officers of [Company Name] must exercise due diligence to ensure WHS obligations are met, including:

- Providing adequate resources to implement this Glazing Safety Management Plan
- Ensuring WHS risks are identified, assessed and controlled
- Confirming that incident reporting, investigation and corrective actions are effective
- Monitoring WHS performance and acting on trends and deficiencies

Managers and Supervisors

Managers and supervisors are responsible for implementing this plan at operational level. They must:

- Plan glazing and installation work so that risks are eliminated or minimised
- Ensure Safe Work Method Statements (SWMS) are developed, reviewed and followed for high-risk construction work
- Confirm workers are competent, trained and licensed for their tasks (e.g. EVWP, dogging, forklift)
- Conduct site-specific risk assessments and pre-start checks
- Enforce the use of appropriate personal protective equipment (PPE)
- Stop or modify work where unsafe conditions or behaviours are identified

Workers

All workers, including subcontractors, must:

- Take reasonable care for their own health and safety and that of others
- Follow this plan, SWMS, site rules and supervisor instructions
- Use plant, tools and PPE correctly and report defects immediately
- Participate in training, consultation and toolbox talks
- Report hazards, near misses and incidents without delay