

Glazing and Windows WHS Management Plan

SAMPLE

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Purpose and Scope

This Glazing and Windows WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with glazing and window fabrication, transport, installation, maintenance and removal activities. It is designed to align with Australian WHS legislation, relevant Codes of Practice, and industry standards for glazing and window works.

The plan applies to all:

- [Company Name] directors, managers and workers
- labour hire workers and apprentices
- subcontractors, including installers, crane and EWP operators
- visitors and clients who enter controlled work areas

It covers all workplaces where glazing and window work is carried out, including:

- fabrication workshops and warehouses
- on-site installations in residential, commercial and industrial buildings
- high-rise and multi-storey construction sites
- refurbishment, maintenance and repair work

The objectives of this plan are to:

- provide a systematic approach to identifying, assessing and controlling WHS risks
- clarify WHS responsibilities for all persons conducting glazing and window activities
- ensure safe systems of work for high-risk tasks such as handling large glass panes, working at heights, and operating plant
- support compliance with WHS legislation, Australian Standards and client requirements

WHS Responsibilities and Duty Holders

Officers and Senior Management

Officers (e.g. directors, senior managers) of [Company Name] must exercise due diligence to ensure the business complies with its WHS duties. This includes taking reasonable steps to:

- acquire and keep up-to-date knowledge of WHS matters relevant to glazing and window work
- understand the hazards and risks associated with glass handling, installation and related construction activities
- ensure [Company Name] has, and uses, appropriate resources and processes to eliminate or minimise WHS risks

- ensure processes are in place for receiving, considering and responding to information about incidents, hazards and risks
- verify that WHS processes and controls are implemented and effective (e.g. inspections, audits, reviews)

Managers and Supervisors

Managers and supervisors are responsible for implementing this WHS Management Plan on a day-to-day basis. Their responsibilities include:

- planning work so that hazards are identified and controlled before work starts
- ensuring Safe Work Method Statements (SWMS) are prepared, reviewed and followed for high risk construction work (HRCW) such as working at heights, operating EWPs, and installing glazing above 2 metres
- confirming workers are competent, licensed and trained for the tasks they perform (e.g. dogging, rigging, EWP operation)
- conducting regular site inspections and addressing unsafe conditions or behaviours promptly
- ensuring appropriate supervision is provided, particularly for new or young workers and apprentices
- consulting with workers and subcontractors about WHS matters and changes to work processes

Workers and Subcontractors

All workers and subcontractors must:

- take reasonable care for their own health and safety and that of others
- comply with reasonable WHS instructions, policies, procedures and SWMS
- use tools, equipment and personal protective equipment (PPE) as trained and instructed
- report hazards, near misses, incidents and injuries immediately to their supervisor
- not wilfully or recklessly interfere with or misuse anything provided for WHS purposes

Subcontractors engaged by [Company Name] must:

- comply with this WHS Management Plan and all site-specific safety requirements
- provide evidence of relevant licences, training, insurances and SWMS prior to commencing work
- ensure their workers are inducted and supervised appropriately

Visitors and Clients

Visitors and clients entering work areas controlled by [Company Name] must:

- sign in and follow site induction requirements where applicable
- comply with instructions from site supervisors, including PPE requirements
- remain within designated safe access routes and observation areas

Consultation, Communication and Worker Engagement

Consultation Arrangements

[Company Name] is committed to genuine consultation with workers on WHS matters, including the identification of glazing-specific risks and the development of control measures.

Consultation will occur when:

- identifying hazards and assessing risks associated with new products, glass types or installation methods
- planning new projects or significant changes to work processes
- selecting plant, equipment or PPE (e.g. glass lifters, suction cups, cut-resistant gloves)
- developing or reviewing SWMS, procedures and emergency plans

Consultation mechanisms may include:

- toolbox talks and pre-start meetings on site
- WHS committee meetings (where established)
- direct discussions between workers, supervisors and managers
- electronic communication (emails, notices, safety alerts)

Communication Methods

[Company Name] will ensure WHS information is communicated clearly and in a timely manner using:

- site-specific inductions and project start-up meetings
- toolbox talks focused on glazing and window hazards (e.g. manual handling of glass, edge protection, use of mechanical aids)
- safety bulletins and alerts following incidents or changes in procedures
- noticeboards and signage in workshops and on sites

Worker Participation

Workers will be encouraged and supported to:

- raise WHS concerns without fear of reprisal
- contribute to hazard identification and risk control discussions
- participate in incident investigations and safety audits where appropriate