

## Broken Glass Clean Up Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

## THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

## CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	sharp glass edges, slippery floor	3H	<ul style="list-style-type: none"> <li>- Wear cut-resistant gloves</li> <li>- Ensure proper footwear with slip-resistant soles</li> <li>- Inspect area for visible glass</li> <li>- Gather necessary cleaning tools</li> <li>- Brief team on task and safety protocol</li> <li>- Restrict access to the affected area</li> <li>- Post warning signs around the area</li> <li>- Prepare emergency contact numbers</li> <li>- Check personal protective equipment in good condition</li> <li>- Ensure good lighting in the area</li> </ul>	2M
2. Identify Glass Source	stability issues, poor visibility	3H	<ul style="list-style-type: none"> <li>- Approach the area cautiously</li> <li>- Use a flashlight if needed</li> <li>- Consult CCTV if available</li> <li>- Avoid touching unstable items</li> <li>- Wear cut-resistant gloves</li> <li>- Keep a safe distance from the source</li> <li>- Use mirrors for hard-to-see areas</li> <li>- Have a second person assist in visibility</li> <li>- Communicate findings with team</li> <li>- Ensure clarity in radio communication</li> </ul>	2M
3. Inform Team	miscommunication, panic	2M	<ul style="list-style-type: none"> <li>- Use clear and concise language</li> <li>- Confirm understanding with a repeat-back protocol</li> <li>- Use hand signals in noisy areas</li> <li>- Designate a team leader</li> <li>- Establish a chain of communication</li> <li>- Ensure radio equipment is operational</li> <li>- Use visual aids or maps if necessary</li> <li>- Hold a quick briefing if time allows</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Keep communication lines open</li> <li>- Encourage questions to clarify</li> </ul>	
4. Secure the Area	unauthorised access, ingress during cleanup	3H	<ul style="list-style-type: none"> <li>- Establish a safety perimeter around the work area.</li> <li>- Use high-visibility tape or barriers to mark off the area.</li> <li>- Assign a dedicated person to monitor and control access.</li> <li>- Post warning signs indicating ongoing work and potential hazards.</li> <li>- Communicate the secured area to all relevant personnel.</li> <li>- Restrict access to authorized personnel only.</li> <li>- Use physical barriers (e.g., cones, barriers) to prevent unauthorized entry.</li> <li>- Implement a permit-to-work system for access.</li> <li>- Regularly check and reinforce the perimeter.</li> <li>- Provide clear instructions to all personnel regarding the secured area.</li> </ul>	2M
5. Gather Tools	improper tools, damaged equipment	2M	<ul style="list-style-type: none"> <li>- Inspect all tools and equipment before use.</li> <li>- Use only approved and certified tools.</li> <li>- Report any damaged or defective equipment immediately.</li> <li>- Replace or repair damaged equipment before use.</li> <li>- Follow manufacturer's instructions for tool use.</li> <li>- Store tools properly to prevent damage.</li> <li>- Use tools within their rated capacity.</li> <li>- Avoid using tools for purposes not intended.</li> <li>- Ensure tools are clean and free of debris.</li> <li>- Check for proper tool function before starting work.</li> </ul>	1L
6. Wear Personal Protective Equipment (PPE)	inadequate PPE, overheating	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE for the task (e.g., hard hat, safety glasses, gloves, earplugs).</li> <li>- Ensure PPE is in good condition and fits properly.</li> <li>- Replace or repair damaged PPE immediately.</li> <li>- Follow the manufacturer's instructions for PPE use.</li> <li>- Take regular breaks to avoid overheating.</li> <li>- Stay hydrated during the work.</li> <li>- Use cooling vests or fans if available.</li> <li>- Monitor for signs of heat stress or fatigue.</li> <li>- Adjust work pace to prevent overheating.</li> <li>- Use proper ventilation in the work area.</li> </ul>	2M

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7. Sweep Larger Glass Pieces	flying debris, sharp edges	3H		2M
8. Collect Smaller Glass Fragments	sharp debris, dust	3H		2M
9. Dispose of Glass Safely	contamination, cutting hazards	3H		1L

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			<div></div> <div></div> <div></div> <div></div>	
10. Decontaminate Tools and Area	chemical exposure, cross-contamination	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Monitor Team Health	heat stress, minor cuts	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Check for Missed Glass	hidden hazards, poor visibility	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Restore Area to Operation	unnoticed hazards, incautious entry	3H		1L
14. Debrief Team	miscommunication, unaddressed concerns	2M		1L
15. Update Risk Assessment	incorrect assessment, outdated procedures	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

SAMPLE



## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.