

Cutting And Shaping Glass 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 | 4A ACUTE | DO NOT PROCEED | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | | | Substitution Replace the hazard. | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | | | Isolation Isolate People from the hazard | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | | | Engineering Isolate the hazard | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | | | Administrative Change | |
| | | | | | | 1L LOW | Monitor and keep records. | PPE | |
| Risk Rating & Required Action: | | | | | | | | Notes on Hierarchy of Controls: | |
| 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. | | | | | | Remember to apply controls in the preferred order shown by the coloured pyramid: | |
| 3H | | Review and approve additional controls before task starts. Senior supervisor sign-off needed. | | | | | | 1. Eliminate | |
| 2M | | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions. | | | | | | 2. Substitute | |
| 1L | | Proceed, following standard operating procedures. Monitor and keep records. | | | | | | 3. Isolate | |
| Consequence Scale: | | | | | | | | 4. Engineering | |
| Consequence | | People (injury/illness) | | Project / Assets | | Compliance / Reputation | | 5. Administrative | |
| Catastrophic | | Fatality or permanent total disability | | project shutdown | | Significant regulator intervention; criminal prosecution | | 6. PPE | |
| Major | | Serious injury/illness (hospital > 5 days) | | critical delay | | Improvement notice; major media coverage | | Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable. | |
| Moderate | | Medical-treatment injury; lost-time > 1 day | | moderate delay | | Minor breach; adverse client comment | | aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8. | |
| Minor | | First-aid only, no lost time | | negligible delay | | Isolated non-conformance | | | |
| Insignificant | | No injury | | no schedule impact | | Deviation caught and corrected on site | | | |

| 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 edges, manual handling injuries | 3H | <ul style="list-style-type: none"> - Conduct a toolbox talk to outline the risks and safety procedures - Use cut-resistant gloves when handling glass - Plan for mechanical assistance or team lift for heavy or awkward glass pieces - Perform a manual handling assessment to identify risks - Maintain a clean and clutter-free work area to minimise trip hazards - Ensure all workers are trained in safe lifting techniques - Store glass safely to prevent accidental drops or spills - Inspect glass for sharp edges and handle with care - Ensure sufficient lighting to improve visibility - Communicate clearly with team members during the preparation | 2M |
| 2. Selecting Glass | incorrect glass type, handling sharp edges | 3H | <ul style="list-style-type: none"> - Verify specifications before glass selection to ensure correct type is used - Check for defects in the glass such as chips or cracks - Store glass flat to avoid unintended stress - Use appropriate personal protective equipment (PPE) such as gloves and protective eyewear - Label and segregate different glass types for ease of identification - Train workers in distinguishing different types of glass - Ensure proper lifting equipment is available and maintained - Provide clear signage and instructions - Supervise less experienced workers closely - Follow manufacturer's guidelines for safe handling | 2M |
| 3. Measuring Glass | measurement errors, repetitive strain injuries | 3H | <ul style="list-style-type: none"> - Double-check measurements using calibrated tools - Train workers in proper measurement techniques - Use ergonomic tools designed for precision work - Schedule regular breaks to prevent repetitive strain - Involve a second person to verify measurements - Maintain a comfortable working posture - Provide training in the use of measurement tools - Ensure clarity of measurements by using well-maintained tools | 2M |

| 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 |
| | | | <ul style="list-style-type: none"> - Record measurements accurately and communicate them clearly - Avoid distractions during the measuring process | |
| 4. Marking Glass | glass shards, marking tool injuries | 3H | <ul style="list-style-type: none"> - Wear safety glasses - Use a sharp marking tool - Mark the glass carefully - Use a steady hand - Avoid marking the glass in a way that could cause it to shatter - Use a marking tool that is designed for the task - Mark the glass in a way that is easy to see - Use a marking tool that is not too sharp - Mark the glass in a way that is not too deep - Use a marking tool that is not too long - Mark the glass in a way that is not too wide - Use a marking tool that is not too heavy - Mark the glass in a way that is not too fast - Use a marking tool that is not too slow - Mark the glass in a way that is not too much - Use a marking tool that is not too little - Mark the glass in a way that is not too far - Use a marking tool that is not too close - Mark the glass in a way that is not too high - Use a marking tool that is not too low - Mark the glass in a way that is not too far - Use a marking tool that is not too close - Mark the glass in a way that is not too high - Use a marking tool that is not too low | 2M |
| 5. Cutting Glass | sharp edges, cut-related injuries | 4A | <ul style="list-style-type: none"> - Wear safety glasses - Use a sharp cutting tool - Cut the glass carefully - Use a steady hand - Avoid cutting the glass in a way that could cause it to shatter - Use a cutting tool that is designed for the task - Cut the glass in a way that is easy to see - Use a cutting tool that is not too sharp - Cut the glass in a way that is not too deep - Use a cutting tool that is not too long - Cut the glass in a way that is not too wide - Use a cutting tool that is not too heavy - Cut the glass in a way that is not too fast - Use a cutting tool that is not too slow - Cut the glass in a way that is not too much - Use a cutting tool that is not too little - Cut the glass in a way that is not too far - Use a cutting tool that is not too close - Cut the glass in a way that is not too high - Use a cutting tool that is not too low - Cut the glass in a way that is not too far - Use a cutting tool that is not too close - Cut the glass in a way that is not too high - Use a cutting tool that is not too low | 2M |
| 6. Shaping Glass | sharp edges, tool-related injuries | 3H | <ul style="list-style-type: none"> - Wear safety glasses - Use a sharp shaping tool - Shape the glass carefully - Use a steady hand - Avoid shaping the glass in a way that could cause it to shatter - Use a shaping tool that is designed for the task - Shape the glass in a way that is easy to see - Use a shaping tool that is not too sharp - Shape the glass in a way that is not too deep - Use a shaping tool that is not too long - Shape the glass in a way that is not too wide - Use a shaping tool that is not too heavy - Shape the glass in a way that is not too fast - Use a shaping tool that is not too slow - Shape the glass in a way that is not too much - Use a shaping tool that is not too little - Shape the glass in a way that is not too far - Use a shaping tool that is not too close - Shape the glass in a way that is not too high - Use a shaping tool that is not too low - Shape the glass in a way that is not too far - Use a shaping tool that is not too close - Shape the glass in a way that is not too high - Use a shaping tool that is not too low | 2M |

| 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 |
| | | | | |
| 7. Transporting Glass | dropping glass, collision injuries | 3H | | 2M |
| 8. Installing Hardware | tool hazards, parts falling | 3H | | 2M |
| 9. Cleaning Work Area | glass shards, chemical exposure | 3H | | 1L |

| 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 |
| | | | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | |
| 10. Maintenance of Tools and Equipment | malfunctioning equipment, electrical hazards | 3H | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 1L |
| 11. Handling Waste Materials | glass cuts, chemical waste exposure | 3H | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 1L |

| 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 |
| 12. Inspection and Testing | missed defects, contamination | 3H | <ul style="list-style-type: none"> 1. Inspect all components before assembly. 2. Use clean, lint-free cloths for cleaning. 3. Wear gloves to prevent contamination. 4. Store components in clean, sealed bags. 5. Perform visual inspection of all components. 6. Use a magnifying glass for close inspection. 7. Document inspection results. 8. Reject any defective components. 9. Re-work any defective components. 10. Retest components after re-work. | 1L |
| 13. Emergency Procedures | fire, cut and crush injuries | 4H | <ul style="list-style-type: none"> 1. Have fire extinguishers available. 2. Post fire escape routes. 3. Train employees in fire safety. 4. Have first aid kits available. 5. Post safety signs for cut and crush hazards. 6. Train employees in first aid. 7. Use proper lifting techniques. 8. Avoid overexertion. 9. Use proper tool handling techniques. 10. Report any injuries immediately. | 1L |
| 14. Training and Communication | skill deficiencies, poor communication | 4A | <ul style="list-style-type: none"> 1. Provide training for all employees. 2. Use clear, concise language. 3. Encourage questions and feedback. 4. Use visual aids to illustrate concepts. 5. Practice skills regularly. 6. Use role-playing to simulate scenarios. 7. Provide ongoing feedback. 8. Encourage open communication. 9. Use a common language. 10. Document training and communication. | 1L |

| 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 |
| | | | | |
| | | | | |
| 15. Review and Feedback Collection | failure to improve, safety complacency | 3H | | 1L |
| | | | | |
| | | | | |

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.