

Glass Installation and On-Site Glazing Risk Assessment

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS 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			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution 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.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								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 the 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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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. Site Preparation	Uneven terrain, Traffic movement	3H	<ul style="list-style-type: none"> - Conduct site evaluation to identify hazards - Set up signage and barriers - Ensure clear access paths - Designate parking areas - Notify stakeholders of schedule - Train personnel on traffic safety - Use appropriate personal protective equipment (PPE) - Assign a spotter for vehicle movements - Implement speed limits on-site - Ensure communication devices are operational 	2M
2. Delivery of Materials	Manual handling injuries, Vehicle accidents	3H	<ul style="list-style-type: none"> - Use mechanical aids for material unloading - Provide training on manual handling techniques - Ensure delivery area is clear of obstacles - Use banksmen for vehicle guidance - Maintain radio communication - Stagger delivery times to reduce congestion - Conduct regular vehicle maintenance checks - Ensure drivers have current licenses - Limit reversing of vehicles - Mark pedestrian walkways 	2M
3. Inspection of Glass Panels	Sharp edges, Glass breakage	3H	<ul style="list-style-type: none"> - Use cut-resistant gloves - Inspect glass panels for damage before handling - Implement safe handling procedures - Provide training on glass inspection - Use suitable PPE for handling - Store panels safely to prevent falls - Ensure panels are marked for hazards - Maintain proper ventilation when inspecting indoors 	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"> - Use two persons for large panels inspection - Conduct regular audits on inspection procedures 	
4. Installation Planning	Inadequate structural support, Lack of communication	3H	<ul style="list-style-type: none"> - Ensure structural support is adequate and verified by a qualified person - Establish clear communication protocols and roles for all personnel involved - Conduct a pre-installation meeting to discuss the plan and potential hazards - Use proper lifting techniques and equipment - Ensure all personnel are trained and qualified for the task - Implement safety barriers and warning signs - Perform regular safety checks during installation - Have a contingency plan for emergencies - Use fall protection equipment - Ensure proper ventilation and lighting - Keep work area clean and free of clutter - Use appropriate personal protective equipment (PPE) - Follow manufacturer's instructions and safety warnings - Stop work immediately if any unsafe conditions are identified - Report any incidents or near misses to the supervisor - Review the installation process for continuous improvement 	2M
5. Equipment Setup	Equipment failure, Electrical hazards	3H	<ul style="list-style-type: none"> - Inspect all equipment before use and ensure it is in good working order - Follow proper grounding and wiring procedures to prevent electrical hazards - Use appropriate PPE, including insulated gloves and tools - Lock out/tag out (LOTO) procedures to ensure equipment is safely isolated - Establish safe working distances from live equipment - Use proper lifting techniques for heavy equipment - Ensure all personnel are trained and qualified to operate the equipment - Implement safety barriers and warning signs around the equipment - Perform regular safety checks and maintenance on the equipment - Have a contingency plan for equipment failure or emergencies - Use fall protection equipment when working at heights - Ensure proper ventilation and lighting in the work area - Keep the work area clean and free of clutter - Use appropriate PPE throughout the setup process - Follow manufacturer's instructions and safety warnings for all equipment - Stop work immediately if any unsafe conditions are identified - Report any incidents or near misses to the supervisor - Review the setup process for continuous improvement 	2M
6. Handling Glass Panels	Back injuries, Crushing incidents	3H	<ul style="list-style-type: none"> - Use proper lifting techniques, including bending knees and keeping the back straight - Use appropriate PPE, including back braces and gloves - Implement team lifting procedures for heavy panels - Establish safe working distances and clear paths for panel movement - Use proper storage and handling techniques for glass panels - Ensure all personnel are trained and qualified for handling glass panels - Implement safety barriers and warning signs around the work area - Perform regular safety checks and maintenance on lifting equipment - Have a contingency plan for emergencies, including first aid for back injuries - Use fall protection equipment when working at heights - Ensure proper ventilation and lighting in the work area - Keep the work area clean and free of clutter - Use appropriate PPE throughout the handling process - Follow manufacturer's instructions and safety warnings for all equipment - Stop work immediately if any unsafe conditions are identified - Report any incidents or near misses to the supervisor - Review the handling process for continuous improvement 	2M

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7. Positioning Glass Panels	Finger traps, Panel tip-over	3H		2M
8. Fixation of Panels	Falling objects, Inadequate documentation	3H		2M
9. Final Inspection	Undetected defects, Inadequate documentation	3H		2M

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10. Clean-Up and Demobilisation	Trip hazards, Incorrect waste disposal	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Emergency Procedures	Fire, Inadequate evacuation routes	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Worker Training and Competency	Lack of skills, Inadequate supervision	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. PPE Management	Equipment failure, Improper use	3H		2M
14. Communication Procedures	Miscommunication, Signal failure	3H		2M
15. Environmental Management	Pollution, Wildlife disturbance	3H		2M

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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.