

## Glass Polisher 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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. Preparation	Trip hazards from uneven floors, Inadequate PPE provision	3H	<ul style="list-style-type: none"> <li>- Conduct pre-worksite inspection to identify uneven surfaces</li> <li>- Ensure adequate supply of PPE for all workers</li> <li>- Post clear signage around known trip hazard zones</li> <li>- Implement a clean-as-you-go policy to minimise hazards</li> <li>- Provide training on the importance of PPE use</li> <li>- Assign an onsite safety officer to verify PPE compliance</li> <li>- Maintain an orderly worksite by organising equipment storage</li> <li>- Utilise temporary flooring to cover uneven surfaces</li> <li>- Schedule regular checks of PPE adequacy and condition</li> <li>- Facilitate safety meetings before each shift</li> </ul>	2M
2. Equipment Inspection	Faulty electrical equipment, Sharp edges on tools	3H	<ul style="list-style-type: none"> <li>- Implement a daily equipment inspection checklist</li> <li>- Ensure all workers are trained to identify damaged equipment</li> <li>- Tag and isolate faulty equipment immediately</li> <li>- Supply workers with appropriate tools for inspection tasks</li> <li>- Replace or repair faulty items before use</li> <li>- Keep a log of all maintenance and repairs conducted</li> <li>- Use safety gloves when handling potentially sharp equipment</li> <li>- Ensure proper storage of tools to prevent damage</li> <li>- Schedule weekly in-depth equipment audits</li> <li>- Restrict unauthorized personnel from equipment zones</li> </ul>	1L
3. Setting Up Work Area	Inadequate ventilation, Poor lighting conditions	3H	<ul style="list-style-type: none"> <li>- Position fans or ventilators to provide adequate airflow</li> <li>- Install additional lighting where required</li> <li>- Conduct pre-shift environment assessment to determine ventilation needs</li> <li>- Ensure all workers are aware of the nearest exits</li> <li>- Use portable lighting in dimly lit areas</li> <li>- Schedule maintenance checks on ventilation systems</li> <li>- Implement a system for reporting poor conditions</li> <li>- Provide personal air quality detectors to monitor environments</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Temporarily halt operations if air quality reaches unsafe levels</li> <li>- Arrange work tasks to maximise access to natural light</li> </ul>	
4. Handling Glassware	Cuts from broken glass, Slippery surfaces due to spills	4A	<ul style="list-style-type: none"> <li>- Use appropriate lifting techniques</li> <li>- Wear appropriate PPE</li> <li>- Keep work area clean and free of clutter</li> <li>- Use non-slip footwear</li> <li>- Report any spills immediately</li> <li>- Use proper disposal methods for broken glass</li> <li>- Receive training on safe handling procedures</li> <li>- Perform regular safety checks on equipment</li> <li>- Establish clear communication with colleagues</li> <li>- Use designated areas for handling glassware</li> <li>- Implement a spill response plan</li> <li>- Conduct regular safety drills</li> <li>- Encourage a safety-first mindset</li> <li>- Provide ongoing safety training</li> <li>- Review and update safety procedures regularly</li> <li>- Ensure all safety equipment is in good working order</li> <li>- Promote a culture of safety and accountability</li> <li>- Conduct regular safety audits</li> <li>- Encourage workers to report hazards</li> <li>- Implement a near-miss reporting system</li> <li>- Provide first aid training</li> <li>- Establish a safety committee</li> <li>- Review safety incidents and near-misses</li> <li>- Implement corrective actions</li> <li>- Communicate safety information effectively</li> <li>- Use visual aids to reinforce safety messages</li> <li>- Conduct regular safety meetings</li> <li>- Encourage workers to take ownership of safety</li> <li>- Provide a safe working environment</li> <li>- Implement a risk assessment process</li> <li>- Review and update risk assessments regularly</li> <li>- Ensure all workers are aware of risks</li> <li>- Implement control measures to eliminate or control risks</li> <li>- Monitor and review the effectiveness of control measures</li> <li>- Update control measures as needed</li> <li>- Communicate changes to control measures</li> <li>- Encourage workers to report changes in risk</li> <li>- Implement a continuous improvement process</li> <li>- Review and update the risk assessment process</li> <li>- Ensure all workers are involved in the process</li> <li>- Promote a safety-first mindset</li> <li>- Provide ongoing safety training</li> <li>- Review and update safety procedures regularly</li> <li>- Ensure all safety equipment is in good working order</li> <li>- Promote a culture of safety and accountability</li> <li>- Conduct regular safety audits</li> <li>- Encourage workers to report hazards</li> <li>- Implement a near-miss reporting system</li> <li>- Provide first aid training</li> <li>- Establish a safety committee</li> <li>- Review safety incidents and near-misses</li> <li>- Implement corrective actions</li> <li>- Communicate safety information effectively</li> <li>- Use visual aids to reinforce safety messages</li> <li>- Conduct regular safety meetings</li> <li>- Encourage workers to take ownership of safety</li> <li>- Provide a safe working environment</li> <li>- Implement a risk assessment process</li> <li>- Review and update risk assessments regularly</li> <li>- Ensure all workers are aware of risks</li> <li>- Implement control measures to eliminate or control risks</li> <li>- Monitor and review the effectiveness of control measures</li> <li>- Update control measures as needed</li> <li>- Communicate changes to control measures</li> <li>- Encourage workers to report changes in risk</li> <li>- Implement a continuous improvement process</li> <li>- Review and update the risk assessment process</li> <li>- Ensure all workers are involved in the process</li> </ul>	2M
5. Polishing Process	Repetitive strain injuries, Exposure to polishing compounds	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE</li> <li>- Take regular breaks</li> <li>- Use ergonomic tools and equipment</li> <li>- Rotate tasks to avoid repetitive movements</li> <li>- Maintain a safe posture</li> <li>- Use proper lifting techniques</li> <li>- Report any symptoms of repetitive strain injuries</li> <li>- Receive training on safe handling procedures</li> <li>- Perform regular safety checks on equipment</li> <li>- Establish clear communication with colleagues</li> <li>- Use designated areas for handling glassware</li> <li>- Implement a spill response plan</li> <li>- Conduct regular safety drills</li> <li>- Encourage a safety-first mindset</li> <li>- Provide ongoing safety training</li> <li>- Review and update safety procedures regularly</li> <li>- Ensure all safety equipment is in good working order</li> <li>- Promote a culture of safety and accountability</li> <li>- Conduct regular safety audits</li> <li>- Encourage workers to report hazards</li> <li>- Implement a near-miss reporting system</li> <li>- Provide first aid training</li> <li>- Establish a safety committee</li> <li>- Review safety incidents and near-misses</li> <li>- Implement corrective actions</li> <li>- Communicate safety information effectively</li> <li>- Use visual aids to reinforce safety messages</li> <li>- Conduct regular safety meetings</li> <li>- Encourage workers to take ownership of safety</li> <li>- Provide a safe working environment</li> <li>- Implement a risk assessment process</li> <li>- Review and update risk assessments regularly</li> <li>- Ensure all workers are aware of risks</li> <li>- Implement control measures to eliminate or control risks</li> <li>- Monitor and review the effectiveness of control measures</li> <li>- Update control measures as needed</li> <li>- Communicate changes to control measures</li> <li>- Encourage workers to report changes in risk</li> <li>- Implement a continuous improvement process</li> <li>- Review and update the risk assessment process</li> <li>- Ensure all workers are involved in the process</li> </ul>	2M
6. Machine Operation	Machine entanglement, Noise from machinery	4A	<ul style="list-style-type: none"> <li>- Use appropriate PPE</li> <li>- Take regular breaks</li> <li>- Use ergonomic tools and equipment</li> <li>- Rotate tasks to avoid repetitive movements</li> <li>- Maintain a safe posture</li> <li>- Use proper lifting techniques</li> <li>- Report any symptoms of repetitive strain injuries</li> <li>- Receive training on safe handling procedures</li> <li>- Perform regular safety checks on equipment</li> <li>- Establish clear communication with colleagues</li> <li>- Use designated areas for handling glassware</li> <li>- Implement a spill response plan</li> <li>- Conduct regular safety drills</li> <li>- Encourage a safety-first mindset</li> <li>- Provide ongoing safety training</li> <li>- Review and update safety procedures regularly</li> <li>- Ensure all safety equipment is in good working order</li> <li>- Promote a culture of safety and accountability</li> <li>- Conduct regular safety audits</li> <li>- Encourage workers to report hazards</li> <li>- Implement a near-miss reporting system</li> <li>- Provide first aid training</li> <li>- Establish a safety committee</li> <li>- Review safety incidents and near-misses</li> <li>- Implement corrective actions</li> <li>- Communicate safety information effectively</li> <li>- Use visual aids to reinforce safety messages</li> <li>- Conduct regular safety meetings</li> <li>- Encourage workers to take ownership of safety</li> <li>- Provide a safe working environment</li> <li>- Implement a risk assessment process</li> <li>- Review and update risk assessments regularly</li> <li>- Ensure all workers are aware of risks</li> <li>- Implement control measures to eliminate or control risks</li> <li>- Monitor and review the effectiveness of control measures</li> <li>- Update control measures as needed</li> <li>- Communicate changes to control measures</li> <li>- Encourage workers to report changes in risk</li> <li>- Implement a continuous improvement process</li> <li>- Review and update the risk assessment process</li> <li>- Ensure all workers are involved in the process</li> </ul>	2M

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7. Quality Control Inspection	Repetitive strain from inspection tasks, Eye strain from detailed scrutiny	2M		1L
8. Storage and Transport	Heavy lifting injuries, Crushing collapse	4A		2M
9. Maintenance Tasks	Chemical exposure during cleaning, Fall hazards from ladder use	3H		1L

		<div data-bbox="954 360 1527 427" data-label="Text"> <p>[REDACTED]</p> </div>
<div data-bbox="591 608 775 644" data-label="Text"> <p>ardous waste, Injury e</p> </div>	<div data-bbox="831 616 869 638" data-label="Text"> <p>3H</p> </div>	<div data-bbox="954 461 1527 821" data-label="Text"> <p>[REDACTED]</p> </div>
<div data-bbox="591 997 813 1042" data-label="Text"> <p>ergency exits, n emergency procedures</p> </div>	<div data-bbox="831 1005 869 1027" data-label="Text"> <p>4A</p> </div>	<div data-bbox="954 852 1527 1080" data-label="Text"> <p>[REDACTED]</p> </div>

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13. Training and Induction	Lack of awareness of risks, Inadequate skill levels	3H		1L
14. Communication Procedures	Miscommunication between shifts, Lack of updated hazard information	3H		1L
15. Decommissioning and Cleaning	Exposure to cleaning chemicals, Lack of proper waste disposal	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.