

## Securing Glass In Position 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Lifting injuries, Slips and trips	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start meeting to discuss tasks and assign roles.</li> <li>- Assess the work area for slip and trip hazards and clear obstructions.</li> <li>- Use mechanical aids or team lifting methods to reduce manual handling risks.</li> <li>- Ensure PPE such as steel cap boots and gloves are worn.</li> <li>- Conduct a warm-up session to prepare physically for tasks ahead.</li> <li>- Review the Safe Work Method Statement (SWMS) with all personnel.</li> <li>- Confirm that all personnel have relevant training and competencies.</li> <li>- Check weather conditions and assess any potential environmental hazards.</li> <li>- Ensure ample lighting is available in the work area.</li> <li>- Install warning signage around the work area.</li> </ul>	2M
2. Transporting Glass	Glass breakage, Cuts from sharp edges	4H	<ul style="list-style-type: none"> <li>- Use appropriate trolleys or hoists designed for glass transport.</li> <li>- Secure glass with bindings or straps during transportation.</li> <li>- Inspect glass transport equipment before use.</li> <li>- Ensure that the transportation path is free of obstacles.</li> <li>- Use slice-resistant gloves to handle glass.</li> <li>- Limit the number of panes moved at one time.</li> <li>- Follow safe manual handling techniques when loading and unloading.</li> <li>- Conduct periodic inspections during transport for potential hazards.</li> <li>- Ensure glass is covered with protective sheeting if exposed to elements.</li> <li>- Assign spotters where necessary to guide the movement of large panes.</li> </ul>	2M
3. Positioning Glass	Dropping glass, Crushing injuries	4A	<ul style="list-style-type: none"> <li>- Use trained personnel for the glass positioning task.</li> <li>- Utilize lifting equipment suitably rated for the weight of the glass.</li> <li>- Conduct a toolbox talk before commencing activities.</li> <li>- Ensure a clear area around the installation point.</li> <li>- Use non-slip mats to improve grip and traction.</li> <li>- Install temporary supports to hold glass in place during installation.</li> <li>- Communicate using hand signals for positioning guidance.</li> <li>- Designate a supervisor to oversee the positioning process.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Plan the movement path before lifting, and ensure all workers comply.</li> <li>- Confirm all lifting devices are in good working order before use.</li> </ul>	
4. Securing Glass	Finger entrapment, Tool-related injuries	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
5. Inspecting Installation	Faulty glass, Unsecured edges	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
6. Cleanup	Broken glass, Debris	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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7. Review and Feedback	Incomplete documentation, Safety oversights	2M		1L
8. Continuous Improvement	Lack of resources, Neglecting new threats	2M		1L
9. Employee Health Monitoring	Health deterioration, Occupational fatigue	2M		1L

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10. Emergency Procedures	Injuries during evacuation, Poor crisis response	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> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Training & Development	Skill gaps, Outdated knowledge	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <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

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12. Regulatory Compliance	Non-compliance penalties, Legal liabilities	2M	<ul style="list-style-type: none"> <li>1. Establish a compliance team responsible for monitoring regulatory changes and ensuring adherence.</li> <li>2. Conduct regular internal audits to verify compliance with all applicable laws and regulations.</li> <li>3. Implement a system for tracking and documenting all regulatory requirements and compliance status.</li> <li>4. Provide ongoing training and education to all employees on regulatory requirements and compliance procedures.</li> <li>5. Establish clear lines of responsibility and accountability for compliance across all levels of the organization.</li> <li>6. Maintain open communication with regulatory agencies and industry associations to stay informed of changes and best practices.</li> <li>7. Develop a robust legal review process for all new products, services, and contracts to ensure compliance.</li> <li>8. Implement a whistleblower policy to encourage reporting of potential non-compliance issues.</li> <li>9. Establish a process for promptly addressing and resolving any compliance violations or concerns.</li> <li>10. Regularly review and update compliance policies and procedures to reflect changes in regulations and industry standards.</li> </ul>	1L
13. Use of Personal Protective Equipment (PPE)	Inadequate protection, Improper use	3H	<ul style="list-style-type: none"> <li>1. Conduct a thorough hazard assessment to identify all potential risks and determine the necessary PPE.</li> <li>2. Provide comprehensive training on the correct use, maintenance, and limitations of all PPE.</li> <li>3. Ensure that all PPE is properly fitted, inspected, and maintained before use.</li> <li>4. Establish strict enforcement policies and procedures for the mandatory use of PPE in all high-risk areas.</li> <li>5. Implement a system for monitoring and enforcing PPE compliance, including regular spot checks and documentation.</li> <li>6. Provide immediate feedback and corrective action for any observed PPE violations.</li> <li>7. Encourage a safety culture where employees feel empowered to report PPE issues and hold each other accountable.</li> <li>8. Regularly review and update PPE requirements based on changes in work conditions or new equipment.</li> <li>9. Ensure that PPE is readily available and accessible to all employees at all times.</li> <li>10. Consider additional measures such as PPE demonstrations, safety drills, and incentives for consistent PPE use.</li> </ul>	1L
14. Communication and Coordination	Misinformation, Task misalignment	3H	<ul style="list-style-type: none"> <li>1. Establish clear communication protocols and channels for all project-related information.</li> <li>2. Implement a robust project management system to track tasks, deadlines, and dependencies.</li> <li>3. Conduct regular team meetings and status updates to ensure everyone is aligned and informed.</li> <li>4. Designate a single point of contact for all communication related to the project.</li> <li>5. Encourage open and honest communication, where team members feel comfortable reporting issues or concerns.</li> <li>6. Implement a system for verifying and validating information before it is shared or acted upon.</li> <li>7. Use visual aids like Gantt charts or Kanban boards to clarify task assignments and progress.</li> <li>8. Establish a process for resolving conflicts or misunderstandings quickly and effectively.</li> <li>9. Regularly review and update communication and coordination procedures to improve efficiency.</li> <li>10. Foster a collaborative team environment where everyone is committed to the project's success.</li> </ul>	1L

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15. Hazard Identification and Reporting	Hazard oversight, Delayed reporting	3H		1L



## 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.