

Shower Screen Mirror and Glass Balustrade Installation

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:	
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. WHS Governance, Duties and Consultation	<ul style="list-style-type: none"> Lack of clear WHS roles, responsibilities and accountability under WHS Act 2011 (PCBU, officers, workers) Inadequate consultation mechanisms with workers and Health and Safety Representatives (HSRs) Failure to integrate WHS requirements into business planning and decision-making for glazing activities Insufficient monitoring of legal compliance for construction and glazing work (Codes of Practice, Australian Standards) No structured management review of WHS performance and incidents related to glass and mirror installation 	4A	<ul style="list-style-type: none"> Establish and document a WHS governance framework outlining PCBU, officer and worker duties specific to glass, mirror and balustrade installation Implement formal consultation arrangements (toolbox talks, HSR meetings, safety committees) addressing glazing hazards and changes to work practices Integrate WHS objectives and due diligence requirements into corporate and project business plans, particularly for high-risk construction work Maintain a legal register referencing WHS Act 2011, relevant WHS Regulations, Codes of Practice and applicable Australian Standards (e.g. AS 1288, AS/NZS 2208, AS/NZS 1170.1, AS 1926 for pool barriers) Conduct scheduled management reviews of WHS performance, including trends in glass handling injuries, near misses and property damage Ensure workers undertake due diligence training covering hazard profile for shower screens, mirrors and glass balustrades 	3H
2. Safety Management System (SMS) and Documentation	<ul style="list-style-type: none"> Incomplete or outdated WHS procedures for shower screen, mirror glass fence and glass whiteboard installation Inconsistent development and review of Safe Work Method Statements (SWMS) for high-risk construction work involving glass Poor document control leading to workers following superseded instructions or specifications Lack of a system for communicating changes in procedures, products, or installation methods Inadequate integration of supplier/manufacturer instructions into company procedures 	4A	<ul style="list-style-type: none"> Develop and maintain a structured WHS Management System aligned with AS/NZS ISO 45001 including procedures for glass selection, handling, installation and maintenance Implement a formal process for development, approval and periodic review of SWMS that reference this high-level risk assessment Introduce an electronic document control system to manage versions of policies, procedures, SWMS, checklists and manufacturer data Establish a controlled communication process (safety alerts, toolbox briefings, email notices) for updating workers on changes to products, sealants, fixing methods and load requirements Ensure that manufacturer installation guides for shower screens, balustrades, glass fences, mirrors and whiteboards are referenced within internal procedures and stored in an accessible location Conduct scheduled internal audits of the SMS focusing on glazing-related systems and documentation 	2M
3. Design, Engineering and Structural Compliance	<ul style="list-style-type: none"> Use of non-compliant or unsuitable glass types (e.g. non-safety glass where safety glass is required) Inadequate engineering for glass balustrades, fences and barriers leading to structural failure under load 	4A	<ul style="list-style-type: none"> Mandate compliance with relevant Australian Standards for glass selection and installation (e.g. AS 1288, AS/NZS 2208, AS 1926, NCC/BCA requirements) and document this within design procedures Require structural engineering certification for glass balustrades, glass fences, load-bearing glass barriers and critical fixings Implement a design review process that includes WHS and constructability assessments for shower screens, mirrors, whiteboards and glass barriers 	2M

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	<ul style="list-style-type: none"> Poor integration of architectural design with safety and constructability considerations for glass installations Incorrect specification of fixing systems, anchors, channels and brackets for mirrors and glass panels Insufficient consideration of building movement, thermal expansion and wind loads on external glass fences and balustrades Lack of engineering sign-off for critical installations such as stairs, balconies and pool fences 		<ul style="list-style-type: none"> Standardise approved fixing systems and edge details for typical installations, with engineering verification of their capacity and suitability Ensure all drawings and design documentation clearly indicate glass type, thickness, safety rating, load criteria and fixing details Establish a change management process for any deviations from standard designs, requiring engineering review and authorisation 	
4. Procurement and Supply Chain Management	<ul style="list-style-type: none"> Sourcing substandard or non-certified glass, fittings and hardware Inconsistent quality control on imported glass panels, mirror stock and balustrade components Failure to obtain and verify certification of compliance and traceability for safety glass Inadequate packaging, labelling and transport arrangements from suppliers to site Supply chain disruption resulting in last-minute substitutions with unsuitable materials 	3M	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Project Planning, Site Assessment and Scheduling	<ul style="list-style-type: none"> Inadequate site assessment of access, floor conditions and structural support for glass installations Poor coordination with other trades leading to congestion, dropped objects and damage to glass Time pressure and compressed schedules increasing the likelihood of shortcuts and unsafe practices Failure to identify high-risk locations (stairs, balconies, bathrooms, wet areas, pool surrounds) at planning stage 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> Insufficient allowance for curing times of adhesives, grouts and sealants before load is applied to glass Lack of pre-start risk assessments tailored to specific installations (e.g. trimming seals on semi-frameless screens in tight spaces) 		[REDACTED]	
6. Competency, Licensing and Training	<ul style="list-style-type: none"> Unqualified or inexperienced workers performing glazing tasks and fitting glass barriers or shower screens Lack of competency in handling large or heavy glass fence panels and mirrors Inadequate training on correct installation of glass balustrades, whiteboards and semi-frameless systems Poor understanding of structural and safety implications of incorrect fixings or trimming seals Insufficient induction on site-specific risks, including existing services, fragile surfaces and access equipment 	4A	[REDACTED]	2M
7. Equipment, Plant and Lifting Aids Management	<ul style="list-style-type: none"> Unavailability or poor selection of mechanical aids for handling large glass panels and mirrors Inadequate inspection and maintenance of glass lifting devices, trolleys, racks and suction cups Use of inappropriate tools for trimming seals, cutting or drilling near glass edges Equipment failure leading to dropped glass, breakage or crush injuries Improvised storage frames or transport racks not designed for glass loads 	3H	[REDACTED]	2M

SAMPLE

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8. Manual Handling and Ergonomic Risk Management	<ul style="list-style-type: none"> Excessive manual lifting and carrying of heavy or oversized glass fence panels, shower screens and mirrors Awkward postures in confined bathrooms and stairwells during installation Repetitive tasks associated with fitting seals, fixings and hardware on multiple panels Inadequate team lifting practices and lack of coordination when rotating or tilting glass Poor planning for delivery points and on-site movement routes for glass items 	3H	[REDACTED]	2M
9. Work at Height, Access and Fall Protection Systems	<ul style="list-style-type: none"> Inadequate systems for managing work at height when installing glass balustrades, fences, and high-level mirrors or whiteboards Poor selection and management of ladders, temporary platforms or scaffolds used during installation Lack of edge protection, fall prevention adjacent to unfinished balconies, stairs or voids where glass barriers are to be installed Workers overreaching while holding glass panels or trimming seals from ladders Insufficient controls for dropped objects and glass fragments from elevated positions 	[REDACTED]	[REDACTED]	2M
10. Site Traffic, Public Interface and Property Protection	<ul style="list-style-type: none"> Interaction between delivery vehicles, glass trolleys and pedestrians on or near site Uncontrolled public access near active glass installation, especially in residential and commercial occupied premises Damage to existing finishes, services and client property from glass movement and installation activities 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Inadequate planning for crane or hiab operations used to deliver large glass fence or balustrade panels Poor housekeeping increasing slip, trip and impact risks around glass storage and work areas 		[REDACTED]	
11. Hazardous Substances, Sealants and Environmental Conditions	<ul style="list-style-type: none"> Exposure to solvents, sealants, adhesives and cleaning chemicals used for glass and frame preparation Inadequate ventilation in bathrooms and enclosed areas when using curing products Slip hazards from overspray, sealant spillage or water during shower screen and glass fence installation Environmental impacts from improper disposal of glass offcuts, contaminated packaging and chemical containers Work in extreme temperatures, wind or wet weather affecting handling and stability of external glass fences and balustrades 	3H	[REDACTED]	1L
12. Incident Reporting, Emergency Response and First Aid	<ul style="list-style-type: none"> Delayed or ineffective response to glass breakage and laceration injuries Under-reporting of incidents and investigation of near misses involving glass handling and installation Lack of clear procedures for clearing areas after glass failure (e.g. balustrade collapse or shower screen shatter) Inadequate first aid equipment and training for cuts, eye injuries and crush injuries associated with glass Failure to notify notifiable incidents to the regulator as required under WHS Act 2011 	3H	[REDACTED]	1L
13. Contractor and Subcontractor Management	<ul style="list-style-type: none"> Inconsistent WHS standards among subcontract glaze installers and labour hire workers Use of unvetted contractors for specialised tasks such as glass 	3H	[REDACTED]	2M

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	<p>balustrade installation or trimming seals on semi-frameless shower screens</p> <ul style="list-style-type: none"> Lack of alignment between principal contractor and subcontractor WHS systems on multi-employer sites Poor supervision and oversight of subcontracted crews handling large glass items and complex installations 		[REDACTED]	
14. Quality Assurance, Inspection and Verification	<ul style="list-style-type: none"> Undetected installation defects in glass balustrades, fences, shower screens and mirrors leading to later failure Inadequate inspection of fixings, seals and anchoring systems before handover Failure to identify and rectify damage to glass edges or surfaces prior to installation Lack of systematic verification that installations comply with design, engineering certification and Australian Standards 	3H	[REDACTED]	1L
15. Information, Instruction, Signage and Client Handover	<ul style="list-style-type: none"> End users not informed about correct use and limitations of glass balustrades, shower screens and mirrors Absence of warnings regarding impact risks, cleaning methods and load restrictions on balustrades and whiteboards Improper cleaning or modification by occupants leading to accelerated deterioration or failure Miscommunication of completion status resulting in use of installations before full curing or fixings are secure 	2M	[REDACTED]	1L

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16. Continuous Improvement, Monitoring and Health Surveillance	<ul style="list-style-type: none"> • Failure to identify emerging risks associated with new glass products, fixing systems or installation methods • Lack of monitoring for long-term health impacts such as musculoskeletal disorders from repetitive glass handling • No structured review of WHS performance indicators specific to glazing activities • Complacency leading to erosion of controls and increased tolerance of unsafe practices 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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 FOR 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 2025
 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) Regulation 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>

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>

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

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.