Structural Glazing High Rise and Curtain Wall | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Structural Glazing High Rise and Curtain Wall

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

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF 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 safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.	
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.	
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.	
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.	

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	

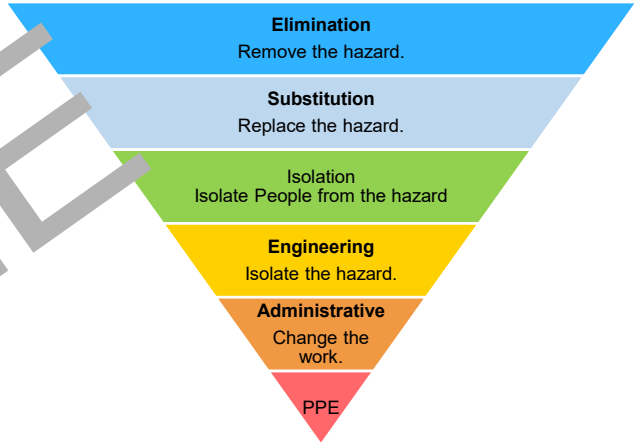
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters	☐ is carried out on or near pressurised gas mains or piping
☐ is carried out on a telecommunication tower	☐ is carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	☐ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integrity of a structure	☐ is carried out in an area that may have a contaminated or flammable atmosphere
☐ involves, or is likely to involve, disturbing asbestos	☐ involves tilt-up or precast concrete
☐ involves structural alteration or repair that requires temporary support to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
☐ is carried out in or near a confined space	☐ is carried out in an area of a workplace where there is any movement of powered mobile plant
☐ is carried out in/near a shaft or trench deeper than or tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost ef ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS AL P TECTIVE EQUIPMENT (PPE)

Select the appropriate PPE bov uitable or the equipment used or the job task being performed (if applicable).

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EY PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Other PPE Required:

Permit or Licenses Requirements	Mandatory Qualifications and Training

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
Pre-start planning and consultation	• Unidentified structural glazing risks • Inadequate emergency preparedness • Unclear roles and responsibilities • Conflicting work activities on site • Insufficient worker competence • Traffic interaction with glazing activities	4A	• Review architectural, structural and glazing shop drawings before work and confirm design loads, fixing details and glass specifications with the designer and engineer • Conduct a task-specific risk assessment and safe work Method Statement review with the glazing crew, crane crew and principal contractor before starting work each day • Confirm the work involves high-risk construction work under WHS Regulations (work at heights, cranes, tilt-up/precast, suspended floors) and ensure SWMS is approved and accessible on site • Allocate clear roles including site supervisor, dogger, crane operator, glazing leading hand, spotters and rescue personnel and record them in the pre-start documentation • Plan glass delivery sequence, laydown locations and lifting points to avoid double handling and to minimise manual carrying distances • Consult with other trades and the principal contractor to coordinate crane use, loading bay access and exclusion zones to prevent overlap of high-risk activities • Develop an emergency response plan for dropped glass, structural glazing failure, fall from height, glass breakage and crush injuries, and display it at site access points • Confirm first aiders, first aid kits, eye-wash stations and fire extinguishers are available, in-date and accessible at each work level • Verify all workers hold relevant high-risk work licences (e.g. DG, CN, WP), VOCs and site inductions as required and keep copies on site • Schedule work to avoid peak wind times where possible for external façade and planar glazing activities on high-rise structures • Identify and document restricted areas around edges, lift shafts and open penetrations that are not to be accessed without full fall protection in place • Plan specific methods for glass lift shaft installation and internal structural glazing, including access routes, temporary barriers and mechanical lifting options • Confirm traffic management plan for tower crane loading areas, Ute and truck glass deliveries and mobile plant movements is in place and approved by the principal contractor • DO NOT commence structural glazing work until the principal contractor confirms the supporting structure is complete, signed off and safe to load • DO NOT allow uninducted personnel or visitors to enter glazing work zones without escort and task-specific briefing	2M
Site access and material deliveries	• Unplanned vehicle movement • Struck by mobile plant • Falling glass during unloading • Manual handling of heavy glass	4A	• Establish a designated glass delivery and unloading zone separated from pedestrian accessways using barrier mesh, cones and signage • Appoint a traffic controller or spotter to direct Utes, trucks, forklifts and glazing robots during reversing and manoeuvring operations	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
	• Slip and trip on loading areas • Stack collapse of glass stillages		• Inspect glass stillages, A-frames and transport frames for damage, cracked welds or missing locking pins before unloading • Position trucks on level ground and apply park brake and wheel chocks before releasing any glass restraints • Use cranes, forklifts or glazing robots with adequate WLL or SWL to unload glass stillages and large panes, avoiding manual lifting wherever possible • Check lifting lugs, eye bolts, slings and chains are rated, tagged, undamaged and within inspection date before each lift • Maintain clear communication between dogger, crane operator and glazing crew using standard hand signals or UHF radio on dedicated channel • Stack glass stillages and frames on firm, level ground and secure them with chocks or props to prevent tipping • Keep accessways, ramps and loading areas free from debris, broken glass, offcuts and packaging to reduce slip and trip risks • Use mechanical aids such as pallet jacks, trolleys, stair climbers and material hoists to move glass to hoists or lifts rather than carrying manually • Wear steel-capped safety boots with slip-resistant soles and cut-resistant gloves when handling glass stillages and frames • Install edge protection and kickboards at loading bay edges on high-rise structures before moving glass near openings • DO NOT allow workers to stand in the fall path of glass stillages or between trucks and fixed structures during unloading • DO NOT release transport straps, chains or dogs until the stillage or glass load is positively restrained by a crane, forklift or other mechanical support	
Glass handling and storage on site	• Glass breakage and sharp edges • Musculoskeletal strain from lifting • Crush injury from falling panes • Stored energy in suction lifters • Inadequate glass storage support • UV radiation exposure	4A	• Store glass vertically on certified A-frames or stillages designed for glass, with load ratings clearly marked and not exceeded • Position glass storage away from open edges, lift shafts, floor penetrations and busy pedestrian corridors to reduce fall and impact risks • Chock the base of glass stillages and install tie-bars or straps to prevent tipping or movement due to wind or vibration • Keep different glass sizes and thicknesses separated with suitable packing blocks and spacers to prevent point loading and chipping • Use team lifts, trolleys, glass buggies or glazing robots for moving heavy or oversized panes, following manufacturer's WLL recommendations • Plan manual handling tasks so each worker stays within safe lifting limits and avoid twisting, reaching or carrying glass over long distances	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
			• Train workers in correct glass handling techniques including safe grip positions, hand placement away from edges and controlled setting down • Inspect mechanical glass lifters and vacuum pads daily for cuts, contamination, loss of suction, leaks and damage, and tag out if defective • Store suction lifters and lifting gear in clean, dry containers to prevent contamination and deterioration of seals • Provide cut-resistant gloves, long sleeves, safety glasses with side shields and, where risk is high, face shields for glass handling and cutting operations • Schedule indoor storage of sensitive coatings and laminated glass where possible to minimise UV and weather exposure • Clean up broken glass immediately using appropriate tools, dustpan, broom and industrial vacuum; dispose of shards in rigid, labelled containers • DO NOT lean loose glass directly against walls, scaffolds or balustrades where it can be knocked over or slide • DO NOT allow workers to carry large panes alone where the size, weight or wind exposure could cause loss of control	
Erecting access and edge protection	• Falls from height • Falling objects from façade • Scaffold collapse • Inadequate lift shaft protection • Uncontrolled access to open edges • Contact with overhead services	4A	[redacted]	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
			[redacted]	
Working at heights for glazing	• Falls through fac[redacted]e openings • Falls inside lift sha[redacted] • EWP instability or tip-over • Failure of fall arrest equ[redacted] • Dropped glass panels • Adverse wind on high rise	4A	[redacted]	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
			[redacted]	
Crane and lifting operations for glass	• Suspension failure • Swinging glass lo[redacted]s • Crush injury duri[redacted]positio[redacted] • Overloading lifting gea[redacted] • Contact with structure or service[redacted] • Uncontrolled lift in wind	4A	[redacted]	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
			[redacted]	
Operating glazing robots and manipulators	• Robot tip-over or in[redacted]bility • Unexpected robo[redacted]movement • Crush injury betwe[redacted]s and fra[redacted] • Loss of suction on vacuum pads • Collision with edges an[redacted]gs • Electrical or hydraulic failure	4A	[redacted]	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
			[redacted]	
Installation of curtain wall framing	• Falling from external façade • Struck by framing components • Misalignment causing structural stres • Power tool contact • Silica dust from drill • Noise from impa tools	3H	[redacted]	2M
Installing structural glazing and curtain wall panels	• Glass breakage during installation • Crush injury while seating panels • Dropped glazing from façade	4A	[redacted]	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
	• Misaligned structural glazing joints • Entrapment at mullions and transoms • Exposure to sealants and primers		[redacted]	
Glass lift shaft and atrium glazing	• Falls into lift shafts • Objects falling down shafts • Restricted access for rescue • Complex internal glazing lifts • Poor lighting inside shafts • Fume build-up in enclosed spaces	4A	[redacted]	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
			[redacted]	
Planar and architectural feature glazing	• Point-fixed glass failure • Stress concentration at fittings • Impact from misaligned fittings • Falls around atrium edges • Thermal stress cracking • Glare and reflection exposure	3H	[redacted]	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
			[redacted]	
Sealing, weatherproofing and finishing	• Chemical exposu[redacted]ants • Falls when sealing external joints • Skin and eye contact wi[redacted]rs • Inhalation of solvent fumes • Use of sharp tools for trimming • Repetitive strain from caulking	3H	[redacted]	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
			[redacted]	
Clean-up, inspection and demobilisation	• Residual glass fragments • Trip hazards from discarded materia • Unsecured façade openings • Incomplete structural [redacted]cure • Unremoved temp[redacted]ary fixings • Public exposure [redacted]	3H	[redacted]	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 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

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-of-codes-of-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/forms-and-resources/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

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.

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

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.	☒	
All relevant personnel consulted during the development of the SWMS.	☒	
Name, signature, position and date signed of the person approving the SWMS.	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☒	
Provides a step-by-step process of tasks required to carry out the activity or task.	☒	
Adequate risk assessment of any identified hazards has been completed.	☒	
Foreseeable hazards are identified and documented for each step.	☒	
Any hazards listed in any site risk assessments have been added to the SWMS.	☒	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	☒	
Check control measures added to the SWMS are the most effective selection.	☒	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☒	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☒	
SWMS identifies plant and equipment to be used.	☒	
Details of inspection checks required for any equipment listed and noted on the SWMS.	☒	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☒	
Applicable personal protective equipment is selected on the SWMS.	☒	
Reflects and documents any legislative references and/or Australian Standards.	☒	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☒	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	