




# PALMERS

## GLASS

### Cape Cod

<b>Project:</b> Cape Cod		<b>Area:</b>	
<b>Task:</b> Reglazing of glass door – Glass repairs		This SWMS has been developed and Approved By	
		<b>Name:</b> Robert Palmer	 <b>Sign:</b> <b>Date:</b> 27/04/2015
		<b>Position:</b> Director	
<b>Resources/Trades Involved:</b> Carpenters, Glaziers, <b>Plant/Equipment:</b> General power tools and general hand tools <b>Maintenance checks:</b> Tagging of electrical equipment <b>Materials Used:</b> Glass, silicone, beads, general glazing materials		43 Buffalo Road, Gladesville, NSW <b>Ph :</b> 02 9808 1344 <b>Fax :</b> 02 809 7213 <a href="http://www.palmersglass.com.au">www.palmersglass.com.au</a> <a href="#">ABN: 68054148560</a>	
<b>Environmental health and Safety Legislation :</b> OH&S Act 2000, OH&S Regulation 2011			
<b>Code(s) Of Practice (Cop) Applicable To The Works:</b> Safe Working at Heights guide 2006, National Code of Practice for Occupational Noise 2000, National Standard for Construction Work 2005, COP Consultation 2001, Electrical Practices for Construction Work 2007, OH&S Induction training for Construction 1999, AS/NZS 60745.1 – Hand held electrical power tools: National Code of Practice: Manual Tasks 2007.			

Hierarchy of Control (Tick the box(s) used in the development of this SWMS)	Eliminate	Substitute	Isolate	Engineer	Administrative	PPE		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		



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### Risk Score Calculator

Likelihood		Consequence				
		Disaster	Very Serious	Serious	Substantial	Minor
	Almost certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possible	2	2	2	3	3
	Practically impossible	2	3	3	3	3

Likelihood / Consequence	Risk Class
The hazard has the potential to: <ul style="list-style-type: none"> <li>permanently disable or kill</li> <li>cause major damage to the structure</li> <li>have significant impact on the surrounding population and environment</li> </ul>	1
The hazard has the potential to: <ul style="list-style-type: none"> <li>temporarily disable or seriously injure</li> <li>cause minor damage to the structure</li> <li>breach the site boundary and pollute local environment</li> </ul>	2
The hazard has the potential to: <ul style="list-style-type: none"> <li>cause minor injury</li> <li>be contained within the site boundary</li> </ul>	3



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Item	Job Step <i>Break the job down into steps</i>	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous three columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Reduced Risk Class	Person(s) Responsible
Item	Job Step	Potential Hazards	Risk Class	Controls	Reduced Risk Class	Person Responsible
1.	Access to work area	<ul style="list-style-type: none"> <li>• Unauthorised access</li> <li>• Slips, Trips, Falls</li> <li>• When installing glass to edge inform other trades</li> </ul>	2	<ul style="list-style-type: none"> <li>• All personnel to have completed industry induction</li> <li>• All personnel to be site inducted</li> <li>• All personnel to be inducted into task specific SWMS's</li> <li>• Minimum Site PPE to be worn at all times (eye protection, gloves, gauntlets &amp; safety boots)</li> <li>• Use identified access ways provided</li> <li>• Adhere to all safety signage</li> </ul>	3	All Personnel



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Item	Job Step	Potential Hazards	Risk Class	Controls	Reduced Risk Class	Person Responsible
2.	Transport of materials to site	<ul style="list-style-type: none"><li>• Glass slipping/falling before installation</li><li>• Lifting heavy weights – musculoskeletal strain</li></ul>	2	<ul style="list-style-type: none"><li>• Wear Personal Protective Equipment – eye protection, gloves, safety boots &amp; gauntlets</li></ul>	3	All Personnel
Item	Job Step	Potential Hazards	Risk Class	Controls	Reduced Risk Class	Person Responsible
3.	Removal of old glass from framing and installation of new glass panel	<ul style="list-style-type: none"><li>• Glass breaking and cutting skin</li><li>• Possible injury from hand tools</li><li>• Silicone getting into eyes (see Safety Data Sheet)</li></ul>	2	<ul style="list-style-type: none"><li>• Wear Personal Protective Equipment - Gloves, safety boots, gauntlets &amp; eye protection</li></ul>		All Personnel



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Item	Job Step	Potential Hazards	Risk Class	Controls	Reduced Risk Class	Person Responsible
4.	Clean up site	<ul style="list-style-type: none"><li>Possible injury from glass fragments</li><li>Exposure from Glass Cleaner Fumes (see safety Data Sheet)</li></ul>	2	<ul style="list-style-type: none"><li>Wear Personal Protective Equipment - Gloves, safety boots, gauntlets &amp; eye protection</li></ul>	3	All Personnel



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Qualifications and experience required to complete the task	Personnel, Duties and Responsibilities (Supervisory staff and others):	Training Required to Complete Work:
Industry experience unless supervised full time	<b>Carpenters, Glaziers, Apprentices</b> – Work in accordance with SWMS and notify of any changes required	Industry Induction
	<b>Supervisor-</b> Ensure all are working to SWMS, review and make changes as required	Site specific induction
		work activity induction



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This SWMS/JSA has been developed through consultation with our employees and has been read, understood & signed by all employees undertaking the works:

Print Names:	Signatures:	Dates:



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Induction Sheet		
Sub-Contractor	Qualification	White Card