Cape Cod

Project: Cape Cod	**Area:**	
Task: Installation of Glass Balustrades	This SWMS has been developed and Approved By	
	Name: Robert Palmer	**Sign:** 
	Position: Director	**Date:** 27/04/2015
Resources/Trades Involved: Carpenters, Glaziers, **Plant/Equipment:** General power tools, Core driller and general hand tools **Maintenance checks:** Tagging of electrical equipment **Materials Used:** Glass, Non-shrink grout, glass cleaner	43 Buffalo Road, Gladesville, NSW **Ph :** 02 9808 1344 **Fax :** 02 809 7213 www.palmersglass.com.au ABN: 68054148560	

Environmental health and Safety Legislation : OH&S Act 2000, OH&S Regulation 2011

Code(s) Of Practice (Cop) Applicable To The Works: 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**	**Administrate**	**PPE**		
	X	X	X		X	X		

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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: • permanently disable or kill • cause major damage to the structure • have significant impact on the surrounding population and environment	1
The hazard has the potential to: • temporarily disable or seriously injure • cause minor damage to the structure • breach the site boundary and pollute local environment	2
The hazard has the potential to: • cause minor injury • be contained within the site boundary	3

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Item	Job Step *Break the job down into steps*	Potential Hazards *Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact*	Risk Class	Controls *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*	Reduced Risk Class	Person(s) Responsible
Item	**Job Step**	**Potential Hazards**	**Risk Class**	**Controls**	**Reduced Risk Class**	**Person Responsible**
1.	Access to work area	• Unauthorised access • Slips, Trips, Falls • When installing glass to edge inform other trades	2	• All personnel to have completed industry induction • All personnel to be site inducted • All personnel to be inducted into task specific SWMS's • Minimum Site PPE to be worn at all times (eye protection, gloves, gauntlets & safety boots) • Use identified access ways provided • Adhere to all safety signage	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	• Glass slipping/falling before installation • Lifting heavy weights – musculoskeletal strain	2	• Wear Personal Protective Equipment – eye protection, gloves, safety boots & gauntlets	3	All Personnel
Item	**Job Step**	**Potential Hazards**	**Risk Class**	**Controls**	**Reduced Risk Class**	**Person Responsible**
3.	Core drilling holes & installation of spigots	• Possible injury from core drill • Installation of non-shrink grout to fix spigots (see Safety Data Sheet)	2	• Wear Personal Protective Equipment - Gloves, safety boots, gauntlets & eye protection		All Personnel

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Item	Job Step	Potential Hazards	Risk Class	Controls	Reduced Risk Class	Person Responsible
4.	Installation of glass to Spigots	• Glass slipping/falling • Lifting heavy weights – musculoskeletal strain • Glass breaking • Injury from hand tools	2	• Wear Personal Protective Equipment - Gloves, safety boots, gauntlets & eye protection	3	All Personnel
Item	**Job Step**	**Potential Hazards**	**Risk Class**	**Controls**	**Reduced Risk Class**	**Person Responsible**
5.	Clean up site	• Possible injury from glass fragments • Exposure from Glass Cleaner Fumes (see safety Data Sheet)	2	• Wear Personal Protective Equipment - Gloves, safety boots, gauntlets & eye protection	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	**Carpenters, Glaziers, Apprentices** – Work in accordance with SWMS and notify of any changes required	Industry Induction
	Supervisor- 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