### Glazing Safe Work Method Statement (SWMS)

**Business Contact:**  
- **Phone #:**

**Responsible person (for monitoring SWMS and work):**
- **Signature:**
- **Date:**

**Principal Contractor (PC):**
- **PC Address:**
- **PC Phone #:**
- **Date SWMS provided to PC:**

**Contact Phone #:**
- **Job Site Address:**

### This work activity involves the following Hazardous Work and Environmental Impacts

- Electrical equipment
- Elevated levels
- Slips, trips and falls
- Hazardous substances
- Silica dust
- Hot Work
- Hazardous manual tasks
- Outdoor work
- Remotely &/or isolated work
- Noise and vibration
- Native vegetation & weeds
- Air quality
- Waste
- Vehicle movement
- Fuels, oils & chemicals
- Terrestrial fauna
- Waterways & soils
- Cultural heritage

### This work activity involves the following “High-Risk Construction Work” (HRCW = identified in the Job Task column)

- Confined spaces
- Mobile plant movement
- Demolition of a load-bearing structure
- Asbestos disturbance
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt-up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling from 2m or more, including work on telecommunications towers

- Working at depths greater than 1.5 Metres, including tunnels or mines

- Work carried out adjacent to a road, railway or shipping lane, traffic corridor

- Work in an area that may have a contaminated or flammable atmosphere

- In or near water or other liquid that involves the risk of drowning

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**Foot Protection:**
- 

**Hearing Protection:**
- 

**High Visibility:**
- 

**Head Protection:**
- 

**Eye Protection:**
- 

**Face Protection:**
- 

**Hand Protection:**
- 

**Protective Clothing:**
- 

**Breathing Protection:**
- 

**Sun Protection:**
- 

**Safety Harness:**
- 

Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
<table>
<thead>
<tr>
<th>HAZARDS</th>
<th>RISK</th>
<th>CONTROL MEASURES</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide training on the health effects</td>
<td>3H</td>
<td>• Training and Information provided to workers on RCS should include:</td>
<td>Supervisor</td>
</tr>
<tr>
<td>associated with respirable crystalline silica</td>
<td></td>
<td>o Information on the health effects associated with respirable crystalline</td>
<td></td>
</tr>
<tr>
<td>dust (RCS) – dust inhalation</td>
<td></td>
<td>silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to</td>
<td></td>
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<td></td>
<td></td>
<td>Hazardous Chemicals - Guide for workers': Safe Work Australia)</td>
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<td></td>
<td></td>
<td>o Identification of RCS dust through Safety Datasheet (SDS) or labels</td>
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<td></td>
<td></td>
<td>o Dust exposure prevention</td>
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<td></td>
<td></td>
<td>o Checking controls are working and using them</td>
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<tr>
<td></td>
<td></td>
<td>o When and how to use any respiratory protective equipment provided and what</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>to do if something goes wrong (Including worker respirator fit and check</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>processes).</td>
<td></td>
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<tr>
<td>2. Working outdoors</td>
<td>3H</td>
<td>• Check weather conditions – do not work in extreme conditions</td>
<td>Supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reschedule works to work in more moderate temperatures.</td>
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<tr>
<td>Hyperthermia</td>
<td>3H</td>
<td>• Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia</td>
<td></td>
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<tr>
<td>Hypothermia</td>
<td>3H</td>
<td>• Cold conditions. Ensure:</td>
<td>Operator to follow</td>
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<tr>
<td></td>
<td></td>
<td>o Schedule warm-up breaks</td>
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<td></td>
<td></td>
<td>o Hold breaks inside</td>
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<td></td>
<td></td>
<td>o Dress warmly in layers</td>
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<td></td>
<td></td>
<td>o Stay dry (wet clothing chills the body rapidly)</td>
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<td></td>
<td></td>
<td>o Workers must get out of the cold as soon as they can if starting to feel</td>
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<tr>
<td></td>
<td></td>
<td>symptoms</td>
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<td></td>
<td></td>
<td>o Alcohol, cigarettes, caffeine and certain medications increase susceptibility</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>to cold.</td>
<td></td>
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<tr>
<td>3. Transporting glass</td>
<td>4A</td>
<td>• Ensure Driver’s Licence is current</td>
<td>Supervisors to</td>
</tr>
<tr>
<td>• Equipment failure</td>
<td></td>
<td>• The vehicle should be compliant with registration requirements</td>
<td>check all controls</td>
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<tr>
<td>• Collision</td>
<td></td>
<td>• Carry out the pre-operational checks specified in the manufacturers operating</td>
<td>in</td>
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<tr>
<td></td>
<td></td>
<td>instructions</td>
<td></td>
</tr>
</tbody>
</table>

**LIKELIHOOD**

- **ALMOST CERTAIN**
  - LIKELY
  - POSSIBLE
  - UNLIKELY
  - RARE

**SCORE**

- **INSIGNIFICANT**
  - MINOR
  - MODERATE
  - MAJOR
  - CATASTROPHIC

**ACTION**

- **DO NOT PROCEED.**
  - Review before commencing work.
  - Maintain control measures.
  - Record and monitor.

**LEVELS OF RISK**

- POSSIBLE
  - LIKELY
  - UNLIKELY
  - RARE

**JOB TASK**

- Provide training on the health effects associated with respirable crystalline silica dust
- Working outdoors
- Transporting glass

**HIERARCHY OF CONTROLS**

- MOST EFFECTIVE
  - Elimination
  - Substitution
  - Isolation
  - Engineering
  - Administrative
  - PPE

- LEAST EFFECTIVE
  - Supervisors to check all controls in

**ISSUE DATE:**

**REVISION DATE:**

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<table>
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</thead>
</table>
| Dust inhalation                  |                                | 3H   | • Clean up using a vacuum or wet cleaning methods. Use an industrial vacuum used with HEPA filter (High-Efficiency Particulate Air). Do not dry sweep  
• Use, maintain and store any respiratory protective equipment provided following instructions  
• Wash face and hands with soapy water. Pay attention to under the fingernails. |                    |
| Vehicle/people impact            |                                | 4A   | • Stay to designated access and egress routes  
• Maintain awareness of surroundings at all times.                                               |                    |
| 15. Emergency response           | Injury, Fatality, Environmental damage | 4A   | • For police, fire or ambulance call ‘000.’  
• Follow site emergency and evacuation procedures  
• A communication system is available, e.g. a mobile phone or radio  
• Check for dangers to self before helping others  
• Maintain control of the area and stabilise the situation  
• Apply first aid to the injured worker  
• Complete an incident report.  
• Refer to your SWMS implementing instructions for further specific emergency responses. | Supervisors and workers ensure controls followed |
| Cut or laceration                | Minor cuts:  
1. Wash underwater  
2. Apply an antiseptic solution  
3. Apply a sterile dressing/band aide.  
Serious Lacerations:  
1. Send someone for medical help immediately  
2. Assess the severity of the injury, and if possible, take the casualty to a suitable area to administer first aid  
3. In an emergency where the casualty is unable to be moved, Initiate the following procedure until help arrives  
4. If there is a foreign body in the wound:  
   a. Leave it in position:  
      i. Pack pads of gauze AROUND the wound  
      ii. Do not apply pressure above the foreign body or try to remove it  
      iii. Reassure the patient and keep them still until medical help arrives  
      iv. Monitor and treat for shock. |                  |

**OVERALL RISK RATING AFTER CONTROLS**

- 1 - LOW
- 2 - MODERATE
- 3 - HIGH
- 4 - ACUTE

**PERMITS**
- Not applicable
- Hot Work
- Confined Space
- Local council

**SITE MANAGEMENT PLAN**
- Is the work associated with a Construction Project? □ Yes □ No

*If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.*

*Properly equipped first aid kits must be kept close to the work area at all times.*

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