



SAFE WORK METHOD STATEMENTS
(Draft version)

ZENTIH GLASS
3 Squill Place
Arndell Park NSW

Assisted by
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"Bringing knowledge to work"

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- The following are draft SAFE WORK METHOD STATEMENTS that can be used as guidance.
- S.W.M.S's must be developed on consultation with those actually performing the work.
- Workers are more likely to comply with S.W.M.S's that they helped compiled.
- S.W.M.S's must be authorised, issued and reviewed by the employer.
- Each employee must acknowledge by signing and dating each page. That they have not only received the S.W.M.S's, that the employee understands the S.W.M.S's and that anything not understood has been explained to the employees complete understanding.
- Zenith P/L should develop in consultation with their employee's procedures for the regular review of S.W.M.S's.
- Zenith P/L should develop in consultation with their employees' document control procedures to manage different versions of S.W.M.S's, as they are updated.
- S.W.M.S's be integrated with the OH&S Management system and used in the development of appropriate training.
- Whilst every effort will be made by Richmond River Agencies; Richmond River Agencies will not be held responsible, and extends no warranties as to the suitability of such information or for the consequences of its use.

	Zenith Glass P/L	
Safe Work Method Statement		CRANE
		<i>Zenith inducted operators only</i>
Authorised & issued by		Reviewed by
Issued on		Reviewed date
Operators name in full		Signature & Date

Procedure	Possible Hazards	Safety Controls
Inspect for Broken Glass	Manual Handling	Wear Hard Hat, Eye Protection Gloves & Gauntlets Stay on safe sides of glass pack
Remove Broken Glass	Manual handling	Isolate all other workers Remove intact glass to safe store Maintain safe distance Remove broken glass
Moving Glass packs	Mobile Plant	Isolate all other people Make sure glass handling equipment is on properly Keep shoes clear of debris Position frame arms correctly Centre the load Make sure load clears existing stock Consult with all other Cranes operators Check surrounds Make sure weight on storage frame before removing arms Never stand in front of load Make sure "Safe Working Load" not exceeded

	Zenith Glass P/L	
Safe Work Method Statement		DE-HUMIDIFIER
		<i>All employees</i>
Authorised & issued by		Reviewed by
Issued on		Reviewed date
Operators name in full		Signature & Date

Procedure	Possible Hazards	Safety Controls
Cleaning floor	Plant	Never clean floor with glass on table
Remove rubbish bin	Manual Handling	Never lift by yourself
Turn on washer and Vacuum	Electricity	Inspect visually, report faults immediately, do not touch
Lower Vacuum Lift	Plant	Make sure no-one is under table
		Position valves correctly
Wipe back edge of Glass	Manual Handling	Wear Gloves Gauntlets and Eye Protection
Pick up Glass with Vacuum Lift	Plant	Make sure vacuum levels correct
		If electricity fail lower glass immediately
		Do not turn off vacuum while glass is elevated

Lay PVB	Manual Handling	Keep clear of glass
		Wear Gloves Gauntlets
Wipe back edge of Glass	Manual Handling	Wear Gloves Gauntlets and Eye Protection
		Keep body clear
Lower vac lift	Plant	Make sure other operator is clear
Square sheets together	Manual Handling	Keep body clear
		Use minimal manual force only
		Do not twist sheets
Turn-off Vacuum Lift	Plant	Turn off Vacuum lift only when sheets are between two and five centimetres apart
		Keep clear of Glass
Raise vacuum lift	Plant	Make sure top sheet of glass is released before raising vacuum lift
Cut PVB	Manual Handling	Keep body clear of glass
		Use long blade holders
		Wear Gloves Gauntlets and Eye Protection

Send sheet down the line	Manual Handling	Check PVB cutting complete
		Make sure sheets are square to prevent sudden jump-up
Re-Square sheets	Manual handling	Keep clear of glass
		Push sheets parallel and keep sheets flat
		Use centre of hand not the heel of the palm
		(should be using grip sticks)

	Zenith Glass P/L	
Safe Work Method Statement		GLASS DROP TABLE
		<i>Zenith inducted operators only</i>
Authorised & issued by		Reviewed by
Issued on		Reviewed date
Operators name in full		Signature & Date

Procedure	Possible Hazards	Safety Controls
Tilting Glass	Manual Handling	Park scissor lift correctly Inspect glass for breakages Avoid contact with glass Wear gloves and gauntlets Isolate other workers from table area
Pushing Glass into glass Cleaner	Manual Handling	Inspect glass for breakages Wear gloves and gauntlets Wear eye protection Make sure glass particles can not pass between eye protection and eyes Use tools to position glass Minimise kneeling on table Use steps to access table
	Plant	Do not overload glass cleaner Insert glass on green light only

	Zenith Glass P/L	
Safe Work Method Statement		SCISSOR LIFT
		<i>Zenith inducted operators only</i>
Authorised & issued by		Reviewed by
Issued on		Reviewed date
Operators name in full		Signature & Date

Procedure	Possible Hazards	Safety Controls
Pre-Start Check	Electricity	Make sure water is not near lead
		Inspect lead for damage
		Check battery levels
		Check fluid levels
		Connect lead to correct terminals
		Make sure scissor lift is on flat level floor
Driving	Working at height	Remove dust from steps
		Climb into or out of cage using three points of attachment
	Mobile Plant	Make sure cage door is shut
		Stay within cage while driving scissor lift
		Stay within cage while raising or lowering scissor lift
		Check safety of nearby workers