

SOP - Demolition - Removal of Glass

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

							
Hardhat	Eye	Gloves	Hearing	P2 Mask	Safety	Hi Viz	Boots

OTHER SIGNAGE

					
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POTENTIAL HAZARDS AND RISKS

Recurring Hazards	Construction work
Asbestos in the workplace	Environment
Public areas	Outdoor work
Wildlife in the work area	Hazardous Chemicals
Heights	Utilities & Services
Wet weather	Tools

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction

Licence or VOC Required: Yes

Work under Company Demolition Licence

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed
- ✓ Type of Glass – Safety, Float etc

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Selected hand tools
- ✓ Selected Cordless power tools
- ✓ Glass suction carrier handles

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting

- ✓ Disconnect services
- ✓ Perimeter fence to exclude others
- ✓ Select suitable hand tools for the task
- ✓ Confirm scope of work
- ✓ Confirm what is waste / recyclable
- ✓ Confirm Salvage materials
- ✓ Skip for waste & recyclables

Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Use correct Manual Handling techniques
- ✓ Use 2 people
- ✓ Install Glass suction carrier handles
- ✓ Support glass
- ✓ Remove rubber gasket
- ✓ Remove glazing beads
- ✓ Lift out glass
- ✓ Larger panes on pallets or trolleys for mechanical lift
- ✓ Sort waste where recyclable
- ✓ Move to designated waste area

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ Attempt this operation alone
- ✗ Alter this SOP without Management approval

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

[Managing the risk of falls at workplaces](#)

[Managing risks of hazardous chemicals in the workplace](#)

[Demolition work](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1892.1 Portable ladders - Metal

AS 1892.5 Portable ladders - Selection, safe use a ladder

AS 2293 .2 emergency evacuation

AS 2601 Demolition of structures

ISO45001 OH&S management systems

ISO 31000 Risk management