

Method Statement 2
Site Glazing to Ground or Same level

It is the individual responsibility of all Greenberg Ltd employees to comply with the safety instructions contained within this Method Statement.

Only personnel who are authorised and adequately trained, or if undergoing training, are properly supervised are to carry out work on behalf of the Company. IF IN DOUBT - ASK!

- 1 Ensure the glass is always transported on a suitably designed vehicle.
- 2 Prior to unloading glass from the vehicle ensure that the route to the site is as clear as possible and that, in so far as is reasonably practicable, the general public are warned of the movement of the glass and its potential hazards.
- 3 In instances where it is necessary to carry large sheets of glass through public thoroughfares, eg; shopping precincts, in so far as is reasonably practicable guides should attempt to clear a safe route. Ensure that everyone involved is looking where they are going and that one person only is detailed to give clear and positive instructions.
- 4 Ensure that sufficient trained and authorised personnel are available to carry the load.
- 5 Prior to work starting ensure that, in so far as is reasonably practicable, suitable and adequate warning markers are pre-positioned in such a way as to prevent passers-by entering the hazard zone.
- 6 Ensure that if work has to be left incomplete/unattended, that it is only for the shortest possible time and only if absolutely necessary. Where this becomes necessary, glazing must be left in such a way as to prevent inadvertent injury to others. A site is never to be left in a hazardous state.
- 7 Ensure that all work is carried out under competent supervision and that the appropriate PPE is worn.
- 8 When using straps/slings ensure that special care is taken to support the top of tall plates.
- 9 When using suction pads on a lengthy operation, ensure that they are released and re-fixed frequently, and that the surface of the glass is kept as clean and dry as possible.
- 10 In the event of loads toppling from the vehicle during loading, unloading or carriage - Never attempt to catch falling glass.
- 11 In instances where it becomes necessary to store glass on site, all attempts should be made to ensure that the storage area is kept dry and secure, and accessible with sufficient space for safe handling. The glass should be stored on timber seating and insulated from surfaces harder than itself. The glass should be placed on edge, in a near vertical position and restrained to prevent blowing over. Glass stacks should be evenly distributed to avoid point loading of floors.

Note: Further guidance is given in the GGF Code of Practice 'Glass Handling, Storage and Transport', and 'Employee Safety in the Flat Glass Industry'. These publications are issued to all Greenberg Ltd Operatives who have a professional responsibility to read, understand and comply with the contents.