

**Method Statement 3**  
**Site Glazing Working from Access Equipment**

**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       Wherever possible use MECHANICAL as opposed to manual handling techniques.
- 2       Ensure that the APPROPRIATE PPE IS WORN.
- 3       Ensure the ROUTES to and from vehicles and working areas are **FREE FROM OBSTRUCTION** and that where possible, measures are taken to **WARN THE PUBLIC** of the transit of materials.
- 4       Pre-position HAZARD WARNING where appropriate.
- 5       Ensure that teams are given CLEAR UNHURRIED INSTRUCTIONS by ONE nominated, COMPETENT person.
- 6       All ACCESS EQUIPMENT is to be erected, periodically inspected and dismantled by COMPETENT PERSONS ONLY, or under the SUPERVISION of a COMPETENT PERSON. Particular attention is to be paid to the **adequate and sound fixing** of handrails, toe-boards and working platforms.
- 7       Ensure that during WINDY conditions MOBILE SCAFFOLDS are TIED to the building, ANCHORED and OUTRIGGERS are fitted, and that all guard-rails and toe-boards are FIRMLY IN POSITION.
- 8       Ensure that SAFE MEANS OF ACCESS is provided to the working platform.
- 9       Ensure that mobile towers are used on FIRM AND LEVEL ground.
- 10      Ensure that the working platform is CLEAR of people and materials when being moved. MOVE ONLY BY PULLING OR PUSHING THE BASE.
- 11      Ensure that WHEELS are fixed to the tower, turned outwards to provide maximum base dimensions and wheel brakes are LOCKED ON.
- 12      Ensure that the tower is TIED to the building if it must be left UNATTENDED.
- 13      Ensure that LADDERS ARE SECURED AGAINST SLIPPING by tying at the top and wherever possible secure at the sides and at the foot. As a minimum, where it is not possible to lash a ladder, IT MUST BE FOOTED.
- 14      Ensure that ladders EXTEND AT LEAST 1 M above the landing place, or the highest rung in use.

- 15 Arrange ways of carrying tools and materials up and down so that BOTH HANDS ARE FREE TO GRIP THE LADDER.
- 16 Ensure that ladder stays or similar devices are used to AVOID PLACING LADDERS AGAINST A FRAGILE SURFACE SUCH AS PLASTIC GUTTERING.
- 17 NEVER place ladders where there is a DANGER from MOVING VEHICLES, OVERHEAD CRANES OR ELECTRICITY LINES.
- 18 Ensure that ladders have LEVEL AND FIRM FOOTINGS. NEVER use UNSTEADY BASES such as oil drums, boxes or planks. DO NOT SUPPORT LADDERS ON THEIR RUNGS.

The following annexes to this section detail safe working practices for the equipments listed:

- Annex A: Safe use of Ladders
- Annex B: Safe Use of Tower Scaffolds
- Annex C: Safe Use of General Access Scaffolds
- Annex D: Work on Fragile Roofs
- Annex E: Work on Flat Roofs

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 EG Glass Operatives who have a professional responsibility to read, understand and comply with the contents.