

Method Statement 4
Factory Glass Cutting and Processing

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!

Introduction:

Working with glass can be as safe as working in any other industry provided that sensible precautions are taken. Glass is fragile and when broken, will cut any soft materials with which it comes into contact, but it does not need to break to cause injury because:

A CUT EDGE IS ALWAYS PRESENT!

Glass and Glazing Federation (GGF) Code of Practice:

Two GGF publications which set down Safe Working Practice for the handling, storage and transport of glass, are issued to all Operatives. These documents must be;

READ, UNDERSTOOD AND COMPLIED WITH!

The following General Safety Rules apply:

Cranes:

- 1 Only **TRAINED AND AUTHORISED** people are allowed to operate cranes or mechanical lifting gear.
- 2 People operating cranes **MUST BE INSTRUCTED** in their safe use and that of all types of ancillary lifting equipment.
- 3 People operating cranes **MUST WEAR THE APPROPRIATE PPE!**
- 4 People **MUST NOT STAND OR PASS UNDERNEATH SUSPENDED LOADS!**
- 5 Operating routes **MUST BE FREE FROM OBSTRUCTION!**
- 6 The operator of a crane **MUST HAVE A CLEAR VIEW OF THE LOAD AND ROUTE TO BE TAKEN!**
- 7 The **SAFE WORKING LIMIT (SWL)** of a crane **MUST NEVER BE EXCEEDED!** The operative must know the sizes/weights of glass that can be lifted by the **WEAKEST** part of the crane ie; the actual vacuum lift or grab. The SWL must not be obscured from view.
- 8 **CRANES MUST BE REGULARLY CHECKED FOR SAFETY AND SERVICEABILITY!**
- 9 Statutory Inspections **MUST BE REGULARLY CARRIED OUT AND FAULTS REPAIRED!**

- 10 Suspended faults **MUST BE REPORTED TO A SUPERVISOR IMMEDIATELY!** The crane is or lifting equipment **MUST NOT BE USED AGAIN UNTIL THE FAULT HAS BEEN RECTIFIED!**

Cullet:

Cullet is **NOT** to be **THROWN** into bins.

- 2 Floor spillage is to be picked up with a shovel and brush; **NOT BY HAND!** when doing so; **PROTECTIVE GLOVES, WRIST PROTECTION AND EYE PROTECTION IS TO BE WORN!**
- 3 When larger pieces of glass are to be disposed of; **UPPER ARM AND SHOULDER PROTECTION AND SAFETY HELMETS ARE TO BE WORN!**
- 4 Where cullet bins are to be lifted for removal or emptying, slings must be attached securely with the container in balance. **CULLET IN BULK IS NOT TO BE TRODDEN ON OR WALKED THROUGH!**

Cutting of Glass:

- 1 Only **TRAINED AND AUTHORISED** personnel are to carry out glass cutting and processing operations.
- 2 Ensure adequate working space is retained; **KEEP THROUGH ROUTES FREE FROM OBSTRUCTION!**
- 3 **HOUSEKEEPING MUST BE TO A HIGH STANDARD!**
- 4 Ensure that **RACKS** are **NEVER OVERLOADED OR UNEVENLY LOADED!**
- 5 **ALWAYS WEAR** the appropriate **PPE!**
- 6 **VISUAL CHECKS** and if appropriate **shake tests** should be carried out **PRIOR TO LIFTING!**
- 7 **NEVER ATTEMPT TO CATCH FALLING GLASS!**
- 8 Ensure that the location of **FIRST-AID FACILITIES** and **TRAINED PERSONNEL** is known by all.
- 9 When moving about the work-place; **LOOK WHERE YOU ARE GOING!**
- 10 If something appears potentially dangerous; **REPORT IT TO THE SUPERVISOR IMMEDIATELY!**