

Introduction

1. The Creative Glass Guild of Queensland Incorporated (the Guild) is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors or others conducting business), members, clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.
2. The Guild is committed to complying with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, codes of practice and other safety guidance material. WorkSafe Queensland, <https://www.worksafe.qld.gov.au>, is the primary source for information and services for work health and safety and workers' compensation in Queensland. This document is designed to advise workers and members of key elements that assist in achieving our goal.
3. Elements:
 - a. Leadership and Responsibilities
 - b. Consultation, Communication and Participation
 - c. Hazard Identification and Risk Management
 - d. Training and Competency
 - e. Emergency Preparedness
 - f. Compliance
 - g. Personal Protective Equipment (PPE)
 - h. Safe Work Procedures (SWP)
 - i. Visitor Management
 - j. Incident Management.

Element 1: Leadership and Responsibilities

4. The Management Committee (MC): The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. The MC is committed to ensuring the maintenance of a safe workplace environment for workers, members and visitors through an appointed Guild Safety Advisor (GSA). The MC is responsible for ensuring that the GSA is sufficiently trained and competent to perform their allocated tasks. The MC will:
 - a. Ensure the Guild complies with all legislation relating to health and safety
 - b. Eliminate or minimise all workplace hazards and risks So Far As Reasonably Practicable (SFARP)
 - c. Consult with and involve workers and members on matters relating to health, safety and wellbeing, either directly or through the GSA
 - d. Ensure funding is available for the provision of appropriate safety equipment and personal protective equipment (PPE)

e. Provide a suitable injury management program where appropriate.

5. The GSA: The GSA is responsible for managing the day-to-day Guild Workplace Health and Safety (WHS) requirements on behalf of the MC. Responsibilities include:

- a. Report WHS deficiencies or shortfalls
- b. Report incidents (including near-misses)
- c. Provide information, instruction and training to enable all workers to work safely
- d. Conduct workplace inspections
- e. Ensure that sufficient PPE is available.

6. Tutors: Tutors are responsible for communicating general Guild safety advice at the commencement of each course and supervising students to ensure activities are performed safely throughout the conduct of their courses. After receiving an induction safety brief, and if unaccompanied (working without a host), visiting lecturers are responsible for safety as per tutors.

7. Workers, members and visitors: The fulfilment of individual responsibilities is vital to support the goal of delivering a safe workplace within the Guild. All members are to ensure that they are sufficiently competent and current to perform tasks or use equipment. Training will be made available, either through attendance at a formal course or one-on-one revision training, for individuals who are not competent, current or have doubts in their own knowledge or abilities. Workers, members and visitors have a responsibility to report any safety concerns or incidents.

8. Workers, members and visitors will:

- a. Take reasonable care for their own health and safety
- b. Follow Safe Work Procedures (SWP), instructions and rules
- c. Participate in safety training
- d. Report health and safety hazards
- e. Report all injuries and incidents
- f. Use safety equipment and PPE as instructed.

Element 2: Consultation, Communication and Participation

9. MC awareness: The MC maintains awareness and understanding of Guild activities and associated risks. This is achieved through dedicated WHS communication, consultation and participation in planning of activities. A member of the MC is to be appointed to any sub-committee that may be formed. The GSA is to report to the MC any WHS issues that arise. MC members attend the Guild regularly to ensure standards are maintained. Safety notices, work procedures and safety signage are displayed as appropriate.

10. This policy is the primary means of communicating the Guild's WHS requirements. The GSA is to ensure that a current copy of this policy is printed and kept in the WHS folder, located near the downstairs computer. The induction video (currently in development) will outline the Guild WHS requirements for all new members and may also be used for current members to revise their safety knowledge. This policy is to be posted onto the Guild website.

11. Most equipment that is contained within the Guild has an associated User Handbook, Operator Manual or similar information that provides technical or specific information to support the safe use of that equipment. This information is available to any member of the Guild and, safety information is to be instructed during any training on an equipment type. SWPs complement equipment user information.

Element 3: Hazard Identification and Risk Management

12. To ensure the Guild maintains a high level of compliance and meets its commitment to providing a safe and healthy workplace, all members and other persons visiting the Guild have an obligation to report hazards. Primarily, the GSA is to be notified when a new hazard is identified; however, the MC should also be advised through info@creativeglassguild.com.au. Immediate, practical steps should be taken to minimise the associated risk until more permanent controls can be implemented.

13. Hazards generally fall into one of three categories:

- a. Enduring Hazards: These are hazards that the Guild has an ongoing management responsibility for. They are typically hazards that are common and cannot be reduced further beyond the use of PPE, or, risk management control measures are in place to reduce the risk SFARP.
- b. Open Hazards: These are hazards that have been identified but have no permanent existing control measures. These hazards require interim control measures to reduce the associated risks SFARP. Open hazards are to be addressed as a matter of priority to either eliminate them, or move them to be Enduring Hazards.
- c. Closed Hazards: These are hazards that are no longer exist (i.e. change of equipment type) or have been eliminated through risk control measures so that they have become irrelevant (i.e. change of work practice).

Element 4: Training and Competency

14. The Guild's induction video (under construction) provides initial WHS information, including emergency evacuation procedures, and must be watched by all new students and new members prior to attending their first course date or upon application for membership respectively. More specific safety information is provided by Tutors at the commencement of their courses.

15. Only those who have been trained may use equipment. Under no circumstances are people to operate equipment if they are unfamiliar or have not received training on the equipment they intend to use. SWPs, where applicable, are to be read and understood by any members prior to using the associated equipment.

16. The GSA may request specific or additional WHS related training from an external provider, at the Guild's expense, to maintain competence or to gain further knowledge in the performance of their allocated duties. An email request to info@creativeglassguild.com.au outlining the requirements and the benefit to the Guild will be welcomed by the MC.

Element 5: Emergency Preparedness

17. A copy of Emergency Procedures is to be available at all times and located near the downstairs computer. The GSA is to arrange for the conduct of rehearsals of the Guild Emergency Procedures on an annual basis. Rehearsals are to include the process for evacuating a person with

special needs or a person with a disability (may be substituted with a mock special needs/disabled person).

18. The conduct of all rehearsals or actual emergencies are to be recorded and kept on the Guild's information management system. For rehearsals, an observer is to be allocated to collect information to form the evacuation exercise record. Information that is to be recorded for all events includes:

- a. The date of the evacuation exercise
- b. The names of all participants
- c. The time between commencement and "all clear" being given
- d. Any actions taken or required as a result of the exercise
- e. Any other notes that may be relevant for further training or information.

Element 6: Compliance

19. WHS compliance will be met through an ongoing adherence to WHS laws, regulations, and standards to protect our members and others from workplace risks. Key steps include identifying hazards, conducting risk assessments, consulting with members, implementing control measures, providing training, and keeping records.

20. The following registers are to be maintained by the GSA:

- a. SWP Register
- b. WHS Action Item Register
- c. First Aid Kit Inspection Register
- d. WHS Training Register
- e. Emergency & Fire Drill Conduct Register
- f. Workplace Inspections Register:
 - Ladder inspections
 - Electrical integrity testing
 - Fire extinguishers and blankets

Element 7: Personal Protective Equipment (PPE)

21. The use of PPE is essential to reducing the risk of hazards within the Guild. Most activities require a minimum of enclosed shoes and eye wear; however, other activities require additional PPE. SWPs for equipment detail specific PPE items that must be worn to protect the user and onlookers.

Element 8: Safe Work Procedures (SWP)

22. **Safe Work Procedures:** To ensure tasks are performed and equipment is used safely, SWPs are maintained and displayed for any equipment or task that involves a significant hazard or involves specific operating instructions or specialised knowledge. SWPs provide step-by-step

instructions to help identify hazards and help mitigate risks to prevent injuries and health issues and protect equipment. If a SWP is incorrect, or the procedure doesn't work, the GSA is to be advised so that corrective action can be taken to update the content.

23. The Guild's SWP template is contained in Annex A.

24. **Hot works policy:** The generation of heat is an enduring hazard within the Guild. Prior to any flamework (beadmaking or otherwise) being undertaken, a Hot Works Permit proforma must be completed and signed by a trained and experienced member of the Guild. Within the Guild premises, flamework is only permitted within the Bead Room, located upstairs. A water source is located within the room, it is fitted with ventilation, and fire extinguishers and fire blankets are available. Flamework may be conducted at external events, such as the Guild's Showcase; however, flamework must additionally be shielded from members of the public to ensure their safety.

25. An area inspection must be conducted prior to and following any flamework activity. Appropriate PPE must be worn during the conduct of flamework activities. Hot Works Permits are not enduring and are only valid for the duration of a particular activity. A new Hot Works Permit is required to be completed after each session (no longer than 8 hours duration).

26. The Guild's Hot Works Permit template is contained in Annex B.

Element 9: Visitor Management

27. Visitors to the Guild include but are not limited to: contractors, guests, family members, members of the public, clients and visiting tutors/instructors. Hosts are responsible for providing visitors with an induction brief, applicable to their task. The brief is to include emergency procedures, the location of first aid stations, and any hazards that the visitor may experience while on site. Briefs should be tailored to the purpose or reason for the visit and focus on specific hazards that they may encounter. All members attending the Guild are to be alerted to the presence of visitors and the activities they are authorised to conduct within specified locations.

28. The host is to ensure that all visitors complete the sign-in register upon entry to the Guild. A comment, "Induction brief received", is to be entered and signed by the visitor.

Element 10: Incident Management

29. A fatality, serious injury/illness or dangerous incident are considered notifiable incidents. If this occurs, the MC must be notified immediately. The MC has a responsibility to notify WorkSafe Qld as soon as they become aware of the incident. Reporting may be undertaken by any member; however, the MC are legally responsible to make sure this happens. Information on how/what to report is contained on the WorkSafe Qld website:

<https://www.worksafe.qld.gov.au/resources/guides/if-an-injury-or-illness-occurs>.

30. Site Preservation: The member responsible for the management or control of the Guild when a notifiable incident has occurred must ensure, SFARP, that the site where the incident occurred is not disturbed until a WorkSafe Qld representative has either inspected the site or directs otherwise.

Conclusion

31. Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and the commitment of everyone who attends the Guild.

Annex A – Safe Work Procedure

Safe Work Procedure – Creative Glass Guild



Authorised By:
Date Issued:

TASK						
HAZARDS	Flying debris	<input type="checkbox"/>	Heat	<input type="checkbox"/>	Slip/Trip:	<input type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Other:	<input type="checkbox"/>
	Electricity	<input type="checkbox"/>	Noise / vibration	<input type="checkbox"/>		
PPE REQUIRED						

PRE-START CHECKS	
	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.

SAFE OPERATING PROCEDURE	
	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.

POST-OPERATION PROCEDURE	
	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.

Annex B – Hot Works Permit

Hot Works Permit – Creative Glass Guild

Authorised By:
Date Issued:



JOB DESCRIPTION	
PERMIT HOLDER	

SCOPE OF WORKS:

GENERAL SAFETY CONTROLS

Identify which PPE is required (below):

<input type="checkbox"/> Face Shield	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Gloves	<input type="checkbox"/> Foot Protection
<input type="checkbox"/> Welding Mask	<input type="checkbox"/> Welding Boots	<input type="checkbox"/> Welding Gloves	<input type="checkbox"/> Welding Apron
<input type="checkbox"/> Respiratory Protection		<input type="checkbox"/> Other:	

Is PPE suitable and fit for purpose?	YES / NO / NA
Are workers trained and competent?	YES / NO / NA
Is the work area isolated (e.g., screens or enclosures)?	YES / NO / NA
Are work pieces restrained from inadvertent movement?	YES / NO / NA

FIRE CONTROLS

Are combustible materials removed from work area?	YES / NO / NA
Is fire equipment suitable, fit for purpose and ready?	YES / NO / NA

FIRE WATCH

Is a stand-by person (fire spotter) required?	YES / NO / NA
Is a post work fire watch required?	YES / NO / NA
If yes in the previous question, write the duration:	

SIGN OFF (OPEN PERMIT)

This permit is active from (date and time):	Until:
Permit extension, if required (date and time):	
PERMIT HOLDER SIGNATURE:	

SIGN OFF (CLOSE PERMIT)

The work was finished at (date and time):
PERMIT HOLDER SIGNATURE:

Annex C – Induction Safety Brief Checklist

This checklist details the minimum safety information that must be delivered to a Guild visitor as part of an Induction Safety Brief.

No	Items covered
1.	Visitor is to sign the sign-in register and comment that they have received an induction brief.
2.	Detail to the visitor what to do in an emergency including: <ul style="list-style-type: none">• how to contact help at the workplace• how an emergency is raised.
3.	Show the visitor the location of the emergency assembly point and evacuation routes.
4.	Show the visitor the location of the first aid stations.
5.	Identify the hazards and any no-go zones within the Guild. Information is to be focussed on hazards that could reasonably be expected to be encountered during their visit, and any specific risk management or risk treatment processes to be followed.
6.	Ensure the visitor knows how to wear the PPE correctly.
7.	Ensure that the visitor has appropriate PPE for Guild related hazards. If they do not have appropriate PPE, then provide PPE to them, or deny access (if they do not have enclosed shoes). <ul style="list-style-type: none">• safety glasses• enclosed shoes• hearing protection• gloves• face mask.
8.	Ask the visitor if they have any further questions or need clarification on any point.