

Safe Work Procedures - Window Installation

General/Brief Description of task	Installation of glass or mirrors, as either a replacement or new
Frequency of task performed	On demand
Hazards Identified	<p>#1 – Falling Objects #8 – Eye Injury #10 – Lifting #15 - Cuts</p>
P.P.E. required: Special tools required (if any)	<ul style="list-style-type: none"> • Safety Glasses • Gloves • Suction cup
Safe Work Procedure	<ul style="list-style-type: none"> • Inspect immediate area for any existing or potential hazards before starting the job • Refer to Safe Work Practices on “Defective Tools”, “Use of Non-Powered Hand Tools”, “Use of Power Tools”, “Use of Electrical Extension Cords”, and “Electrical Safety”. • Cover broken glass with cardboard until replacement comes in. If glass is completely broken, remove and replace with plywood. • Always wear gloves when removing old glass. • If broken glass is elevated and badly shattered safety glasses should be worn. • Take proper care when lifting new glass into place. Units that are larger than 3' x 3' square, will usually require 2 people to lift. • Refer to Safe Work Practices on “Proper Lifting Techniques” as found in Appendix 'A' • Larger units can be better handled and set into place by the use of suction cup and an assistant. • Windows damaged above walkways will require barricades and warning tape to safely rope off area while work is taking place, to prevent falling objects from injuring passersby. • Refer to Safe Work Practices on “Use of Portable Ladders” and “Use of Step Ladders” as found in Appendix 'A'.