

Installing a New Window

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Debris in eyes	Eye Protection	
Cuts	Steel Toed Boots	
Strains/sprains	Hand Protection	
Slips/falls		

Safe Work Procedure:

- 1) Position workers to lift the window
- 2) Grip window by the sides
- 3) Employ good lifting practices as a team
- 4) Caulk backside of the nailing flange if required
- 5) Position window into the opening by setting sill of window into the bottom frame
- 6) Push window into a vertical position into the framed opening using nailing flanges or brick mould to stop progress of window
- 7) Square up window using a level and shim up window as required
- 8) Have workers hold window in place while window is being secured by either using nails or screws according to the manufacturer's requirements
- 9) Insulate cavity as required by using either a spray foam or batt insulation
- 10) Install interior trim
- 11) Remove any transportation blocks as required
- 12) Clean up the work site

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
	Reviewed By WSH Committee: Date: