

Removal of old glass

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created:</b>	<b>Date of Last Revision</b>

<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Cuts	Eye protection	
Debris in the eyes	Steel toed boots	
Strains/sprains	Hand protection	
Slips or falls		

**Safe Work Procedure:**

- 1) Remove the plywood covering
- 2) Cut around perimeter of window on both sides of glass to free glass with utility knife while wearing gloves
- 3) Check for and remove any loose glass placing broken glass into a garbage can ensuring that there are no pieces of glass protruding from garbage can
- 4) Remove the removable moldings
- 5) Remove the glass using a flat bar and gentle motion to remove glass while watching for additional breakage of the remaining glass
- 6) Position a worker on opposite side of the glass for larger windows
- 7) Starting at top edge of the window gently push the glass out from frame allowing glass to “roll”
- 8) on bottom edge of glass with the other worker(s) being in a position to receive the glass
- 9) Stop this movement when it is possible to grip window by the sides and lift window down onto the floor
- 10) Place window inside the secured area
- 11) If available, use the old packaging material from replacement glass to cover broken glass. Plan route to carry the glass to a removal vehicle or a custodial area for removal from the site
- 12) Remove all old caulking using a utility knife and place debris into a garbage can
- 13) Clean up the work area of any debris or glass that may have fallen

***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**

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