

Removal of old windows

<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>
Debris in the eyes	Eye protection	Good lifting techniques
cuts	Steel toed boots	
Strains/sprains	Hand protection	
Struck while using a hammer (pinch points)		
Potential for the window to fall on you		

**Safe Work Procedure:**

1. Remove all removable sash
2. Cut the caulking around the casing using a sharp utility knife
3. Remove the inside casing using a pry/flat bar
4. Remove any screws from the jambs which are in the framing material
5. Position additional person(s) on outside of the window depending on the weight/height and length of window
6. Take a wooden block and hammer and tap on the jamb on all four sides to remove window from the opening
7. Outside workers will pull the window towards themselves to remove window and gently lower it to the ground

***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>