

Glass and mirror installation

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

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Cuts and amputations	Eye protection	
MSI - back injury	Gloves	
Eye loss from glass breakage	CSA approved footwear	
Slip and trip hazards	Glass handling attire (usually made of leather)	
	Suction cups designed for glass handling	

Safe Work Procedure:

1. Ensure that the glass being installed is the correct size for the frame that will be accepting it. Too often glass is brought to the frame and is the wrong size, this creates frustration and workers tend to lose focus.
2. Make sure your line of travel is free and clear of any slip or trip hazards. Allow ample room to maneuver.
3. Communicate your intentions with all workers and trades involved with the job site. It would also make sense to caution tape your work area if the site is quite congested.
4. Before moving the glass or mirror make sure you are wearing all appropriate PPE. If you are moving large glass or if the glass that you are handling is not tempered, you should be wearing complete body protection. Horizon window and door has a couple of sets of leather attire. This is mandatory on large commercial job sites.
5. If the glass or mirror is awkward, obtain a set of glass handling suction cups to ensure you have complete control. Small glass can be handled with a set of leather or rubber gloves.
6. Make sure you have enough help; do not handle glass or mirror by yourself in any case. Use proper lifting methods when picking up the glass and installing.
7. Have all necessary installation equipment and materials ready. Never leave glass or mirrors that are not properly secured unattended.
8. Mirror clips must be anchored properly to the walls, utilize drywall anchors that are capable of handling the weight of the mirror. If the anchors do not set properly take the time to fix the issue. If an adhesive or mastic is being used to secure the mirror refer to your *MSDS sheets* for product information. Also confirm that the wall finish can accept the type of adhesive being used. *(Example of such a situation; Years ago, large mirrors were being installed on a wax coated plywood at a job and the adhesive let go. The mirrors literally fell off of the wall)*
9. Once the glass is installed use painter's masking tape to make a large X on the glass so everyone onsite is aware that the glass is installed. Leave the tape on until the end of the project.

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: 2.1 Safe work procedures Part 6 Personal Protective Equipment Guidance Documents MSDS sheets	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: