

Safe Work Procedures - Window Installation

General/Brief Description of task	Installing windows in doors – (offices, classrooms, fire doors)
Frequency of task performed	On demand.
Hazards Identified	<p>#1 – Falling Objects #7 – Noise #8 – Eye Injury #10 – Lifting #15 – Cuts</p>
P.P.E. required: Special tools required (if any)	<ul style="list-style-type: none"> • Hearing Protection Skill Saw (Hand Held Power Circular Saw) • Safety Glasses • Skill Saw (Hand Held Power Circular Saw) • Hole Saw (& Power Drill) • Caulking Gun
Safe Work Procedure	<ul style="list-style-type: none"> • Visually inspect worksite for any possible hazards • Remove door from hinges. Use caution when removing as not to drop it on feet. Obtain help if door is too heavy or awkward • If door has an existing window that just needs to be replaced, remove and replace broken glass. • Use extreme caution when handling broken glass. Gloves may be used • Safety Glasses must be worn • Insert new piece of tempered glass and secure using caulking or glazing • If no window exists and a new one needs to be put in, cut hole in door to size as per work order • Hearing protection and safety glasses are required when working with power saws • Install tempered glass and secure using caulking or glazing • Re-hang door on hinges • Refer to Safe Work Practice for "Use of Power Tools" as found in Appendix 'A' • Refer to Safe Work Practice for "Use of Hand Held Power Circular Saw" as found in Appendix 'A' • Refer to Safe Work • Refer to Safe Work Practice for "Proper Lifting Techniques" as found in Appendix 'A' • Refer to SOP # BM1007 as found in this manual