

Installing New Glass

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	Hand Protection	
Strains/Sprains	Steel Toed Boots	
Slips/Trips	Hard Hat	

Safe Work Procedure:

1. Remove the plywood insert and moldings if necessary
2. For a steel frame or all exterior windows, place putty tape on backside of frame around the perimeter if required. This would apply for a window that does not employ “rubberized” moldings
3. Remove protective tape from the putty tape
4. Place rubber or wood bumper at bottom of the glass for the glass to sit on. This will act as a spacer to protect from breakage
5. Seat the glass into opening on top of the bumpers, allowing an equally spaced perimeter around the glass. Ensure that there is a good seating of glass to the tape to prevent unexpected movement of the window.
6. Large pieces of glass may require an additional worker to secure the glass to ensure that it does not move towards you
7. Install a second layer of putty tape around perimeter of the glass using a gentle firm motion
8. Peel away protective paper from the surface of tape
9. Re-install moldings to hold glass in place starting with the top molding if possible. This will help to secure the glass.
10. Use a utility knife to remove any protruding putty tape around perimeter of the glass
11. Wood exterior windows need a bead of caulking around the perimeter of glass at the molding
12. Clean window when complete.

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: