



Hazards	broken glass
Tools/Equipment	pry bar caulking gun, vacuum, putty, caulking and glazing tape, heat gun, broom, dustpan, plastic bucket
Employee Group(s)	Facilities Management - Carpentry

Required PPE:



Safety Shoes



Eye
Protection



Gloves

SAFE WORK PRACTICES

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.

PROCEDURE

1. Keep public away from area.
2. Remove the mouldings and/or putty.
3. Remove all the glass and place in the plastic bucket.
4. Vacuum up all small pieces of glass.
5. Clean and prep window for new glass.
6. Install glazing tape or putty.
7. Install new glass.
8. Caulk or replace mouldings.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.