

Job Procedure

Removing Glass – J.Gerbrandt/B. Robart – 07/11/2018

Revised A. Burtch – 05/08/2019

Tools/Equipment Required: Misc Hand Tools
Applicable access equipment, fall arrest,
PPE temp stops, glass cart, rolling mat.

Material Required:

Steps:

1. Review site conditions and complete PHA (site walk-through)
2. Review Safe Work Practices – Ladder Inspection , Fall Arrest, Lift, Portable Ladders, Lifting and Handling policy (if applicable)
3. Review the plan with your partner.
4. Wear proper personal protective equipment complete with non slip protective footwear, safety glasses, and gloves. Hi-visibility vest, hard hat, or fall protection dependent on site conditions.
5. Barricade work location, drop zone, and set up warning signs to ensure all public access is restricted.
6. Remove glass from truck/ a-frame/ storage and place on cart if possible. Ensure you follow original path identified at walk-through, and transport/ carry glass to end location in a safe, and controlled manner.
7. Remove pressure plates, stops, or fasteners and make sure to have a temp. to ensure glass is secured. Never remove hand from glass once glass has two or less securing points.
8. When removing the window, remove temporary stops, but always ensure hand is on the glass to keep window from falling out of the opening.
9. Have your partner or separate team ready to receive the window or glass. (if applicable)
10. Remove glass, and set aside in the safest location possible, be diligent in ensuring client furniture, items, walls, or floors do not get damaged. Ensure window is out of public reach.
11. Prepare the opening with appropriate sealants and tapes. Have your temps, screws, and applicable tools at the ready within reach.
12. Put new window taking care to ensure it is properly supported by setting blocks. Never remove your hand from glass until glass is secured in two locations with either temporary stops/plates, or actual plates/stops.
13. After glass is secured in opening, continue to install all window plates or stops safely.
14. While removing existing glass please follow steps 3, 4, & 6. Please be aware of original path and follow out. Be on the lookout for changes. If new hazard is identified, stop, reassess the path to the location, adjust PHA if required, and proceed when safe to do so.
15. Load glass on to glass rack as specified by loading procedure.