

GLASS SHOWCASE SAFETY PROCEDURE

At Mohawk many of our academic and service departments use glass showcases to post important information for students. Showcases are excellent for holding information, however glass doors can crack and age over time, as well as be difficult to open and close easily. Please follow the guidelines for use below and if you encounter any problems with the unit, call extension 3059 for an inspection.

The Occupational Health & Safety Office encourages everyone to follow the *Glass Showcase Procedures* listed below, when using all glass showcases on campus.

SAFETY GUIDELINES

- Check glass for signs of damage (particularly cracks). Report any defects to Facilities Management (*extension 3059*).
- Ensure the track is clear of debris such as tacks, staples and paper, as these can interfere with the smooth operation of the doors.

- To slide a door, use the handles or grasp edges. Do not push on the face of the glass.
- If a door is stuck, **DO NOT FORCE THE DOOR.** Contact Facilities Management (*extension 3059*).
- Slide doors slowly and be careful not to bang the door against the metal frame or other doors.
- **DO NOT REMOVE GLASS DOORS!** Contact Facilities Management at extension 3059 for assistance if a door needs to be removed for access.



Remember to:

Think Safe & Be Safe