

 MANCHESTER SASH WINDOW COMPANY	Manchester Sash Window Company		
	Risk Assessment & Method Statement		
Address: 74 Redhill Drive, Lower Bredbury, Stockport, Sk6 2HQ	Contact number: 07985468580	Website: www.manchestersashwindows.co.uk	

Manchester Sash Window Ref:	Invoice No:
Contractor	Portview Fit-out Ltd
Site Address	35 Kings Street, Manchester M2 7AT
Project Start Date	23.10.24
Expected Duration	
Projected Completed Date	

	Name	Title	Signature	Date
Document Author	Phillip Pannett	Surveyor/ contracts manager		

Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed, or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from The London Sash Window Company.

Scope of Works

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Staff Information Sheet

Please read the entire sheet before beginning the procedure, if you have any questions, please contact your manager or safety representative.

The main hazards to your safety and health are:

1. Falling from height
2. Injury from incorrect manual handling
3. Injury from contact with electricity
4. Injury from slips, trips and falls
5. Working with hazardous substances
6. Working near sources of radiation
7. Vehicle hazards
8. Injury to other staff or members of the public
9. Inadequate lighting

Preventative measures you must take:

1. You must be competent to carry out the task.
2. You must be competent and have received training to work at height.
3. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.
4. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person; all visitors will be issued with personal protective equipment where appropriate.
5. You must be trained and competent to use hand tools, mains voltage and battery power tools.
6. You must not lift beyond your capabilities, get help if necessary.
7. You must follow all directions given by the manager or his agents.

Personal protective equipment you must wear:

1. Hard hat
2. Safety boots
3. Eye protection

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4. Hi-visibility vests
5. Hearing protection
6. Long sleeves
7. Anti-cut gloves

Environmental protection measures you must take:

1. You must dispose of waste and packaging to the designated area provided for waste.
2. Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.
3. Consideration must be given to potential for exposure to asbestos in buildings constructed before 2000.

Quality Control

1. Adhere strictly to the following procedure to ensure quality of service
2. If in doubt contact your manager for clarification before proceeding.

Precautions

Staff and Training

The works will be carried out by staff from Apollo Joinery Limited. All members of staff are experienced and have been deemed competent to carry out tasks requested of them. List your staff qualifications; e.g. CSCS, PASMA, PAL / IPAF, City and Guilds etc. A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be always supervised and are not allowed to carry out tasks for which they have not been trained.

Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take planned breaks on long journeys.

PPE

All site workers will wear hard hats, safety boots and hi-visibility vests at all times; other items of PPE such as dust masks, eye protection, ear protection and gloves are available to be worn as and when necessary.

Preparation and Induction

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

Manual Handling

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All members of staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he deems necessary; where practical, mechanical aids should be available and used.

First Aid

It is the responsibility of the Principal Contractor to ensure adequate first aid provision for its staff and visitors. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended a recognised course and attends a refresher course every year and a full course every 3 years.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. Often Principal Contractors will ensure sufficient first aid cover for sites under their control.

Access and Egress

On construction sites, the Principal Contractor is responsible for providing safe access and egress to the site; The London Sash Company staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in. Good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

Working at Height

Falls from height remain the single biggest cause of work-related death in the UK.

Due to the nature of this work falls from height are an obvious and ever-present risk. All employees have been made aware of the dangers and consequences of falling from height; therefore, all working at height will be properly planned, organised, and supervised. Only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman/senior person to ensure conditions are safe before allowing any work at height to take place.

The foreman/senior person will carry out a risk assessment before allowing work at height and put in place equipment and measures to prevent falls occurring. Where he/she cannot eliminate the risk of a fall, he/she will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

Guidelines on Safe Operating Procedures

Operatives are trained and competent in ladder use; ladders will only be used without fall protection where the work is light and of short duration AND where the operative can complete his task by maintaining 3 points of contact on the ladder i.e. both feet and at least one hand.

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Ladders must be Class 1 or EN 131 Industrial grade and be in good condition, and located properly prior to use, i.e. the foot of the ladder should rest on a firm, level, non-slippery surface, and should be footed or tied on the stiles to prevent slipping. Proprietary stabilisers and other equipment could be used where there is a risk of ladders slipping, or if it is uneven ground. Ladder stand offs could be used where access to the roof is required, and the ladder will extend a minimum of 1.05 metres above the gutter. Ladders should be set at a base to height ratio of 1:4.

Scaffold

Where required, scaffold will be provided and erected by a competent erector or an approved contractor; the hand rail will extend a minimum 0.95 metre above the working area and a mid-rail max 0.47 metre gap will also be in place. The site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works access to the scaffold will be via ladder which will be tied off at the top, ladders will be removed or boarded off at the end of each shift to prevent unauthorised access.

Mobile Elevating Work Platforms (MEWPs) to include cherry pickers, scissor lifts, self-propelled booms and vehicle-mounted platforms etc.

MEWPS will be supplied by a competent company. The site foreman/senior person will ensure that only competent members of staff are allowed to use the MEWP; competent means someone with the necessary knowledge, training and experience to operate the MEWP safely and without risk to himself or others, i.e. PAL / IPAF card holders. Where specified, a safety harness and attached lanyard will be worn whilst working in the MEWP. All staff will be trained to operate the MEWP from the ground controls.

Aluminium Tower Scaffold

The site manager will ensure that aluminium tower scaffolds are erected in compliance with manufacturer instruction by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower.

Daily visual checks will be carried out by the competent senior person on all the above items and defects reported immediately. Any equipment suspected of being unsafe for whatever reason will be withdrawn from service for repair or replacement.

Contractor/Visitor Safety

Manchester Sash Company will liaise with other contractors' staff on a day-to-day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors; all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

Tools and Electrical Equipment

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All items of tools and equipment will be visually inspected on a regular basis and prior to use, defective or damaged equipment will be removed from service. Electrical tools will be 110V maximum, battery powered tools will be used where possible. Subcontractors will not be allowed to bring on to site any damaged or defective tools, the Joinery site foreman is responsible for ensuring all tools and equipment brought on the site are fit for purpose.

Task Description

Removal of Sash Windows

1. Removal all staff beads to access bottom sash.
2. Cut bottom sash cord x 2.
3. Lift and remove bottom sash.
4. Carefully remove parting beads.
5. Pulling down top sash to access sash cords.
6. Cut sash cords ensure top sash does not fall.
7. Lift and remove top sash.
8. Clean up all loose debris.
9. Open boxes pocket carefully to remove all weights.

Removal of Existing Box/Casement & Door Frames

1. Once All beads/ stops, sashes, Casement and door have been removed.
2. Firstly, by using a reciprocating saw to cut through the sill which is removed from inside.
3. Further cuts may then be made to the box frame allowing the frame to be easily removed.
4. Frame removal is carried out from inside without the need of additional support towers, steps or other platforms.

Installation of new Box

1. The new box frame is lifted into position. The top liners are positioned under the existing lintel (timber / stone). The remainder of the frame is carefully positioned behind the brick reveals and positioned accordingly.
2. The Installation of the box frame is carried out from inside and does not require any intervention from outside.
3. The Box frame will be positioned in place using timber wedges.
4. Poly Urethane Fix-a-Foam will be applied around the outside of the box frame between the existing brick work to provide further support and assist with thermal insulation.
5. NO exterior pointing or application of mastic is to be carried out. Should this be required this will be undertaken by the main contractor.

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6. Once the box frame has been installed the new sashes can be hung.

Fitting of Sashes

1. Check all measurements.
2. Check top sash into box to check if sash operates smoothly.
3. Plane sides/top/bottom of sash to accommodate for the box.
4. Repeat for bottom sash.
5. Install sash cords into box and attach weights.
6. Cut cord to correct length and attached to sash via screws.
7. Check top sash is moving freely.
8. Cut parting bead to size and fix.
9. Repeat bottom sash cords as per top sash.
10. Check bottom sash moves freely.
11. Cut and install all staff beads to box.

Fitting Architrave

1. Measure and cut architrave to fit using chop saw.
2. Fix architrave to frames using Paslode pin gun.
3. Ensure mitre joints are joined correctly.
4. Ensure all joint edges are parallel.
5. Make sure any extension leads are kept tidy and do not cause a trip hazard.

Fitting Windowsills and associated joinery items

1. Remove any plaster snots from blockwork.
2. Measure between reveal faces. Check reveals are square.
3. Determine overhang in front of wall and overlaps at each end.
4. Mark out and cut to length and width if necessary.
5. Trial fit sill and check for level.
6. Drill for fixings into blockwork.
7. Remove sill board and drill into blockwork to fit proprietary fixings (plastic plugs).
8. Countersink top/edge of board.
9. Insert plugs to blockwork and position sill board.
10. Check level and pack to suit by screw holes.
11. Fix screws and check board is level and secure.

Overhaul and Draughtproofing.

1. Check top sash into box to check if sash operates smoothly.

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2. Plane sides/top/bottom of sash to accommodate for the box.
3. Repeat for bottom sash.
4. Install sash cords into box and attach weights.
5. Cut cord to correct length and attached to sash via screws.
6. Check top sash is moving freely.
7. Cut New parting bead to size and fix.
8. Repeat bottom sash cords as per top sash.
9. Check bottom sash moves freely.
10. Cut and install all new staff beads to box.

Test and Handover

1. Check individual tasks for finish and operation.
2. Snagging works will be carried out to client satisfaction.
3. Sign over sheet will be filled out by client.
4. Handover to client.

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RISK ASSESSMENT

S	Severity
L	Likelihood
R	Result

SEVERITY		LIKELIHOOD
No Injury	1	Almost Never
Minor Injury	2	Seldom
>7-day Injury	3	Possible
Major Injury	4	Probable
Death	5	Frequently

Risk Assessment Matrix						
X	5	4	3	2	1	
5	25	20	15	10	5	
4	20	16	12	8	4	
3	15	12	9	6	3	
2	10	8	6	4	2	
1	5	4	3	2	1	
Low 1-6 Medium 8-12 High 15-25						

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No.	Hazard	Risk	S	L	R	Control Measure	S	L	R
1	Manual Handling	Lifting, pulling& pushing, dropping, fatigue, cuts, trapping, fracture over reaching. Lifting and Straining	4	4	16	1. PPE (Gloves and Safety Boots), Trolleys/skates, panel boards, pallet trolley used when appropriate, appropriate lifting techniques, Regular rest brakes, good housekeeping, team work and regular refresher manual handling course. 2. Appropriate lifting techniques, ask for assistance for heavy lifting, mechanical/ trolleys when required.	4	3	12
		<u>Bespoke Joinery / Kitchen Installation</u>							

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2	Asbestos	Exposure to any number of asbestos places workers at risk of developing the long-term illnesses of asbestosis and mesothelioma.	5	5	25	1. Installations in new builds and properties built from 2000 on will be asbestos free and there is no risk. 2. In the initial assessment of older properties and installations our surveyors consider whether asbestos may be present. Unless and until a client can provide evidence that suspect material is asbestos free the job will not proceed. 3. Installers have all received asbestos awareness training, which is reinforced at regular Asbestos at Work tool box talks. 4. Should installers become aware of materials likely to contain asbestos they have been instructed to stop working and to contact a manager. In this case the manager will assess the situation and take such action as the situation requires.	5	2	10
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No.	Hazard	Risk	S	L	R	Control Measure	S	L	R
3	Electrical	Faulty electrical equipment could result in electric shock, burns etc	4	4	16	1. The majority of the work involves the use of 18-volt battery powered hand tools. 2. 110-volt heavy duty tools are occasionally used for short periods on some jobs. The 110v transformer is always located adjacent to the 240-v supply outlet. 3. Daily pre-use visual checks carried out and all electrical equipment routinely tested for safety. 4. Defect reporting procedure in place. 5. Equipment which has not been tested, or which has failed, will be taken out of use for repair or replacement. 6. PAT testing carried every three months to site tools.	4	2	8

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4	Hazardous Substances	Inhalation of dust disturbed by or created during installation could lead to respiratory ill-health conditions including asthma and Chronic Obstructive Pulmonary Disease (COPD). Exposure to solvents and adhesive containing substances hazardous to health also brings the risk of ill-health.	5	3	15	1. Our work is carried out in well-ventilated areas. Where possible tasks such as cutting worktops to fit are carried out in the open air where possible. 2. When tasks which create significant dust such as stripping out an old kitchen or sanding and drilling are carried out whilst wearing a dust mask. Workers have been Face Fit tested.	5	2	10
<u>No.</u>	<u>Hazard</u>	<u>Risk</u>	<u>S</u>	<u>L</u>	<u>R</u>	<u>Control Measure</u>	<u>S</u>	<u>L</u>	<u>R</u>
5	Mechanical	Contact with rotating blades and cutters could result in injury or entanglement. Infuse dust and swarf could be ejected with risk of injury including to eyes	4	4	16	1. Equipment is correctly set up, adjusted, and used according to manufacturers' instructions. Installation teams trained accordingly. 2. Tools are only used for the purpose for which they have been designed. Cutting blades, drills etc. are kept sharpened and replaced as required.	4	3	12

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						3. All equipment is CE marked and the guards and protective devices provided with equipment are used. 4. Appropriate personal protective equipment provided and worn such as eyewear and ear defenders are provided and worn. 5. Staff are told not to wear jewelry and loose clothing whilst at work to reduce the risk of entanglement with moving equipment and the risk of them snatching on fittings. 6. Tool use is restricted to fully trained operatives who are instructed to isolate power tools before adjusting.			
No.	Hazard	Risk	S	L	R	Control Measure	S	L	R
6	Noise	Exposure to excessive levels of unwanted sound resulting in noise induced hearing loss.	4	3	12	1. Installers have been instructed on the hazards and risks from exposure to excessive levels of noise. This instruction is reinforced during Tool Box Talks. 2. By the nature of our work we do not expect any of our teams to be exposed to a daily noise level greater than the lower	4	2	8

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						action level or above the workplace exposure limit. (IF ACTUAL MEASUREMENTS HAVE BEEN MADE ADD THAT INFORMATION HERE) 3. Hearing protection is available for any staff who want to make use of it. (USE WILL BE REQUIRED IF EXPOSURE IS ABOVE OCCUPATIONAL EXPOSURE LIMITS)			
7	Vibration	Exposure to excessive levels of vibration will result in Hand Arm Vibration Syndrome.	4	3	12	1. When buying new equipment, we look to obtain tools that will have a low vibration level and then follow the manufacturer's guidelines on daily tool time use to ensure that exposure values including the lower action levels are not exceeded. 2. Vibrating tools are in intermittent use and for short times only. Job rotation is practiced. 3. Installers have been instructed on vibration hazards, the risk of Hand Arm Vibration Syndrome and how to avoid those risks. From time to time this instruction is reinforced during Tool Box	4	2	8

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						Talks. 4. Equipment maintained in accordance with the manufacturer's recommendations.			
<u>No.</u>	<u>Hazard</u>	<u>Risk</u>	<u>S</u>	<u>L</u>	<u>R</u>	<u>Control Measure</u>	<u>S</u>	<u>L</u>	<u>R</u>
8	Work at height	A fall from height is likely to lead to injury	4	4	16	1. From time to time during installation works step ladder access to ceiling height will be required. Teams are provided with step ladders to EN 131 and industrial hop-ups for this occasional work. 2. Installers have been instructed in the risks from working at height and in the correct use of step-ladders. This instruction is reinforced during regular Tool Box Talks. 3. Ladders are maintained and checked routinely and records are kept. 4. Installers carry out simple pre use checks whenever they are used.	4	3	12
		<u>Use of Step Ladders</u>							

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9	Manual handling	Lifting, pulling& pushing, dropping, fatigue, cuts, trapping, fracture over reaching.	4	4	16	1. Employees have received manual handling training 2. Travel distances short and movement of step ladders conducted infrequently. 3. Ladders are of a light weight construction. 4. Ensure no obstructions / good housekeeping to route step ladders are being transported.	4	3	12
10	Work equipment	Faulty / damaged equipment, (risk of staff falling from height)	4	4	16	1. Stepladders used are to the required manufacturers specification (class 1 or EN131) 2. Stepladders are numbered and receive monthly visual inspection to identify any damage. 3. Damaged stepladders are taken out of service if required due to condition. 4. All employees trained in the safe use of stepladders and to carry out a pre use visual check.	4	3	12
No.	Hazard	Risk	S	L	R	Control Measure	S	L	R

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11	Contact by person or vehicle	Risk of staff falling from height	4	4	16	1. Stepladders used for tasks of short duration (max 30 minutes) and for light work 2. Work area cordoned off during stepladder use, and appropriate signs positioned warning of work being carried out overhead	4	3	12
12	Unsafe use of stepladder / human error	Risk of staff falling from height	4	4	16	1. Stepladders used are to the required manufacturers specification (class 1 or EN131) 2. All employees trained in the safe use of stepladders and to carry out a pre use visual check of the ladder and area of work. Together with environmental factors, (e.g., weather, ground conditions) 3. The stepladder is not used for access to other levels 4. The top 2 steps of the stepladder are not used. 5. Robust footwear worn (safety shoes/boots or trainers). 6. No side loading of the stepladder. Stepladders must face the work activity to be	4	3	12

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						carried out. 7. The stepladder is not left unattended			
<u>No.</u>	<u>Hazard</u>	<u>Risk</u>	<u>S</u>	<u>L</u>	<u>R</u>	<u>Control Measure</u>	<u>S</u>	<u>L</u>	<u>R</u>
13	Falling Items	Risk of persons underneath being struck	4	4	16	1. Work area cordoned off during stepladder use and appropriate signs positioned, warning of work being carried out overhead. 2. Appropriate tool belts to be worn. Only the required tools for the task in hand to be taken up the stepladder.	4	3	12
		<u>Use of Hand Tools</u>							
14	Ejected Materials and Parts.	Ejection resulting in eye damage, cuts, lacerations, or puncture wounds.	4	3	12	1. Equipment is correctly set up and adjusted before use (including sharp tool bits where relevant). 2. Only the correct tooling for powered equipment is used. 3. All guards fitted to, or provided with equipment, are used.	4	2	8

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						4. Appropriate personal protective equipment provided and worn such as eyewear, ear defenders and gloves (except with rotating equipment such as a drill) are provided and worn. 5. All protective equipment conforms to the correct British / EN Standard. 6. Tool use is restricted to fully trained operatives.			
No.	Hazard	Risk	S	L	R	Control Measure	S	L	R
15	Contact with rotating or oscillating equipment.	Contact with moving parts resulting in entanglement.	4	3	12	1. All equipment used in accordance with training and manufacturer's instructions. 2. Tools only used for the purpose for which they have been designed. 3. Guards fitted to, or supplied with equipment, are used. 4. Power to tools isolated (e.g., unplugged) before any adjustments are undertaken.	4	2	8

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						5. Jewellery and loose clothing are prohibited to prevent entanglement. 6. Hold to run controls fitted to power tools.			
16	Faulty electrical equipment	Electrocution resulting in shock, burns etc.	5	4	20	1. All powered tools operate at 110 volts or less (e.g., cordless drills). 2. The supply from the mains socket or generator to a 110-volt transformer is kept as short as possible. 3. All electrical equipment tested for safety. 4. Equipment which has not been tested, or which has failed, will be removed from use / site. 5. Electrical equipment Inspected before use. 6. Defect reporting procedure in place.	5	2	10

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17	Inhalation of dust	Inhalation of dusts leading to respiratory conditions such as lung cancer, asthma, and Chronic Obstructive Pulmonary Disease (COPD).	5	3	15	1. Operations carried out in well-ventilated areas. 2. Operations which involve excessive generation of dust (e.g. sanding, drilling etc.) only undertaken whilst wearing an appropriate dust mask which conforms to the relevant British / EN Standard. 3. Dust deposits removed when finished. Where possible a vacuum rather than sweeping brush will be used. 4. Dust extraction ports fitted to hand tools (e.g., sander, planer etc.) and used in conjunction with a type H (High) or M (Medium) class extraction unit. 5. Extraction unit maintained, serviced and subject to a "Thorough Examination".	5	2	10
No.	<u>Hazard</u>	<u>Risk</u>	<u>S</u>	<u>L</u>	<u>R</u>	<u>Control Measure</u>	<u>S</u>	<u>L</u>	<u>R</u>

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18	Exposure to excessive levels of unwanted sound	Exposure to excessive levels of unwanted sound resulting in noise induced hearing loss.	4	4	16	1. Hearing protection provided and worn. 2. Short duration work. 3. Operatives have been advised on the risks of noise exposure. 4. Equipment maintained in accordance with the manufacturer's recommendations	4	3	12
19	Exposure to excessive levels of vibration	Exposure to excessive levels of vibration resulting in Hand Arm Vibration Syndrome.	4	4	16	1. Short duration work. 2. Users have been advised on the risks of Hand Arm Vibration Syndrome. 3. Job rotation. 4. Equipment maintained in accordance with the manufacturer's recommendations. 5. Purchasing policy to source low vibration emitting equipment. 6. Manufacturer's guidelines followed to ensure exposure values are not exceeded.	4	3	12
		<u>Abrasive Wheels / Hot works</u>							

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20	Noise	Possible temporary or permanent hearing damage	4	4	16	1. Signs displayed prominently, highlighting the need to use Personal Protective Equipment (PPE) Eye/face protection, dust mask and hearing protection. 2. Supervisors instructed to check that PPE is being worn.	4	3	12
21	Bursting of abrasive wheel or disc.	Ejection of debris causing injuries to eyes, face, and body.	4	4	16	1. Authorised employees trained to fit abrasive wheel as part of their apprenticeship and in the regulatory requirements. 2. Only trained Employees are permitted to change and dress wheels. 3. Wheels are dressed / checked regularly. Guards and tool rests fitted to machines. 4. Ring test conducted prior to mounting wheels.	4	2	8

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22	Contact with Wheel or Disc	Burn and abrasion injuries to eyes, face, and upper body	5	3	15	1. Training and supervision. Only authorised users assessed as competent are allowed to use these machines. 2. Suitable and adequate guards are fitted. 3. Safe operating speeds observed. 4. Users check wheels for visible signs of damage before use. 5. Tool rest correctly adjusted by competent engineer.	5	2	10
23	Clothing entanglement with moving parts	Entanglement injuries to upper body and face.	5	3	15	1. Guards enclose all drive shafts and are provided for all abrasive wheels. 2. Operators have close fitting overall and are instructed to tie-back long hair and not to work at abrasive wheels with loose clothing, or jewellery.	5	2	10

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Assessors Name (Print):

Assessors Signature:

Sign Off Sheet

I have read and understood the contents of this Method Statement. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name	Emergency Contact:	Emergency Contact No:	Signed	Date

Manchester Sash Company Employees

Name	Position	CSCS Card	Certifications

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