



1. Storage

The storage of panes of glass requires particular care if damage and breaks are to be avoided. Below are some points to be considered when storing panes of glass:

- a. Store panes of glass vertically and upright to minimise the loads on the panes. This prevents the glass from bending or being deformed, which can cause damage.
- b. Use suitable storage systems such as shelves or racks that are specifically designed for the storage of panes of glass. Make sure that the storage systems are sufficiently safe and stable.
- c. If multiple panes of glass are stored together, make sure that they are separated using materials such as cork, cardboard or paper to prevent them from banging together and becoming damaged.
- d. Store glass in a dry, well-ventilated place that is protected from rain and at temperatures above 10°C with a maximum relative humidity of 70%. Do not allow the glass to be exposed to temperature and humidity fluctuations that could cause condensation. To avoid staining, keep the glass away from sources of heat such as ovens and high-temperature washing machines and from corrosive materials or agents such as organic solvent vapours, chemicals, acids and chemically active substances. If the glass shows signs of moisture due to temperature changes during transport, for example, it must be washed and dried before being placed into storage.
- e. Label each packaging unit clearly and unambiguously with the content, manufacturer and number of stored units. This makes it easy for others to identify the content and prevents confusion with other stocked items.
- f. Do not allow the glass to be exposed to direct sunlight, since this can cause discolouration and damage.
- g. Avoid high temperatures in the area where the glass is stored. High temperatures can stress the glass, which can eventually lead to it breaking.



2. Transport

When transporting panes of glass within the company and externally, it is essential to be extra careful to avoid breaking or damaging the glass. The following points should be noted:

- a. Use appropriate means of transport such as special transport trolleys or trailers that are designed for the safe transport of panes of glass. Make sure that the means of transport are sufficiently safe and stable.
- b. Pack the panes of glass carefully and securely to protect them from damage during transport. Use appropriate packaging materials such as cardboard, paper, cork pads, foam or bubble wrap. Acid-free paper must be used for glass with functional coatings (glass with optical interference coatings, surface mirrors, ITO-coated glass).
- c. Secure the glass in place during transport so that it cannot slip or move around. To do so, use appropriate aids such as straps and retainers. Movement can cause damage to the glass.
- d. Carefully load the glass onto the means of transport and make sure that it is loaded evenly and is stable. Do not overload the means of transport. Make sure that the weight of the glass is distributed evenly on the means of transport.
- e. Avoid sudden movements/abrupt braking during transport. Otherwise, you might jolt and damage the glass.
- f. When transporting panes of glass, all employees must comply with the applicable accident prevention regulations. Personal protective equipment – including gloves, safety shoes and goggles – should be worn in order to prevent injury.
- g. The panes of glass must be securely attached to the transport rack so that they cannot slip or fall. Use suitable straps or retainers to secure the panes of glass in place.
- h. The employees transporting the panes of glass must be trained in the work and must have received instruction on how to work safely and effectively. It is important for them to understand how to secure the transport rack.
- i. Panes of glass must not be subjected to excessive loads or stacking. Make sure that the transport rack is designed for the size and weight of the panes of glass being transported.



3. Handling glass

The handling of glass requires particular care to avoid breaks and other damage. Below are some points to be considered when handling panes of glass:

- a. When handling panes of glass, appropriate protective equipment such as gloves, goggles and work shoes must be worn to prevent injury.
- b. Use appropriate tools such as suction cups and lifting devices to handle the glass safely. Do not lift or carry panes of glass with your bare hands if the weight/size of the glass does not allow this to be done safely.
- c. Before lifting glass, check it for cracks, breaks or other damage.
- d. Hold the glass vertically and upright to minimise the loads on the panes of glass. Do not rest glass on edges or other uneven surfaces.
- e. Do not allow the glass to come into contact with other items such as tools, metal objects or hard surfaces. This will minimise the risk of scratches and other damage.
- f. Work in teams to make the handling of panes of glass as safe as possible. Make sure that all members of the team have the required training and knowledge to safely handle the glass.
- g. Be careful when setting the glass down. Do so slowly and carefully. Avoid setting the glass down abruptly, since doing so can jolt and damage the glass.
- h. Always set panes of glass down onto a soft underlay and not onto a hard surface such as a concrete floor.