

## Glass, Sharps & Wood Policy 2019

### Glass

Glass bottles and jars are banned from all areas of the factory.

A glass register has been prepared for the production areas and a check of listed items shall be carried out on a quarterly basis to ensure the integrity of the items. The check will be initialled and dated on completion.

In the event of glass/hard plastic and ceramic breakages, product in the vicinity shall be quarantined immediately by the person finding or having involvement in the glass breakage they shall inform supervision immediately who will carry out the breakage procedure.

The dedicated cleaning utensils shall be used (stored in the green bins, marked GLASS ONLY located around the factory. All glass shall be swept up and disposed of safely into a strong bag along with the cleaning utensils used. This shall then be put into the back door waste skip.

Any product in the vicinity either waiting to be produced OR already packed shall be thoroughly inspected for contamination. If there is any doubt, the affected sheets or cartons shall be removed and disposed of.

To ensure the area is completely free of contamination the Supervisor shall inspect and declare the area safe to proceed. Before commencing personnel in the vicinity must have the soles of their shoes examined for embedded glass/plastic/ceramic and if thought necessary, an inspection of overalls.

### Sharps

Snap off blade knives are banned from all production areas and only company supplied knives engraved with a number and entered onto a distribution list are to be used.

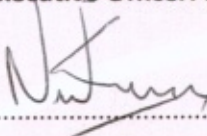
If a knife blade snaps it shall be treated in the same way as a glass breakage, if the broken portion of the blade cannot be found work shall be halted and a search initiated until it is found or we are satisfied that a risk is not present, if the portion of blade is not found the top sheet/carton shall be removed and disposed of.

Sharps containers are available in various areas of the factory.

### Wooden Pallets and furniture

Shall be in good condition and not have fragments of wood or damage present, if so they shall be rectified or disposed of.

**Signed Chief Executive Officer: Nick Kirby**

Signature:  .....

Date: 01/08/2020

Review Date: 01/08/2021