

Glass, Sharps & Wood Policy

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 will be conducted on a quarterly basis to ensure their integrity. The check will be initialled and dated upon completion.
- In the event of glass, hard plastic, or ceramic breakages, any products in the vicinity shall be quarantined immediately by the person discovering or involved in the breakage. They must inform a supervisor immediately, who will then carry out the breakage procedure.
- Only dedicated cleaning utensils shall be used (these are stored in green bins marked "GLASS ONLY" located throughout the factory). All glass shall be swept up and disposed of safely in a strong bag, along with the cleaning utensils used. This shall then be placed in the back door waste skip.
- Any products in the vicinity, either waiting to be produced or already packed, must 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 work, personnel in the vicinity must have the soles of their shoes examined for embedded glass, plastic, or ceramic. If deemed necessary, an inspection of overalls may also be conducted.

Sharps

- Snap-off blade knives are banned from all production areas. Only company-supplied knives, engraved with a number and listed on 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 no risk is present. If the portion of the 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

- Wooden pallets and furniture must be in good condition, without fragments of wood or damage. If any issues are present, they must be rectified or disposed of.

Signed



Chris Brown
Managing Director

Date: 01/07/2026

Review Date: 01/07/2027