# Purpose

1.1 To ensure that glass and hard plastic are adequately controlled.

# Scope

2.1 Applies to the monitoring and control of all glass and brittle plastic articles in the processing facility, the action required if an incident occurs and the process for reporting glass and brittle plastic breakage.

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

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| **Glass** | “Glass” includes ceramic as well as brittle plastic articles. |

# Instructions and Guidelines

## 5.1 Precautionary Measures

5.1.1 All glass bottles, containers, glass-faced clocks, thermos flasks, and related glass materials shall not be permitted in any part of the factory unless approved by management.

5.1.2 All fluorescent tubes and high intensity lamps should be protected by plastic shielding in areas of the facility where there is open production, raw material or food packaging storage, finished product, employee amenities, engineering departments, etc.

5.1.3 Separate plastic shields, which protect fluorescent tubes, should only be cleaned during non-production hours.

5.1.4 Fluorescent tubes, UV lights, bulbs etc. should only be cleaned or changed during non-production hours.

5.1.5 UV fly-killing equipment should **not** be sited over open production/packing or in areas where accidental breakage may cause contamination.

5.1.6 Windows in raw material, production and packing areas should be checked DAILY to ensure that the glazing is not cracked or broken.

5.1.7 Window repair/replacements should be carried out during non-production hours. Suitable screening should be devised to prevent spread of glass splinters, etc.

5.1.8 Wherever possible, glass in control gauges and tank sight glasses should be replaced **before installation**, with plastic materials; machine guards should be of shatterproof plastic.

5.1.9 Glass thermometers should not be used on any part of the site.

5.1.10 Visitors should be reminded of glass prevention requirements prior to them entering food processing and storage areas.

5.1.11 All managers and key employees should be provided with f Prior to any hard plastic being used on any part of the site, its ‘shatter-ability’ should be determined. If the plastic is found to shatter easily into small pieces, its use should not be permitted.

5.1.12 In particular, the practice of tea- and coffee making in production areas should be banned due to breakage hazards. In addition, the transfer of food from canteen facilities in/on earthenware crockery to other areas of the site shall not be permitted.

5.1.13 Formal training to ensure that they are aware of glass and hard plastic prevention measures

5.1.14 Contractors should be made aware of the ban on glass materials and brittle hard plastic equipment on site.

5.1.15 Daily checks shall be carried out as per pre-start procedures. Documentation to confirm checks and action taken shall be maintained and shall be scrutinized by the manager.

## 5.2 Incident Management

5.2.1 Should there be a glass/hard brittle plastic incident; the glass breakage procedure shall be closely followed.

5.2.2 Employees, contractors or other persons visiting the designated areas are obliged to abide by this procedure.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |