

**Central Production Unit Food Safety & Quality Management System**  
**Knives Blades, Glass and Hard Plastic Breakage Procedure**

**Purpose**

To ensure that all staff report knives, blades, glass and / or hard plastic items located in an open ingredient area, are damaged or break during operational activities to avoid risk of physical contamination of both raw materials and finished product.

**Responsibility**

All operational colleagues working in open food production, packing, storage and dispatch areas where there is a report of a broken knife, blade or glass and / or hard plastic breakage.

**Procedure**

1. Production should be stopped immediately, and the incident locating / area isolated by an exclusion zone of 10 m<sup>2</sup>. This area should be attended by a supervisor or member of the leadership team until fully investigated
2. In an event of a glass / hard plastic breakage, use a dedicated spillage kit to ensure the breakage is effectively cleared, removed and disposed of safely by a supervisor or manager
3. In an event of a knife breakage, all the parts should be located and disposed of safely by a supervisor or manager
4. Any raw material or finished product in the affected area must be closely inspected for contamination. If any doubt exists as to whether or not product has been contaminated, then the affected product must be placed on hold using a designated hold label and isolated for disposal
5. To enable the area to be declared clear and safe from contamination the Central Production Unit leadership team must coordinate with the supervisor or manager responsible for the area to double check to ensure the area is completely clear of glass or hard plastic. This check should include an inspection of the soles of footwear and clothing if appropriate
6. Once the leadership team is fully satisfied that no contamination risk is present in the area, it may then be declared as clear, and the exclusion zone lifted, and production recommence
7. A sample of the broken glass / plastic should be kept for reference by sealing in an appropriate bag and stored in a safe designated location
8. The incident must be logged in AIR3 by the supervisor or manager undertaking the investigation

**Document Control**

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