



SAFETY



CONVERSATION



Topic: Broken Glass and Crockery

WHAT YOU'RE GOING TO LEARN

In this Safety Conversation you will learn about the safety precautions to take when clearing and disposing of broken glass and crockery. This will ensure that we reduce the risk of cut injuries to yourselves, colleagues or possibly customers.

HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Know the hazards associated with clearing up broken glass and crockery
- Be aware of the procedure that should be followed in this situation
- Understand the safety precautions to take when clearing up broken glass and crockery

WHAT YOU NEED TO KNOW

When you think of injuries relating to sharp objects in catering and hospitality jobs, what do you think causes the most injuries? Most people would think it is knives but for us, it is actually broken glass and crockery. Most injuries occur when cleaning up or disposing of broken glass and crockery. In fact, there is an average of 166 cut injuries each year within our business, 40% of these are when clearing up or disposing of broken glass or crockery. For this reason, it is important to ensure that we follow rules when it comes to dealing with breakages in the workplace.

Firstly, when a breakage occurs it is important to make sure the area is made safe and not left unattended. In this situation you may need to ask a colleague for assistance and to get a dustpan and brush to clear up the breakage. Once broken, glass and crockery are only to be handled with a dustpan and brush. At no point should you be picking up broken glass or crockery with your bare hands. Once you have collected all the broken pieces with the dust pan and brush it is important to dispose of them correctly.

Where broken glass or crockery forms a significant part of the general refuse, separate broken glass and crockery bins must be provided. The bin should be clearly identified for its purpose and only glass and crockery should be disposed of in that bin. In these bins we should not use bin liners and the contents should be emptied directly into the appropriate bulk refuse container.

If you only deal with a small amount of breakages these should be securely wrapped before placing in a bin liner. However, we would advise that designated bins for broken glass and crockery are available at convenient locations throughout your venue. This also assists in ensuring the correct waste goes into the correct waste streams as part of our environmental commitment to reducing landfill.

Now check that your venue has everything in place to deal with any breakages.

- Are there dustpans and brushes in areas where breakages are likely to occur e.g. bars or hospitality areas?
- Is there a designated bin to dispose of broken glass and crockery that is clearly labelled for use?
- If there is no designated bin available, is there a procedure in place that ensures that any broken glass and crockery is securely wrapped before being disposed of in the general waste bin.

PUTTING WHAT YOU'VE LEARNT INTO PRACTICE

- Check that your venue has enough dustpans and brushes to deal with breakages
- Identify areas that would be suitable and convenient locations for designated broken glass and crockery bins
- Ensure correct signage is displayed where appropriate



BE MINDFUL

- Be mindful of your surroundings and stay vigilant of broken glass and crockery potentially on the floor
- If breakages occur consider those around you and make sure you make the area safe before continuing to work

SPEAK OUT

- Let your supervisor or manager know if you require additional dustpans, brushes or bins in your venue

GET INVOLVED

- If you see any of your colleagues picking up broken glass and crockery with their hands, stop them. Encourage them to work safely and use a dustpan and brush

YOUR VALIDATION

- Where are dustpans and brushes kept in the venue?
- Is there broken glass and crockery bins available, if there are where are these positioned?
- If there is not a designated bin in place, how should broken glass and crockery be disposed of safely?

MORE INFORMATION

- COM 6 Disposal of General Waste Risk Assessment
- CAT 53 Handling, Use & Cleaning of Glass, China & Crockery Risk Assessment

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