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| **Safety Task Card** | | | | |
| **CAT 26** | **Handling, Use & Cleaning of Glass, China & Crockery** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards?  Sharp edges  Delicate items which fracture easily.  Incorrect application of pressure  Unseen jagged edges.  Unstable or slippery work surfaces.  Cold and numb hands or fingers.  Inadequate workspace.  Poor lighting. | | | How might they be harmed?  Back and muscle strain  Laceration | |
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| **Safe System of Work** | | | | |
| * Only trained employees to carry out the task. * Employees to be vigilant and identify any broken, cracked or damaged items and bring the items to the attention of the manager * Employees cleaning or polishing any items must use a suitably thick polishing cloth and be careful not to apply to much pressure to the item. The item should be gripped firmly by the base and the cloth between the hands and the item at all times. * Broken glass, china and other sharp objects to be securely wrapped before placing in a bin liner, or disposed of separately in a rigid container. * Where glassware or broken glassware forms a significant part of the general refuse, separate glass bins must be provided. Bin liners must not be used inside glass bins and these should be emptied directly into the appropriate bulk refuse container. * Once broken, glass, crockery and china is only to be handled with a dustpan and brush. There should be no picking up of broken shards with bare fingers. * Suitable trolleys or other mechanical means to be provided and used to transport large volumes of glass, china or crockery in accordance with the requirements and findings of the manual handling risk assessment. * If a glass polishing machine is used than a specific risk assessment and employee training will be required. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | |
| **CAT 26** | **Handling, Use & Cleaning of Glass, China & Crockery** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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