

HACCP <i>Europa.com</i>	QUALITY SYSTEMS MANUAL	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Glass Policy / Glass Breakage	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
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SCOPE: This procedure applies to all glass and hard plastic used on site, including lights and windows.

PURPOSE: To remove or ameliorate the hazard of broken glass and ensure the risk to consumer health as a result of glass breakage is as low as is practicably possible given the nature of the structure.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements. All members of staff must appreciate the potential risks associated with breakages and must follow the instructions outlined in this procedure.

The Quality Manager is responsible for ensuring Glass Log is completed on a weekly basis.

Glass Breakage Record acts as an expression of due diligence in the event of an investigation due to contamination / customer complaints etc.

INSTRUCTIONS:

1. The designated employee completes Glass Log weekly.
2. Each piece of glass and clear Perspex is checked and confirmed is intact.
3. The team leaders complete the Daily Machine Glass Log.

In the event of any glass breakage within the production, storage, or other areas, the following must be adhered to in order to ensure product safety. This includes the breakage or loss of Glasses and Contact lenses:

1. Production in the area must be stopped immediately.
2. All products in the immediate vicinity must be quarantined.
3. The area at risk will be isolated using coloured tape.
4. The Manager must be informed immediately of any breakage in any area.
5. No food items, equipment or glass to be removed until the site has been examined by manager.
6. All staff is to leave the area until all broken glass has been removed.

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7. On leaving the area, staff shoes will be inspected to ensure they are not contaminated with glass.
8. On leaving the area, affected staff protective clothing will be changed to ensure there will be not any further cross contamination. Affected protective clothing will be discarded.
9. A nominated staff member on instruction will pick / sweep up all glass fragments. Ensure all staff involved is wearing appropriate protective clothing and gloves.
10. Broken glass will be placed in a marked polythene bag within a plastic refuse container.
11. All food contact surfaces, food machinery, and floor areas will be wiped down using a damp cloth.
12. Brushes, shovels, and cloths used to collect broken glass must be disposed of, together with the polythene bag and plastic refuse container, immediately in the external refuse area. If hoses or vacuum cleaners have been used, they must be thoroughly cleaned and signed off on Glass Breakage Record.
13. The coloured tape is only to be removed once the Manager agrees that all broken glass has been removed from the affected area.
14. The affected area to be left in a safe condition and arrange repair of the broken item using approved personnel. The manager must ensure it can cause no further damage before resuming production in this area and place a warning sign for staff advising that care needs to be taken when working in the area where broken glass was found.
15. The manager must ensure that all action is recorded on Glass Breakage Record.

MONITORING:

1. Each area to be audited accordingly to glass audit schedule by designated employee.

CORRECTIVE ACTION:

1. Any foodservice employee found not following the procedures to be retrained.

VERIFICATION AND RECORD KEEPING:

1. The manager will verify that employees are following this procedure by visually observing the employees during all hours of operation.
2. The manager will complete the Food Safety Checklist daily.

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RECORDS APPLIED TO THIS PROCEDURE:

- Food Safety Checklist
- Glass Log
- Glass Breakage Record

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.