
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Policy		
	Title: Broken Glass & Brittle Plastics Policy	Number: Q16-PL-100-010	
	Owner: Hunter Douglas	Revision: 0	
	Effective Date: 05/20/2016	Page: 1 of 3	

1.0 Purpose:

The purpose of this policy is to establish an acceptable program for the handling of broken glass or brittle plastics that will allow the facilities to be compliant with 21CFR211 <Lighting> and SFSF Clause 4.3.

2.0 Scope:

In order to prevent contamination, all overhead glass lights will be protected in order to prevent a glass bulb from falling or breaking. Fluorescent bulbs will have straps on them to prevent their falling from the light fixtures and high intensity bulbs will be constructed out of a non-breakable material.

This policy is to cover the steps to be taken in the event of a glass or brittle plastic breakage incident and applies to all Manufacturing, Repackaging, and Warehouse facilities.

3.0 Responsibility:

Employees are responsible for reporting the incident and assisting with clean-up under supervision.

Production Manager and/or Shift Supervisors are responsible for assisting QA personnel and supervising clean-up.

QA personnel are responsible for logging and inspecting both the location of the incident and the product affected.

4.0 Safety Considerations:

Proper PPE should be worn at all times including but not limited to cut-resistant gloves, safety goggles, and steel-toed shoes.



Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment:

Cut-resistant Gloves
Broom (labeled for glass only)
Dust pan (labeled for glass only)
Broken Glass Disposal Container

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6.0 Procedure:

Policy Guidelines:



- No glass or ceramic items shall be allowed in the production areas.
- Lighting in both production and storage areas shall be of the appropriate intensity to allow the staff to carry out their tasks safely and effectively.
- Lighting in production areas, inspection stations, packaging areas, storage areas, and any other area where product is exposed shall be shatterproof, manufactured with a shatterproof covering or fitted with protective covers to minimize risk of contamination.
- All thermometers and hydrometers shall either have plastic covers or be shatterproof.
- If a light **MUST** be replaced during production hours, then all product and packaging materials must be covered or moved a sufficient distance (at least 2 times farther than the height of the bulb being replaced) from the fixture to prevent accidental contamination.
- Items used for the clean-up of broken glass or plastic (brooms, dust-pans, etc.) shall be labeled 'For Glass Only' and kept in a segregated area to prevent the spread of contamination.
- In the unlikely event that a broken glass/plastic incident should occur, the following procedure must be followed

Procedure:

- The affected area must be segregated immediately using either stanchions, personnel, or some other physical barrier.
- QA personnel and/or area supervision **MUST** be notified immediately.
- Any personnel near the affected area should examine their clothing and hair coverings for fragments of glass. These items should be changed if contamination is suspected.
- All product in affected area (at least 2 times farther than the height the item fell from) needs to be placed on hold, quarantined, and inspected by QA personnel before being approved for shipping.

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- If the breakage is above a production line then the line must be shut down immediately.
- Remove any large pieces of glass/plastic by hand while wearing cut-proof gloves and place in a glass disposal box.
- Sweep the remaining glass/plastic shards in the area up with broken glass specific broom and dust pan. Put shards in the glass disposal box.
- If applicable, wash entire affected area thoroughly with a water hose.
- The area must be inspected and cleared by Production Manager or QA Personnel before resuming work in the area.
- After clean-up, all cleaning implements and employees' shoes must be thoroughly cleaned outside of processing area to prevent further contamination.
- Cleaning implements must be returned to specified storage location (*Note: Location for Manufacturing will be in the Underlab and shall be located in the Maintenance Shed at Repackaging.*)
- QA Personnel is to record the event on the Miscellaneous Incident Log and complete a Miscellaneous Incident Report.

7.0 Reference Documents:

Miscellaneous Incident Log
Miscellaneous Incident Report

8.0 Change Information:

New Document

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