**GLASS AND BRITTLE PLASTICS BREAKAGE PROCEDURE**

 **Who:** trained personnel

**When:** if glass or brittle plastics break

**Procedure:**

1. When a glass or brittle plastic is broken or damaged and food may have been affected, stop the line and notify **[Specify position title, ex: Supervisor, food safety co-ordinator].**
2. Place all potentially affected items on hold.
3. Remove or protect all food, ingredients, processing aids or packaging.
4. Clean up the broken item with dedicated tools. **[Specify what to use ex: a colour coded broom and dust pan or glass dedicated broom and dust pan]**
5. Clean and sanitize the area following procedures from the Sanitation Program.
6. **[Supervisor or food safety co-ordinator]** must inspect the area to ensure it is clean and safe and then give permission to resume production.
7. Supervisor or food safety co-ordinator must do a food safety assessment to decide on the best way to throw out any product that could potentially be affected product.
8. **[Specify title]** must fill out the Incident Report Form and identify the broken or damaged, product and how it was thrown out.