*Safe Work Practices*   
Cleaning up Broken Glass or China

**Hazards:** Cuts or puncture wounds from sharp pieces of broken glassware or china

**Equipment:** Brush and dust pan, disposal container for broken items

**Personal protective equipment:** Cloth gloves (preferable to rubber gloves)

**Training required:** On-the-job training

**Legal requirements:** N/A

# Safe work practices

1. Clearly identify the broken items to other employees and guests verbally or with floor signage.
2. Get a hand brush, pan and gloves.
3. Put the gloves on.
4. Brush all the pieces of broken glass or china into the pan.
5. Check under and inside furniture, equipment, and other hidden areas where broken pieces may have fallen.
6. Dispose of the broken pieces in an appropriate container.
7. When handling glassware and china, check for potential breakage from cracks, chips, or other defects.