

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Broken Glass

SECTION:
B
POLICY:
3

DATE:
January 2014

Signature: _____

Revision: December, 2017

ADMINISTRATOR

BROKEN GLASS

POLICY:

Broken dishes and glass ware is to be placed inside bins provided for this purpose.

OBJECTIVE:

To ensure the safe disposal of broken glass.

PROCEDURE:

All staff who work with broken glass are to place glass pieces into a plastic bag, tied, then disposed into the broken glass garbage can. The cans are located inside of the Housekeeping Room, behind the Nurses's station on each floor. Breakages should be reported to Housekeeping/Laundry Supervisor or Director of Dietary & Support Services so that family is notified (resident breakage) or LMH inventory is adjusted (for LMH dishware).

When working in kitchen area the broken item can be placed directly inside the bin located inside the cartwash.

The Director of Dietary & Support Services will manage the disposal of the broken glass deposited in the glass bin. The bin will be taken directly to the dumpster after inventory of broken items is taken.