



## Safe Work Procedure – Washing Glassware

<b>Workplace:</b>	<b>Written by:</b>	<b>Approved by:</b>	<b>Date Created:</b>	<b>Date of last revision:</b>
All	Kevin Smith	Stewart McKenzie	October 5, 2009	February 10, 2011
<b>Hazards Present:</b>		<b>Personal Protective Equipment (PPE) or Devices Required</b>		<b>Additional Training Requirements:</b>
Burns Chemical Exposure Broken Glass Slip and Trip		Chemical Resistant Gloves Broom & Dustpan Safety Goggles		WHMIS
Signs and symptoms of potential injury				
Headache, Fatigue, Nausea				
<b>Safe Work Procedure</b>				
<ol style="list-style-type: none"> <li>1. Fill sink with water, turning on cold water first and adding hot water until desired temperature is achieved. Monitor sink filling and avoid overfilling.</li> <li>2. Check MSDS for cleaning agent and wear any PPE necessary.</li> <li>3. Add cleaning agent to water.</li> <li>4. Place glassware in water, assessing the quality of each piece, and discarding cracked or broken items. Consider residual chemical residue before disposal</li> <li>5. Wash glassware. Keep proper posture to avoid fatigue if there are many items to wash</li> <li>6. Dry glassware or place on drying rack. Handle wet glass with caution</li> <li>7. Check sink for any possible fragments before emptying.</li> <li>8. Clean up any spills which may cause slipping hazard</li> </ol>				

If an emergency situation occurs while conducting this task follow emergency procedure  
REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR

Guidance documents/standards/legislative requirements: <b>MR 217/2006 Part 6</b> – Personal Protective Equipment <b>MR 217/2006 Part 7</b> – Storage of Materials, Equipment, Machines and Tools <b>MR 217/2006 Part 35</b> – WHMIS  School Division Policy:	Employee name: _____  Employee signature: _____  Date of review: _____
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This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum, every three years.