Safe Work Procedure - Broken Glass

At schools and on the playground broken glass can be a common occurrence. But whether it’s a broken bottle or broken window pane, the glass needs to be cleaned up quickly and disposed of properly.

Procedure

Secure the area so that students cannot approach the broken glass. Then, while wearing appropriate shoes, gloves and safety glasses:

- Pick up large pieces of glass and place them in a box, bin or on several sheets of newspaper.
- Sweep the smaller pieces of glass in towards the centre of the area.
- Once you have gathered all the glass shards, use a dust pan or other suitable object to sweep the glass onto and place it with the large pieces already collected.
- Small glass fragments can be very effectively cleaned off smooth surfaces by using some wet paper towel.
- Vacuuming the area, if appropriate, is also very effective.
- Once cleanup is complete the collected glass needs to be sealed in a bag/box
- Label the bag/box as containing broken glass and place it in a custodian room or directly into the school dumpster.

Issues to Note

- Examine the area closely so that you are sure just how far the broken glass has scattered.
- Broken glass tends to stick/embed into sheet flooring and can be difficult to clean up. Be very thorough.
- Carpets can be particularly difficult to clean glass out of as it can get tangled in the carpet pile.
- If the broken glass was a container with material or residue in it then you should determine the need to consult an SDS prior to attempting cleanup. It may be a hazardous material.