



Lead, Serve, Support

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CLEANING UP AND DISPOSING OF BROKEN GLASS AND SHARP OBJECTS REQUIRES SPECIAL PRECAUTIONS TO AVOID BEING INJURED

Special handling procedures are required to avoid being injured when cleaning up and disposing of broken glass. Broken glass can cause lacerations, cuts, and puncture wounds as well as potential exposure to diseases.

How to Safely Clean Up and Dispose of Broken Glass

1. **Secure the area** so others, especially students, cannot approach the broken glass.
2. **Contact a custodial or maintenance staff member for assistance** whenever possible.
3. If you clean up the broken glass yourself:
 - a. **Wear appropriate shoes and protective gloves**, i.e., cut-resistant or heavy leather gloves. Thin, disposable nitrile, vinyl, or latex gloves do not provide adequate protection as they could easily be cut or punctured by broken glass.
 - b. **Use mechanical means to pick up pieces of broken glass** such as:
 - A dustpan and broom
 - Tongs, tweezers, forceps; or
 - Two stiff pieces of lightweight cardboard or heavy paper, such as index cards, used to scoop up the pieces of glass.
 - c. **Place the broken glass into a puncture-proof container**, i.e., a plastic bucket or cardboard box.
 - d. **Clean up tiny shards of glass using a wet paper towel, absorbent pad, or a piece of rolled-up tape.**
 - e. **Write "broken glass" on the outside of the container before placing it into the trash.**

Wear Cut Resistant Gloves When Cleaning Up Broken Glass



Use tools a broom & dust pan or tongs to sweep up small pieces of glass



Use wet a paper towel, absorbent pad, or piece of tape to pick up tiny shards of glass



Dispose of broken and unwanted glass and sharp objects in a labeled, puncture-proof container with a lid; NOT in the normal trash



SAFETY MATTERS