

**Strathcona Hotel**

**Policies & Procedures**

**Subject: Broken Glass**

**Date: February 20, 2013/ Revised January 30, 2017**

This policy is written in accordance with the laws of British Columbia and is to ensure the efficient handling of broken glass.

All staff must be aware of the potential for glass to be broken in our venue(s) and to take immediate action to prevent any injuries from occurring. All staff should take immediate action if they hear and or see that glass has been broken.

If the break happens during operating hours, immediately inform nearby guests and protect the area from patrons and or other staff entering the area. Contact a housemen right away to come and do a thorough sweep of the area removing all glass. Only when the broken glass has been completely removed from the area will you let both patrons and service staff back into that area.

To ensure safely handling glass and to eliminate the possibility of injury the following procedures must be followed:

* Clear people from the immediate area and communicate to nearby patrons that glass has been broken
* Contact a housemen for assistance by dialing 0. If there is no housemen on contact (another co-worker, your immediate supervisor, security)
* Do a thorough sweep removing all glass