

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Cottonwood Industries

POLICY NO: 20-017

SUBJECT: Glass Breakage-Production

EFFECTIVE DATE: November 2003

Policy:

Glass objects or containers are prohibited in production areas, maintenance shop area, storage areas, and distribution areas. The exceptions are computer screens, calculators, prescription eyewear, fluorescent bulbs or parts required in assembly projects.

Procedures:

1. If broken glass is found in the production area, the following actions need to take place:
 - a. Report broken glass to a Coordinator or other member of Management.
 - b. Determine the source of the broken glass.
 - c. Determine if the product has been contaminated. React accordingly to the situation.
 - d. Clean up the area where the broken glass occurred – must clean 20 feet out from the area to insure all glass is captured.
 - e. Complete the Glass Breakage Incident Report Form and give the completed form to the Coordinator responsible for the area where the breakage occurred.

2. The responsible Coordinator will determine preventative measure that should be implemented in order to prevent the recurrence of this glass breakage incident. This Coordinator will complete the Glass Breakage Incident Report Form and give to Senior Cottonwood Industries Coordinator for filing. Completed forms will be kept on file for two years or more.