









Safe Job Procedure – Sharps

SJP-004

Preparation: Safety Specialist

Approval Authority: Senior Management

Issuing Dept: Safety

Description of Work:		Handling & Disposing Sharps				
		Examples of Sharps: <ul style="list-style-type: none"> • Needles • Scalpel blades • Suture material with needles • Glass vials/broken glass • Any other sharp objects that may have been in contact with blood or body fluids 				
Personal Protective Equipment (PPE) Required						
						
Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>GENERAL:</p> <p>To ensure that Diversified Staffing employees are protected from the hazards associated when handling and disposing sharps.</p> <p>PROTECTIVE MECHANISMS:</p> <ul style="list-style-type: none"> • Personal Protective Equipment (PPE) - Part 18 OH&S Code • Training • Manufacturers Specifications • Emergency Response Plan (ERP) <p>SELECTION AND USE:</p> <ul style="list-style-type: none"> • As per the job requirement <p>SUPERVISOR RESPONSIBILITY:</p> <ul style="list-style-type: none"> • To facilitate and/or provide proper instruction to their workers on protection requirements • Selection of Equipment • Hazard Assessment • Work Site Inspection 						

 Controlled by:
 Safety Specialist

 Revised:
 July 4, 2017

 Approved by:
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 Path:
 P:\Corporate\Safety Docs\Safe Job Procedures (SJP's)

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Safe Work Procedure Checklist:

Principles:

1. **Always** have hand washing facilities available – sink/soap/hand sanitizer
2. **Never** recap needles
3. **Do not** separate needles and syringes – discard as a single unit
4. **Do not** purposefully bend, break or remove a needle from the syringe
5. If needle and syringe are inadvertently separated, use forceps to dispose of needle
6. **Never** dispose of sharps in the regular garbage
7. **Do not** attempt to open a sharps container that has been locked closed

Handling and Disposing of Sharps:

1. Ensure you have a sharps container within easy reach.
2. Always have sharps pointed away from you to avoid an accidental injury.
3. Ensure that no one is between you and the sharps container.
4. Discard all used syringes as a single unit.
5. Using forceps, remove the blade from a non-disposable scalpel handle without breaking the blade.
6. Place used sharps in the sharps container with the sharp end pointed away from you.
7. Do not insert fingers into the opening of the sharps container.
8. When finished, wash hands with soap and water or clean hands with a hand sanitizer.
9. Before leaving the work space, ensure that all sharps are disposed of correctly.
10. Before leaving the work space, ensure that all spills are appropriately cleaned.

Needles and Syringes

Dispose of it safely - participating pharmacies

- Many pharmacies provide safe disposal for needles, syringes, diabetic lancets and other sharps. Contact your pharmacy to see if they participate in sharps disposal.
- Needles must be properly packaged to prevent injuries. Many pharmacies offer sharps containers at their locations.

Dispose of it safely - Black Cart

- Properly packaged needles can be placed in your black cart. Put needles into a puncture-resistant, non- breakable, sealed container (i.e. plastic bleach bottle, milk container or pop bottle).
- Label the bottle as "sharps" with a permanent marker.
- Do not use cardboard boxes for packaging as they can break open or rip.

NOTE:

- All PPE must be inspected prior to use
- All equipment must be inspected prior to use

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

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