
Heritage College Administrative Procedure # 10

Relating to Safety - Disposal of Sharp Items and Needles

Subject: Procedures relating to Safety – Disposal of Sharp Items and Needles

Administrator: Director of Building Services

Issuing Service: Building Services

Coming into Force: December 5, 2000

Revised: N/A

Purpose

The purpose of this document is to reduce the risk of infection or injury by ensuring the safe disposal of sharp items and needles

Application

These procedures are to apply to all individuals at Heritage College.

Procedures

1) Disposal Container

- The College should institute a sharp-items disposal container. The container must be non-breakable with a puncture-proof lid (i.e. a bleach bottle or thick plastic peanut butter jar) and be well marked to indicate its use.
- All staff and students should be informed of the container's location and use.
- Items that should be placed in the container include but are not limited to:
 - ▣ broken glass;
 - ▣ needles from bubble jet printers;
 - ▣ cut metal scraps;
 - ▣ tops off tin cans; and
 - ▣ needles (syringes)
 - ➔ *When a needle (from a syringe) is found, the area must be marked and all students and employees kept away from the area until the needle can be disposed of.*
- Once the sharps container is full or when deemed necessary, securely close it and dispose in the workplace dumpster.

Heritage College Administrative Procedure # 10 Relating to Safety - Disposal of Sharp Items and Needles

2) Equipment and Supplies

Each academic department and manager will ensure that the following equipment or supplies is/are available to handle and dispose of needles safely:

- disposable gloves;
- household bleach or similar solution;
- heavy work gloves;

3) Removal of a Needle

- Using a spray bottle of household bleach (or similar solution), spray the needle.
- Place the container for sharps disposal on a flat surface as close as possible to the needle and remove the lid. Do NOT hold the container with the other hand.
- Wearing disposable gloves or using metal tongs, pick up the needle. This should be a ONE HANDED operation.
- Holding the needle tip down and away from your body, put the needle in the container for sharps disposal.
- Close the container securely with the lid.
- If the removal was performed inside, ensure bleach (or similar disinfectant) used in removal is cleaned up to prevent a slipping hazard.
- Return the container to a safe storage place.
- Disposable gloves should be removed inside-out, one at a time, and disposed of in the regular garbage.

4) Accident Report

Any employee or student who receives an injury from a sharp object must immediately complete an Accident Report.

Note: If the injury was caused by a needle (syringe), the injured person should seek medical attention as soon as possible, within 24 hours maximum.

Heritage College Administrative Procedure # 10 Relating to Safety - Disposal of Sharp Items and Needles

Roles and Responsibilities

Those primarily responsible for the implementation of this procedure are coordinators of the different departments, managers, certified labourer, chief custodian and the Health and Safety Committee.

Revision

These procedures will be reviewed when deemed necessary.