



# Safe Collection and Disposal of Needles & Syringes

## Power and Water Corporation Corporate Procedure

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### 1 Purpose

This procedure is for the safe collection and disposal of needle and syringes for all Power and Water Corporation employees.

### 2 Scope

2.1 This procedure applies to all Power and Water Corporation employees.

### 3 References

3.1 National Code of Practise for the Control of Work-related Exposures to Hepatitis and HIV (Blood-bourne) Viruses, [NOHSC:2010,(2003)], 2<sup>nd</sup> edition.

### 4 Roles and Responsibilities

Role / Title	Responsibility
Managing Director	<ul style="list-style-type: none"> <li>Authorises procedure</li> </ul>
Business Unit General Manager	<ul style="list-style-type: none"> <li>As a member of the EMC recommends approval by MD</li> <li>Ensures this document meets PWC OH&amp;S standards and sufficient enrolment has occurred in the Business Unit</li> </ul>
Branch and Section Managers or Supervisors	<ul style="list-style-type: none"> <li>The manager/supervisor is to ensure that this procedure is accessible and complied with by all employees</li> </ul>

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All Employees	<ul style="list-style-type: none"> <li>• Ensure safe use</li> <li>• Contact supervisor if injured by syringe</li> </ul>
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## 2 Definitions

SHARP/S	Syringes are generally referred to as "SHARPS"
H.I.V.	Human Immunodeficiency Virus
PPE	Personal Protective Equipment

## 2 General Requirements

It is generally considered that health risks may arise following injuries by contaminated syringes. These procedures outline the safe method to be adopted whilst handling syringes so as to reduce the risk of injury. Syringes are generally referred to as "SHARPS".

### Hazards of SHARPS.

Infections both minor and serious can occur if safe working procedures are not followed.

Serious infections may result in either one or all of the following:

TETANUS

HEPATITIS "B" & "C"

H.I.V.

## 3 Collection and Disposal

- Unprotected hands shall not be placed anywhere near a needle or syringe.
  - (b) Ensure you are wearing latex gloves as they provide better protection from infectious fluids. The use of heavier gloves may provide a false sense of security.
  - (c) No attempt shall be made to recap the needle (if located), place the needle in a SHARPS container.
  - (d) Use tongs in a single-handed operation to pick up the syringe and place it into the SHARPS container.
  - (e) Take the SHARP/S container to the syringe, **not** the syringe to the SHARP/S container.
  - (f) Open the SHARP/S container and place it adjacent to the syringe and/or needle. **Do not** hold the SHARP/s container in your hand.

- (g) When safely picked up, place needles and syringes into a SHARP/s container.
- (h) Replace the lid on SHARP/S containers when not in use.
- (i) The SHARP/s container shall be secured in the vehicle so it does not move around.
- (j) Deliver the SHARP container to Quality Safety & Risk for disposal when full.
- (k) The SHARP's container, syringe and needle tong, gloves and disinfectant are available from our PPE supplier.
- (l) Wash tongs with disinfectant and dispose of gloves in bin.

#### **4 What to do if you are injured by a SHARP/S**

- (a) Encourage bleeding from the wound immediately by squeezing it for a short while.
- (b) Flush the wound, as soon as possible with clean running water and soap if possible.
- (c) Apply a disinfectant, and a sterile dressing.
- (d) Contact your supervisor and advise that you are going to the Hospital/Doctor for medical attention immediately. (Take the SHARP/s with you if possible.)
- (e) Complete an accident/incident report form.
- (f) Any person suffering a needle stick injury should receive pre-test counselling, as soon as possible after the incident.

#### **5 General Hygiene Practices**

- (a) Wash hands with soap thoroughly after contact with SHARP/S.
- (b) Wash hands with soap before eating.