



Work Instruction : Dealing with Sharps (needles/syringes)

Introduction:

CSCS Limited cleans a wide variety of buildings and equipment at Charles Sturt University.

Scope:

This procedure encompasses safe and effective collection of sharps objects operations.

Purpose:

The purpose of this procedure is to provide CSCS Limited cleaning staff with a reference tool and guideline for: Collection of sharp objects.

Safety Guidelines:

Read SDS for appropriate chemical before using

Refer CSCS Online Induction Series

NB: Always assess each job for dangers and hazards. Never place yourself or others at risk. If unsure please contact Supervisor prior to commencing work.

Recommended Equipment :

- PPE
- Syringe Kit

Procedure:

Process step 1

Assess

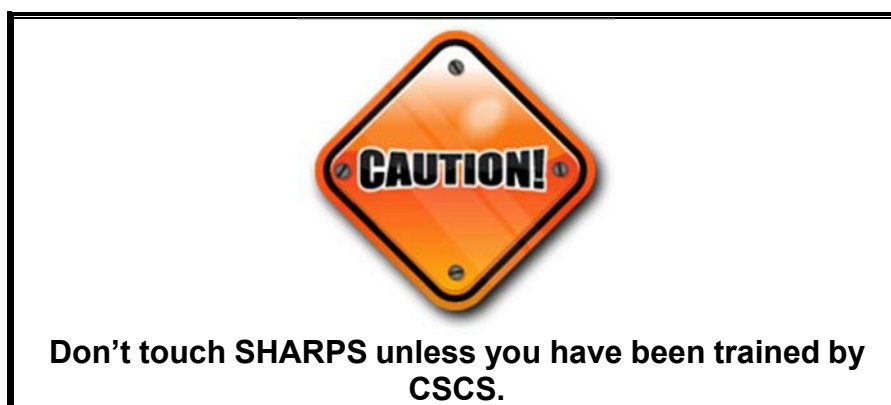
If a syringe or needle is found by a Charles Sturt Campus Services Ltd staff member the Supervisor should be contacted immediately, do not try to dispose of a syringe by yourself.

Supervisors have been trained in the procedure and will act promptly to dispose of the syringe or needle (with the exception of facilities within the Veterinary Enterprises who will dispose of their own sharps).

Area and identify hazards (report any issues - refer to CSCS Injury/Hazard/Incident Report Form)

Source recommended equipment

Process step 2



Never try to move a syringe yourself unless fully versed in the correct procedure, inform Management or Supervisor, who will allocate a staff member to remove the syringe.

If a sharps hazard is found in any of the Veterinary Enterprise facilities (VCC, VDL or VTH), do not remove the hazard. Do not clean in the area of the hazard, shut the door (if applicable) put a "Sharps hazard" sign on the door or in the vicinity of the hazard (supplied by the facility) and inform your supervisor. Supervisor to email the facility to inform them of the hazard and location and then call CSU Security and submit a SCRIM report. It is the responsibility of the Veterinary Enterprises to dispose of their sharps waste.



Process step 3

Gloves must be worn for protection against infectious material, although this will not protect you from a needle stick.

Before attempting to remove a syringe have a sharps container on hand.

Make sure the container is placed on a flat surface eg a table, path etc (do not hold the container with your hands), place the syringe into the container needle end first.

Do not attempt to place the cap on the needle.

Pick up the syringe by the barrel end with tongs, which are supplied in the syringe kit.

After collection is complete take the kit back to the appropriate storing station. When the container needs to be emptied; it will be taken to a sharps disposal bin.

Process step 4

What to do in case of needle stick injury:

- ✓ Do NOT panic.
- ✓ Allow the wound to bleed.
- ✓ As soon as possible wash the wound with soap and cold running water.
- ✓ Cover the wound with band aid.
- ✓ See your first aid officer, and inform Workplace Improvement Committee
- ✓ See a doctor or attend nearest hospital

Process step 5

Return all cleaning equipment to cleaning cupboard

References:

CSCS Online Induction Series

[Home - Charles Sturt Campus Services - Charles Sturt University](#) – Staff Resources