

Work Instruction: Collection of Syringes and Needles

Scope:

All CSU campuses relevant to CSCS

Purpose:

The purpose of this procedure is to provide CSCS Limited cleaning staff with a reference tool and guideline for collection of syringes and needles.

Safety Guidelines:

Read SDS for appropriate chemical before using

Refer to 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

Work schedule for frequency

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

Check safety of equipment

Source recommended equipment

Process step 2.

Detection of a syringe:

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

Process step 3.

Procedure for removal of a syringe:

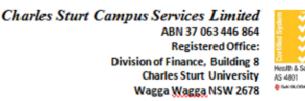
- 1. If a syringe is found by a person trained or familiar with the correct procedure, it may be removed.
- 2. Gloves must be worn for protection against infectious material, although this will not protect you from needle stick.
- 3. Before attempting to remove a syringe have a sharps container on hand.
- 4. Make sure the container is placed on a flat surface e.g. 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.
- 5. Pick up the syringe by the barrel end with tongs, which are supplied in the syringe kit.
- 6. 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?

- Don't panic
- Allow the wound to bleed
- ❖ As soon as possible wash the wound with soap and cold running water
- Cover the wound with a band aid
- See your first aid officer, and inform Supervisor
- See your local doctor or hospital





References:

Charles Sturt Campus Services Limited Online Induction Series
Staff Resources Home - Charles Sturt Campus Services - Charles Sturt University

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