



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



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References:

Charles Sturt Campus Services Limited Online Induction Series

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