

Safe Work Procedure  
**Handling Needles and Sharps**  
 This task may only be performed by trained personnel

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<b>Personal Protective Equipment (PPE) or Devices Required:</b>	<b>Hazards Present:</b>	<b>Protective Measures:</b>	
<ul style="list-style-type: none"> <li>▪ CSA Grade 1 Safety Footwear</li> <li>▪ CSA Safety Glasses</li> <li>▪ Puncture Resistance Gloves</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cuts</li> <li>▪ Puncture</li> <li>▪ Biohazard</li> </ul>	<ul style="list-style-type: none"> <li>▪ WHMIS Training</li> <li>▪ Safe Work Procedures</li> </ul>	
<p><b>Note:</b> Needles and sharps are any devices having corners, edges, or projections capable of cutting or piercing the skin such as needles, used syringes, razor blades, diabetic lancets and broken glass <u>that is contaminated with biohazard waste</u>.</p> <p><b>Note:</b> Broken glass that <u>is not contaminated with a biohazard waste</u> is not to be placed in sharps containers.</p> <p><i>Only employees trained in this procedure can pick up needles/sharps.</i></p> <ol style="list-style-type: none"> <li>1. Wear puncture resistant gloves.</li> <li>2. Pickup needles using a mechanical retriever or kitchen tongs. Ensure needle end is pointed away from the body</li> <li>3. Have the puncture resistant container with you and drop the sharps/needles into the container and <u>close the lid</u>.</li> <li>4. <b>DO NOT</b> re-cap a needle.</li> <li>5. <b>DO NOT</b> fill the sharps/needle container more than 2/3 full. <b>Do Not</b> stick your hand into the container.</li> <li>6. All sharps/needle containers are to be handled/stored with care.</li> <li>7. Before moving the portable containers the lid(s) shall be secured in place.</li> <li>8. Employee engaged in the handling of sharps/needles must wash their hands with soap and water or a suitable cleaner prior to consuming food or drink.</li> </ol> <p><b>First Aid: In The Event of a Needle Stick Injury</b></p> <ol style="list-style-type: none"> <li>1. Let the puncture site bleed. <b>DO NOT</b> place the site near your mouth or mucous membrane e.g. eyes.</li> <li>2. Wash the area thoroughly with plenty of soap and water.</li> <li>3. Cleanse the area with approved antiseptic.</li> <li>4. Cover the site with a sterile dressing.</li> <li>5. Report the incident to your supervisor and complete a green card.</li> <li>6. <b>Go to Health Sciences Emergency Department</b> for assessment and treatment as soon as possible.</li> </ol> <p><b>If you discover Needles / Sharps in a public right of way and are not equipped and trained as outlined in the procedure above you should contact your supervisor and/or call 311 and staff will be dispatched to the location.</b></p> <p><b>Sharps Container Disposal</b></p> <ol style="list-style-type: none"> <li>1. <b>Notify supervisor and utilize approved disposal methods.</b></li> <li>2. <b>Contact your Safety &amp; Health Resource if unsure of the current disposal methods.</b></li> </ol> <p style="text-align: center;"><b>REPORT HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b></p>			

<p><b>Supervisory Responsibility</b></p> <ul style="list-style-type: none"> <li>▪ Supervisors are responsible to provide all staff with proper instruction, equipment, and tools.</li> <li>▪ Supervisors are responsible to ensure that all safe work practices are followed.</li> </ul> <p><b>Worker Responsibility</b></p> <ul style="list-style-type: none"> <li>▪ Follow Safe Work Procedure</li> <li>▪ Wear appropriate PPE</li> </ul> <p><b>Guidance Documents/ Standards / Applicable Legislation / Other:</b></p> <ul style="list-style-type: none"> <li>▪ Manitoba Workplace Safety and Health; Safe Work Bulletins</li> <li>▪ Manitoba Workplace Safety and Health Regulation, MR 217/06:</li> </ul>
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