

# SOP - Hypodermic Needle and Syringe - Handling & Disposal

**DO NOT** use this plant\* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

## PERSONAL PROTECTIVE EQUIPMENT



Foot protection must be worn



Hand protection must be worn

## POTENTIAL HAZARDS AND RISKS

-  **Cutting, Stabbing or Puncturing**  
Injury from contact with discarded hypodermic needle and syringe
-  **Other**  
Exposure to biological hazards
-  **Slip, Trips, Falls**  
Slip, trip, fall due to uneven or slippery work surfaces  
Slip, trip, fall due to steep working surfaces

## PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Ensure you have the correct safety equipment
  - Tongs: 18cm/20cm/25cm surgical tongs (dressing and cotton swab forceps OR
  - Long handle tongs with rubber grip end
  - Wipes: Bacteriological wipe 42cm x 14.5cm, 70% V/V Isopropyl alcohol impregnated wipes
  - Sharps container issued by Council stores
- ✓ Ensure all work areas and work items are thoroughly inspected for 'sharps' objects before work commences
- ✓ If in doubt about safety aspects of working in risk areas contact your supervisor

## OPERATING PROCEDURES

- ✓ **Using Tongs For Collection of Needle and/or Syringe**
- ✓ Put gloves on both hands
- ✓ Physically locate the needle and/or syringe
- ✓ Take sharps container and tongs to location of needle and/or syringe. Place container on the ground
- ✓ Using tongs pick up needle and/or syringe, place into container needle end first. Then place other injecting equipment into container, using tongs
- ✓ Wipe down tongs with bacterial wipes. Place used bacterial wipes into sharps container (use tongs to put wipes into container if necessary)
- ✓ Remove gloves by turning inside out and dispose in an appropriate location
- ✓ Should oversize objects be found (Black Box) then a larger storage container may be required
- ✓ On completion of the task, place tongs into a plastic bag to avoid any possible contamination
- ✓ **Accidental exposure to bodily fluids** – the immediate measure to be taken with the needle-stick injuries before going to casualty at the nearest hospital are:

- ✓ Encourage wounds to bleed by gently pressing and wash with soap and water. Where water is not available, the use of antiseptic hand cleaner is advised
- ✓ If blood gets on the skin and there is no cut or puncture, wash with soap and water
- ✓ If eyes are contaminated, rinse while open with saline solution
- ✓ If blood gets in the mouth, spit it out then rinse with water several times
- ✓ If blood gets up nose, blow out and then rinse with water several times
- ✓ **Go directly to the casualty department at the nearest hospital**
- ✓ Advise supervisor of person injured, nature of injury and location of work area

## ENDING OPERATIONS

- ✓ At end of work day, rinse tongs in detergent solution and air dry over night
- ✓ Dispose of detergent in drain and rinse bucket clean water
- ✓ Report all findings of hypodermic needle and syringes to the Supervisor who may maintain a log book of all findings

## DISPOSAL OF SHARPS CONTAINERS

- ✓ Close sharps container and place in 20 litre sharps container disposal bin

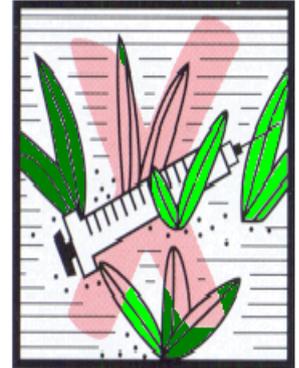
## Collection Procedure

### DO NOT

- ✘ Do not use bare hands to collect hypodermic needles and syringes
- ✘ Do not place hands or fingers in areas (holes, crevices, gaps etc) where you can't see the area that is going to be touched
- ✘ Do not reach into any waste container that may contain hazardous waste
- ✘ Do not dispose of needles into ordinary garbage bags or containers. Only use a puncture proof container
- ✘ Do not touch contaminated objects then touch your face (mouth, eyes nose) or another person
- ✘ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor

\*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.

Sometimes needles and syringes are discarded improperly rather than exchanged and you may find these in your work environment

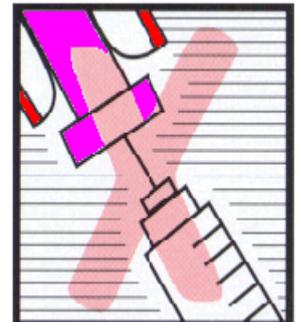


Never touch any part of the needle. Pick up any needles or syringes with tongs (either long or short handled)



### DO NOT

Try to replace the cap on to the needle

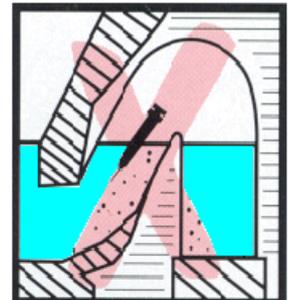


Put the needle or syringe and any other associated equipment such as wrappers and your gloves etc, into the Sharps Container and close the lid



### DO NOT

Put needles and syringes down toilets or drains

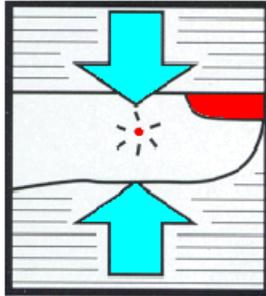


## Safe Handling of Needles and Syringes

This is to help reduce the spread of  
**HIV VIRUS**  
And  
**Hepatitis A, B and C**

### INJURY PROCEDURE

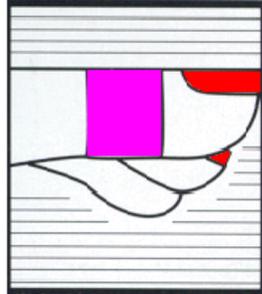
Encourage the wound to bleed by gently squeezing it



Wash the affected area with warm soapy water



Apply an antiseptic and a Bandaid.  
Inform your Supervisor and then go to Casualty of either Nowra or Milton Hospital



Take advantage of assistance provided by Authorities or the Illawarra Occupational Health Hotline on (02) 4255 5100 24 hours a day or EAP on 1300 727 308

