

# SHARPS AND NEEDLE STICK INJURY SOP

## ACRONYMS

PPE - Personal Protective Equipment.  
 SOP - Safe Operating Procedure.  
 HIV - Human Immunodeficiency Virus.

## HAZARDS - What can cause harm?

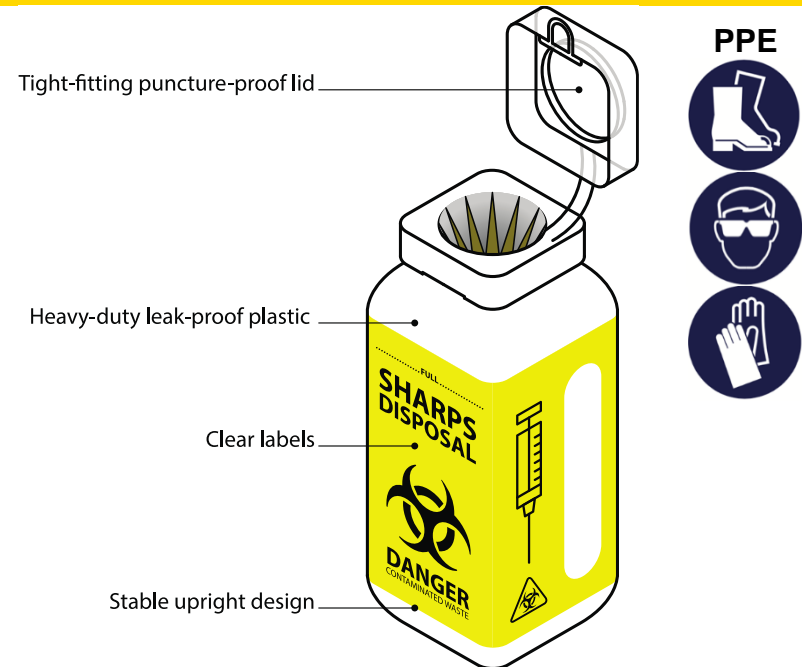
- ▲ Hepatitis B, C
- ▲ HIV
- ▲ Bacterial Infection, e.g., Staphylococcus
- ▲ Accidental needle stick/sharps injury
- ▲ Inefficient work practices

## PRECAUTIONS

- ✓ All operators are to be trained and competent to manage Sharps and Needle Stick injuries safely
- ✓ Hepatitis & Tetanus vaccinations are advised for all technicians
- ✓ Make sure lighting is adequate, and the workspace is not crowded for the task
- ✓ Place a Safety Standard approved sharps container within an arm's reach of the area where sharps are used
- ✓ Ensure the Sharps Container is placed on a flat level surface
- ✓ Position the Sharps Container low enough in the work area so that you can easily identify the location of the opening
- ✓ Arrange your workspace so that it is tidy and well organized.

## PROCEDURE

- ✓ Abrasions, cuts, or other broken skin covered with a waterproof dressing before using sharps
- ✓ Remove sharps from packet immediately before use and dispose of them immediately after use
- ✓ Take general precautions taken to prevent contact with blood or body fluids during the procedure.



## PERSONAL PROTECTIVE EQUIPMENT

- ✓ Wear clean new gloves for each client. Ensure gloves are suitable for use with bacterial agents and immediately replace if punctured or damaged in any way
- ✓ Eye protection and masks or face shields worn when performing procedures associated with splash/spray of blood or body substances
- ✓ Disposable plastic aprons are worn when there is a likelihood of clothing becoming contaminated
- ✓ Always wear covered footwear. (to prevent dropped sharps injury).

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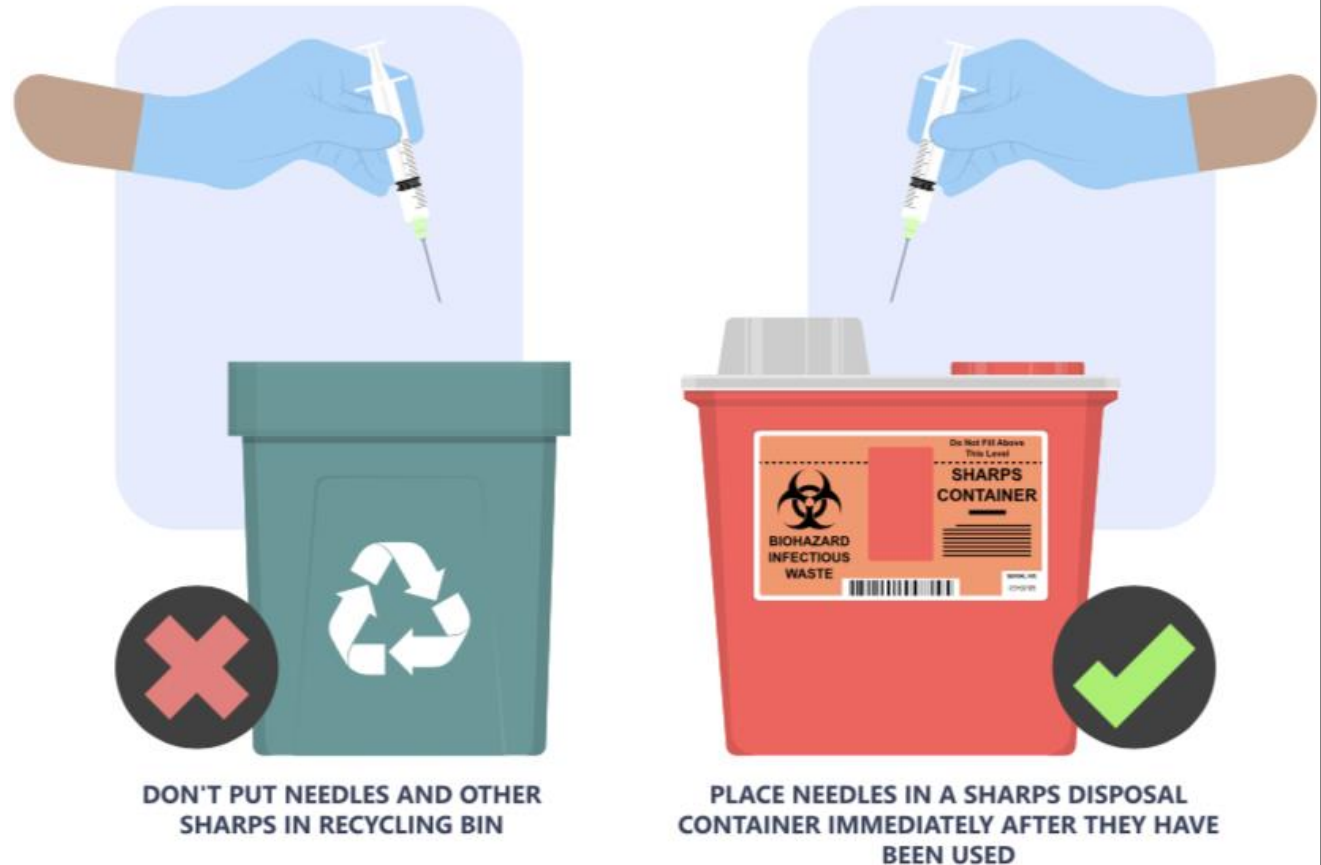
## SHARPS DISPOSAL

- ✓ Discard contaminated sharps into the sharps container, sharps end first
- ✓ Avoid handling any broken, contaminated sharps (including broken glass) directly by hand, even if wearing gloves. Use tongs or brush and dustpan
- ✗ Do not overfill sharps containers. (Discard container when ¾ full)
- ✗ Never force a sharps item into a container or attempt to retrieve a discarded item.

## HYPODERMIC NEEDLES

- ✓ Use needle syringes only when necessary
- ✗ **NEVER** try to recap the needle of a syringe
- ✗ Do not attempt to break, bend, or disassemble a syringe needle prior to disposal.

## HOW TO DISPOSE OF USED NEEDLES OR SHARPS



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## HANDLING SHARPS

- ✓ Reduce the handling of sharps to the bare minimum required, be always alert
- ✓ Always keep sharps in view
- ✓ Always keep the sharp end of the item away from you
- ✗ Never handle more than one sharp at a time
- ✗ Do not pass sharps from one person to another
- ✗ Don't look away or become otherwise distracted while handling a sharp object
- ✗ Do not leave uncovered clean or used sharps unattended on benchtops tops or loose in drawers.

## EMERGENCY RESPONSE - PENETRATING INJURY

- ✓ Wash affected area liberally with soap and water (do not scrub)
- ✓ Encourage free bleeding of puncture site but do not attempt to suck the wound
- ✓ Seek medical advice from your local medical centre
- ✓ Record all incidents.

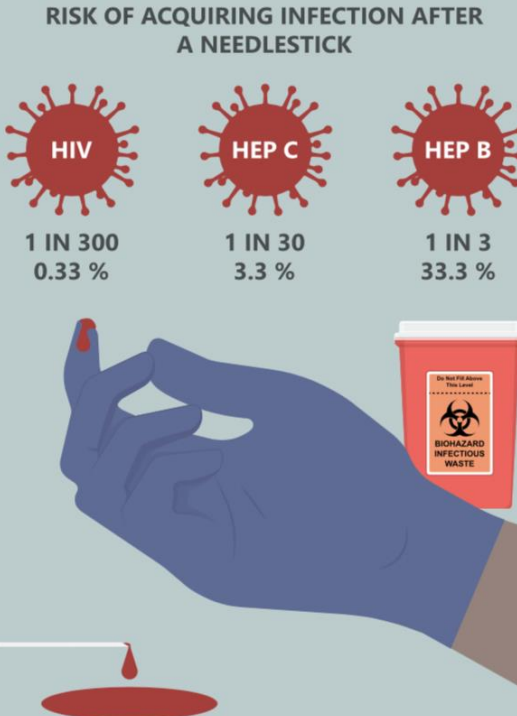
### NEEDLE-STICK INJURY MANAGEMENT



- 1 DO ENCOURAGE BLEEDING BY APPLYING GENTLE PRESSURE
- 2 DO WASH WITH SOAP AND WATER
- 3 COVER WITH A WATERPROOF DRESSING
- 4 REPORT THE INCIDENT IMMEDIATELY TO YOUR SUPERVISOR OR THE DOCTOR AT YOUR HOSPITAL
- 5 FIND OUT THE PATIENT'S HIV, HEP-B AND HEP-C STATUS AND RECEIVE THE APPROPRIATE TREATMENT WITHIN 72 HOURS

### RISK OF ACQUIRING INFECTION AFTER A NEEDLESTICK

INFECTION	RISK
HIV	1 IN 300 0.33 %
HEP C	1 IN 30 3.3 %
HEP B	1 IN 3 33.3 %



## EMPLOYEE TRAINING AND INDUCTION REGISTER

Employee Name	Workplace Induction Training Completed		Purpose of Training E.g., Machinery operator, First Aid, Chemical handling	Trained in all tasks to be performed?		License / Certificate / Competency level achieved (if applicable)	Refresher Training Date	Employee Signature	Managers' Signature
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