



# DISPOSAL OF SHARP ITEMS AND NEEDLES

Responsibility:	<i>Coordinating Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	<i>Ontario Occupational Health and Safety Act and Regulations for Industrial Establishments Workplace Safety and Insurance Board</i>
Related References:	<i>Administrative Procedure 4155 - Disposal of Bio hazardous Waste</i>
Effective Date:	<i>November 2018</i>
Revisions:	
Reviewed:	

### 1. Preamble

- 1.1 To reduce the risk of infection, injury or exposure to hazardous materials by ensuring the safe disposal of sharp items, including needles.
- 1.2 Direct handling of sharps should never be attempted without proper Personal Protective Equipment (PPE) or tools (garbage picker or tongs).

### 2. Definitions

Sharps Waste:

- All sharps (e.g. syringes, lancets, needles or scalpel blades);
- All microscope glass slides;
- Broken glass or other materials that are capable of causing punctures or cuts and that have come into contact with human blood or body fluid.

### 3. Procedure

#### 3.1 Predetermined Medical Condition Requiring a Sharps Container

The school/worksite will institute a sharp items disposal container for students and staff required to administer medications with use of needles on a regular basis. The container must be non-breakable with a puncture-proof lid, and be well marked to indicate its use.

- 3.1.1 All staff and students requiring use of a sharps container will be informed of the container's location and use.
- 3.1.2 Information contained within this procedure will be included in the annual School Opening - Safe Schools Checklist with specific requirements for sharing with students and staff.
- 3.1.3 Safety-engineered needles and medical devices shall be used.
- 3.1.4 The user of the sharp must immediately discard the used sharp into the sharps container.
- 3.1.5 Never recap, bend, or break needles.
- 3.1.6 Never reach into waste or sharps containers.
- 3.1.7 Provide rigid, puncture-resistant sharps containers at or near the point-of-use for disposal of sharps.
- 3.1.8 Replace sharps containers when full and do not overfill.

- 3.1.9 If an injury occurs with a contaminated sharp, the employee must immediately complete an Internal Worker's Accident Report and/or Workplace Safety and Insurance Board (WSIB) form. Please refer to the accident/injury procedures.

**Note: If an injury is caused by a needle (syringe), the injured worker must seek medical attention immediately.**

### 3.2 **Science Labs or Technological Education Requiring Sharp Object Disposal Bucket**

All science labs or technological education that uses sharps will institute a sharp object disposal bucket.

- 3.2.1 Items that should be placed in the container include, but are not limited to:
- broken glass or other sharp materials that have come into contact with human blood or body fluid; and,
  - needles (syringes).
- 3.2.2 The facility supervisor will ensure that the following equipment or supplies is/are available to handle and dispose of needles safely:
- disposable gloves;
  - board approved disinfectant solution;
  - heavy work gloves.
- 3.2.3 When the bucket is full, custodial staff will properly dispose of safely with garbage.

### 3.3 **Unexpected Found Needles, Syringes, Or Other Sharp Objects on Property**

When a needle (from a syringe) is found, the area must be marked and all children and employees kept away from the area until the needle is properly disposed.

- Notify School Administration
- Ensure space is monitored so as to keep students and staff safe
- Facility Services Supervisor will call the Emergency Service Provider for pick-up and disposal