



Administrative Procedure 4156 DISPOSAL OF SHARP ITEMS AND NEEDLES

Responsibility:	<i>Superintendent, Facility Services</i>
Legal References:	<u>R. R. O. 1990, Reg. 851: Industrial Establishments Workplace Safety and Insurance Board</u>
Related References:	<u>Administrative Procedure 4155 - Disposal of Biohazardous Waste</u>
Effective Date:	<i>November 2018</i>
Revisions:	<i>October, 2024</i>
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 notify their supervisor and 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 use 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 it 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 of.

- 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