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| POLICY: SHARPS DISPOSAL | | | NUMBER: S-27 |
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| PREPARED BY: Facilities Management (FM) | AUTHORIZED BY  Lynn Logan | CLASSIFICATION: Safety Procedure | EFFECTIVE: July 1, 2015 |
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In all instances, it is the responsibility of the original sharps user to resolve issues of inappropriate disposal. Where the original sharps user is not readily available or identifiable, this procedure must be used.

DEFINITIONS:

1. **SHARPS:** In general, sharps are any item, tool or piece of equipment which are primarily intended to scrape, cut or puncture. This may include caretaking/trades items as well as laboratory and medical items. Glassware disposal procedures exist and therefore are not covered by this procedure.
 - i. **Non-Contaminated:** This includes items such as razor blades that have not been used in a laboratory setting and you know that they have not been in contact with human/animal bodily fluids or chemicals.
 - ii. **Contaminated:** This includes items such as hypodermic needles, scalpels and the like. **Any item which is suspected of having been in contact with human/animal bodily fluids or chemicals must be treated as contaminated.**

PROCEDURES:

1. **SHARPS COLLECTORS:** These may be purchased from Chemistry Stores.
2. **DISPOSING OF SHARPS:** **In all cases, wear gloves.**
 - 2.1. Using tweezers, fingers, tape or other method, pick up sharp and place in a container or on a flat surface for safe transport to the nearest sharps collector.
 - 2.2. Slide sharp into the collector ensuring that the entire sharp is below the *fill line*.
 - 2.3. Close the lid. Do not carry or move the container unless lid is securely closed.
3. **RESPONSIBILITIES:**
 - 3.1. **Worker:** Upon discovering an inappropriately disposed of sharp:
 - a. Note the location;
 - b. Dispose of it into a sharps collector;
 - c. Clean and/or disinfect area with 10% bleach solution, if required; and
 - d. Notify the appropriate Supervisor.

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3.2. **Supervisor:** Upon being notified of an inappropriately disposed of sharp:

- a. Tend to injured worker, if any;
- b. Notify Responsible User (laboratories, clinics, preparation rooms, etc) or Residence Don.
- c. Investigate in an attempt to resolve issue;
- d. Complete Accident/Incident Report Form.

4. DISPOSAL OF FULL SHARPS CONTAINER:

When contents of sharps collector reach the *“Do not fill above this line”* mark, notify Occupational Health and Safety and request a biohazard waste pickup (extension 84747).

IN CASE OF PERSONAL CONTACT WITH CONTAMINATED SHARP:

If you have touched, been cut by or punctured with a contaminated sharp you should immediately wash the contact area thoroughly. Contact your Supervisor and get immediate medical attention. Inform the Emergency Attendant that you have been exposed to a potential biohazard.