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Subject: Sharp Handling	Date Approved: April 6, 2009
Approved by: Executive Director	Date Revised:
Specific to: All staff	Next Review Date: September 2018

**POLICY:**

All personnel shall take precautions to prevent injuries caused by sharps and to report such incidents if they occur.

**DEFINITION:**

Sharps include needles, syringes, scalpel blades, lancets, razors, toothed instruments, broken glass and any other sharp object that could cause punctures, cuts or abrasions.

**PROCEDURE:**

1. Needles shall not be recapped, bent, broken or removed by hand from disposable syringes prior to discarding them.
2. Disposable needles, syringes and other sharps must be placed in a puncture resistant, leak proof container immediately after use. Avoid placing them anywhere other than into a sharps container.
3. Approved sharps containers are readily available near areas of use throughout the Clinics.
4. Replace the sharps container when it is 3/4 full. Over-filling may force needles to puncture the container. Before removing the filled sharps container, put lid securely in place. Never reach into the sharps container.
5. Scalpel blades will be applied to and removed from the handle with a haemostat. Blades are discarded into the nearest sharps container.
6. Where possible, use a SMED (Scientifically Engineered Medical Device)

**REPORTING INJURIES:**

1. If a sharps injury occurs, immediately make the wound bleed and wash it with soap and water.
2. Report the injury immediately to Executive Director for completion of the Employee Incident Report.
3. Employee Health Nurse/delegate will follow Blood Borne Disease Protocol in Infection Control Manual. (See policy from LWHA- Infection control Manual)
4. Follow-up includes identification of systems problems and reinstruction when needed.