

## STANDARD OPERATING PROCEDURE

<b>Procedure:</b>	<b>Use and disposal of sharps</b>
<b>School/Department:</b>	School of Molecular Bioscience
<b>SOP prepared by:</b>	Angela Nikolic, Nick Coleman
<b>Version:</b>	SMB046.3

### Section 1 - Personal Protective Equipment

1. Wear personal protective equipment as appropriate:
  - lab coat and enclosed shoes: always,
  - safety glasses: if risk of squirt/splash of toxic, corrosive or biohazard liquids
  - gloves: if handling toxic, corrosive or biohazard compounds

### Section 2 – Potential Hazards + Safety precautions

1. Sharps can cause injury during use or disposal - cuts or needle-stick wounds.
2. Sharps injuries become more serious when chemical or biological agents are involved
3. Need proper training before starting work – especially, where to dispose of sharps, and how to safely use sharps.
4. Need appropriate equipment for disposal of sharps, specifically, a dedicated sharps disposal container made of strong plastic
5. Consult sharps risk assessment document before commencing work.
6. Workers with pre-existing medical conditions (e.g. allergy, immunocompromised state, chemical sensitivity) and workers who are pregnant or expecting pregnancy must consult with their supervisor AND medical specialist AND the university's WHS services before performing this procedure. If there are any serious concerns expressed by any of these individuals, this task must not be performed.

### Section 3 – Procedure

1. Organise your workspace so that it is tidy and organised. Keep both the clean sharps and the sharps disposal close by, so they are easy to use. Do not leave uncovered clean or used sharps lying around on benches – take them out of the packet immediately before use, and dispose of them immediately after use.
2. Syringes: Use extreme care when attaching needles to syringes, when withdrawing liquids with syringes, and when injecting liquids with syringes. As above, pay close attention to what you are doing.
3. Cutting tools: Use extreme care when cutting using scalpels, razor blades or other cutting tools. Pay close attention to what you are doing – a moment of distraction can result in serious injury.
4. Do not re-sheath needles (i.e. to put the cap back on the needle) – this is a common cause of needle-stick injuries. Use the dedicated needle-remover on the lip of the sharps container (ask someone who knows how to do this) or discard the entire syringe and needle together into the sharps container.

### Section 4 – Disposal / Spills / Incidents

1. Always dispose of sharps (of ANY type) into an approved sharps disposal container (e.g. yellow hard plastic bottle with snap-on cap). **Do NOT put any type of sharps into other waste disposal containers** e.g. autoclave bags or regular garbage bags. Sharps containers get disposed of (incinerated) as medical waste- it's OK to put biohazards etc. into them.
2. Do not force items into the container.
3. Do not overfill sharps containers. They have a line on the outside about 3/4 of the height of the container. When the container is 3/4-full, cap the container and dispose of it (to room 225).
4. If the sharps are contaminated with PC2-level genetically-engineered organisms (GMOs) that are regulated by the OGTR, you need to autoclave the sharps container BEFORE disposal.
5. Large pieces of broken glassware that are also contaminated with chemicals or biologicals should be first decontaminated or rinsed before going into the large cardboard boxes – take extreme care with these operations (e.g. wear thick heat-resistant type gloves). Small pieces of broken glass that are contaminated with chemicals or biological can be disposed of into yellow plastic sharps containers without further treatment.
6. Any injuries or incidents must be reported immediately to your supervisor and within 24 h on the online reporting system

<b>Section 7 - References</b>
1. See also Risk assessment for Sharps on the School website.

- |   |
|---|
| <b>Section 7 - References</b>                                 |
| 1. See also Risk assessment for Sharps on the School website. |

**SOP Consultation, Training and Approval**

Print names and enter signatures and dates to certify that the persons named in this section have been consulted/trained in relation to the development and implementation of this Standard Operating Procedure. WHS Representative (WHS Committee) certifies that consultation has taken place.

**SOP Consultation, Training and Approval**

Print names and enter signatures and dates to certify that the persons named in this section have been consulted/trained in relation to the development and implementation of this Standard Operating Procedure. WHS Representative (WHS Committee) certifies that consultation has taken place.

[illegible]

**Name Authorising (Printed):** DIANNE FISHER.....

**Signature:**  **Date:** 30/3/15

**WHS Committee Representative Name (Printed):** MARKUS HOFER.....

**Signature:**  **Date:** 30/3/15