*Safe Work Practices* Disposing of Sharps

**Hazards:** Punctures with potentially contaminated needles or other sharps

**Equipment:** Needle container, tongs

**Personal protective equipment:** Designated gloves, fitted uniform (ensure correct trouser length), slip-resistant shoes

**Training required:** On-the-job training

**Legal requirements:** Section 5.80 of the OHS Regulation

# Safe work practices

1. The housekeeping coordinator or another employee will call when a needle is found. Get the sharps/needle disposal container from the housekeeping office.
2. Take the container and necessary PPE to the location of the reported needle. Visually check the location for other potential hazards that have not been identified.
3. Put on the gloves, open the disposal container, and use the tongs to pick up the needle. Don’t attempt to touch any sharp object without tongs.
4. Make a final check of the location to ensure that all hazards are removed.
5. Put the lid back on the container, and take the entire unit back to housekeeping.
6. Call for assistance, if required.

**Note:** If a guest has a medical condition that requires injections, ask them if they need a sharps container, in case they don’t have their own.

Reference: *Health and Safety for Hospitality Small Business* (WorkSafeBC publication BK71), page 8