**Sharps Procedure**

**Safe working procedure for the removal of hypodermic syringes**

The aim of this procedure is to enable discarded syringes to be disposed of in a safe controlled way and to protect staff and the public from injury.

**When coming into contact with sharps at the Depot**

Before picking up a hypodermic syringe or needle the following protective equipment must be available and used:

**Suitable gloves and approved sharps box**

* Always treat all hypodermics as **used** and **dirty**
* Never handle a discarded syringe with bare hands
* Never handle the needle, always use the plastic body
* Place the hypodermic in the sharps box
* The sharps box must be kept in a secure place between usage
* When the sharps box is ready for disposal, arrange collection via an authorised waste carrier
* Gloves used to handle the hypodermics should be disposed of immediately

**When coming Into contact with sharps on site**

Should you encounter any sharps whilst on customer’s sites:

* The problem should be reported to the site manager at once
* It is the responsibility of the site to remove any sharps and or hazards
* Servicing, relocating, exchanging or collecting toilet units should be postponed until site arrange for the removal of the sharps if found in or around the toilets

Needle stick injuries are extremely rare, but if you do suffer an injury from a hypodermic, you must seek immediate medical attention, either from the hospital Accident and Emergency or your GP. Contact your line manager as soon as possible to report the incident and complete an accident report form.