

## Work Practice Controls When Using Sharps

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The following best management practices when using sharps will help protect personnel from needlesticks, cuts, and risk of infection.

- Sharps must never be placed into autoclave bags or waste bins used for normal trash
- Dispose of used needles immediately without capping after use. Make sure sharps container is available in all locations where sharps are used.
- Keep syringes and needles intact and place together in a sharps bin
  - Do not bend or break the needle
  - Do not remove a hypodermic needle from the syringe by hand
- Call HMM when sharps container is three-quarters full.

NOTE: Do not overfill sharps bins because used needles protruding from the containers constitute a significant hazard.

- Before moving a sharps bin to the collection point:
  - Check that the lid is securely attached to the base and that the flap is securely closed
  - Place a “SHARPS” label on the sharps bin and indicate the laboratory/department of origin
  - Store the sharps bin in a safe and secure location while waiting to be collected

### Accidental Exposure

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Refer to the procedure [Responding to a Needlestick or Biological Exposure](#).

After being treated for exposure incident:

- Complete the following forms:
  - [Incident and Near Miss Report](#) and submit to EHS
  - [Illness or Injury Report Form](#) and submit it to Work Connections
- Follow up with Occupational Health Service