

**SSOW 15 - Safe System Of Work: Avoidance of Needle stick Injuries**

<b>DATE ISSUED:</b>	June 2013
<b>PREVIOUS REVIEWS:</b>	November 2002, April 2010, April 2011, June 2011, December 2015, September 2017
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<b>REVIEW DUE:</b>	September 2018

**1. Activity**

This Safe System of Work covers all waste collections carried out by the Waste Collection Service.

**2. Persons at Risk**

Management, technical and administrative staff  
Drivers  
Loaders  
Public

**3. Hazards**

Hazardous Substances  
Physical Injury from hypodermic needles

**4. Procedures**

- Discarded Hypodermic Needles: If in the course of collecting waste an employee sees discarded hypodermic needles adjacent to waste or anywhere else, they must not be moved but reported to the Supervisor in order that safe collection can be arranged.
- Hypodermic Needles protruding through bags of waste: Needlesticks may be in bags of waste which are being collected and as the bags are being handled may protrude through the bag. If this occurs the bag should be carefully thrown into the vehicle. Such an incident must be reported to a manager or supervisor as a 'near miss' incident, including the address of

the property. A Waste Campaigns Officer needs to be informed so that they can visit the property to investigate and to advise the resident on safe disposal methods for hypodermic needles.

## **5. General Guidance**

- Special arrangements are provided for the collection of needles (with or without syringes) from residents who regularly use hypodermic needles whether contaminated with bio-hazardous waste or not. This waste is sometimes referred to as “Sharps” (as they can cut or pierce the skin) and must be disposed of in sharps containers and managed as sharps waste. If a resident is not sure how to dispose of such waste they should be advised to contact Council Connect

## **6. Personal Protective Equipment**

- Employees engaged in waste collection are issued with and must wear ballistic trousers and gloves to reduce the risk of injury of needle sticks protruding through bags of waste

## **7. Medical Requirements / Vaccinations**

- If an employee receives an injury from a hypodermic needle and the needle breaks leaving part of the needle in the skin, they should go immediately to hospital A&E.

The Accident & emergency hospitals are:

- Royal United Hospital, Combe Park, Bath BA1 3NG
- Paulton Memorial Hospital, Salisbury Road, Paulton BS 39 7SB
- If the needle causes an injury, but does not stay in the skin, encourage the wound to bleed but do not suck the blood out. Clean the area with soap and water or if this is not available with an antiseptic wipe from the First Aid kit. An employee must always go to hospital as soon as possible after a needle stick injury.
- If there is a risk of Hepatitis B infection an inoculation will be given at the hospital
- Place the offending needle into a sharpsafe container or suitable alternative and take it with you to A&E
- All needle stick injuries must be reported to a manager or supervisor and recorded onto the ‘Online incident report’

## **8. Training**

- This SSOW is included in the Induction process for employees and agency staff

- Refresher training takes place at employee briefing sessions
- All employees have been given a copy of the Waste Collections Staff Guidance and Information Pocketbook which includes information about hypodermic needles and needle stick injury

<b>Related Documents</b>	
	<b>Reference:</b>
<b>Risk Assessments</b>	
Waste Collection	WC1
Fly Tipping	WC4
Induction	WC7
<b>Procedures</b>	
Procedure for Managing Fly Tipped Waste	P03
Issue of PPE	P18
Agency Staff: PPE issue	P07
Staff Induction – Waste Collections	P08
Agency Induction	P09
<b>Proforma</b>	
Online incident report	<a href="http://hsonestop/a/healthandsafety/">http://hsonestop/a/healthandsafety/</a>
<b>Safe Systems Of Work</b>	
Waste Collection	SSOW 03
<b>Handbooks</b>	
Waste Collections & Recycling Staff Guidance and Information Pocketbook	August 2017