

Personnel and Employee Relations 7303 Safe Collection and Disposal of Discarded Needles/Sharps	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	Occupational Health & Safety Act, 1993 Workers' Compensation Act, 2013; Administrative Applications 7300 – Occupational Health and Safety Responsibilities and Committees 7570 – Managed Rehabilitation – Illness and or Injury Policy 12 – Role of the Director
	Status:	Operational

Preamble

This application sets down guidance on the handling and disposal of discarded needles and/or sharps that may pose a threat to staff, students and/or the general public. It is written to protect staff, students and the general public from discarded needles and/or sharps found on school property. Reference *Occupational Health & Safety Act, 1993 Workers' Compensation Act, 2013*.

1. Procedure for disposing and discarding of sharps and/or needles

- a. The OH&S Co-chairs (Administrator & Head Caretaker) will inform all staff and students that when they come across a sharps/needle they are not to attempt to pick up the needle/sharps by hand. They are to notify either the Administrator or Caretaker.
- b. The Administrator or Caretaker/other member of the OH&S Committee who has had training will use the protective equipment provided (gloves, sharps container and litter handling tongs) to contain the waste.
- c. Always take the sharps container, gloves and tongs to the discarded sharp. **DO NOT TAKE THE NEEDLE OR OTHER SHARPS TO THE CONTAINER.**
- d. Open the sharps box, place on the ground, put gloves on and pick up the needle/sharps with the tongs provided.
- e. Place the needle/sharps inside the sharps box (needle facing downwards).
- f. Close the sharps box, ensuring the lid is locked into position.
- g. If the sharps container is approximately 2/3 full, you can call Population and Public Health - The Street Project at **306-766-7777** and they will come as soon as they can to pick up the sharps container or the containers can be dropped off at: 2110 Hamilton Street, main floor, STD clinic. **Do not call the Fire Department; it is not their responsibility.**