











Safe Work Instruction - Cleaning

DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION

TASK	SHARPS COLLECTION AND DISPOSAL	
SCOPE	This SWI describes Safe collection, removal and disposal of sharps located	
EQUIPMENT REQUIRED	Tongs	Leather gloves
	Sharp's container	Plastic screw cap bottle (if required)
SUPPORTING REFERENCES	SWMS – Cleaning – Public Amenities	SWMS – Cleaning- General Areas
	SWMS – Cleaning – Common and Public Areas	

PPE REQUIREMENTS – Verify all PPE is in good condition prior to use									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hygiene Controls	Hand Protection	Protective Clothing	Disposable Mask	Sun Protection
									
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OTHER									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<p>Safety</p> <ul style="list-style-type: none"> Do not use bare hands to handle needles Do not use glass bottles or aluminium tin/can to store needles Always wear appropriate PPE when handling sharps Remain calm
<p>Environment</p> <ul style="list-style-type: none"> Dispose of sharps collection container at approved collection point only
<p>General</p> <ul style="list-style-type: none"> Isolate needle stick to prevent contamination and injury Do not leave needle unattended once located Where possible stay with needle and have colleague, collection required equipment

BEFORE YOU START TAKE 5 FOR SAFETY

STOP and think about the potential dangers of the task and work area	LOOK and identify new hazards, and report these to the manager	ASSESS the risk, consider any possible threats of damage or injury	CONTROL hazard with suitable control measure to reduce risk	DO the task and monitor hazards by keeping a look out for changes
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STEP BY STEP GUIDE

Pre-Operation

- Collect all equipment required from cleaner’s storage area or cleaner’s trolley
- Check condition of equipment for any damage or faults
- Apply all required PPE and make sure it is in good working condition
- Place safety signage at all access points to notify other persons of task, or communicate isolation of area

Instructions

- When syringe/needle is located, isolate area as soon as possible
- Where possible communicate with a colleague to collect required equipment if not already on cleaners’ trolley and isolate the needle. Do not leave the needle unattended
- Use tongs to pick up the needle stick
- Place the needle stick, point end first, into the sharps container and then securely refasten the screw cap
- If a dedicated sharps container is not available, a plastic screw cap bottle will suffice in an emergency. Do not use glass bottles, as there is likelihood for these to be dropped and smash. Do not use aluminium cans as they can be crushed
- Once the needle stick has been secured, remove any isolation equipment

Finishing Up

- Report the incident to the client in person (if client is on site) or via the communications methods, and the Site Manager noting the exact location and time of the incident
- When sharps’ container is two thirds full, take it to an approved collection point, usually local council depot and dispose. If unsure contact the Site Manager to arrange for disposal

EMERGENCY REQUIREMENTS

- Be aware of site emergency response provisions and first aid requirements

FINAL CHECK

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?