

TITLE: DISPOSAL OF BROKEN GLASS, SHARP ITEMS AND NEEDLES

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1.0 OBJECTIVE

To reduce the risk of infection or injury by ensuring the safe disposal of sharp items, including needles.

2.0 DEFINITIONS

In this procedure:

- 2.1. **Supervisor** means a person who has charge of a workplace or authority over a worker.
- 2.2. **Worker** means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
- a) A person who performs work or supplies services for monetary compensation;
 - b) A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled;
 - c) A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution;
 - d) A person who receives training from an employer, but who, under the *Employment Standards Act, 2000*, is not an employee for the purposes of that *Act* because the conditions set out in subsection 1 (2) of that *Act* have been met; or
 - e) Such other persons as may be prescribed by regulation under the *Occupational Health and Safety Act*, who perform work or supply services to an employer for no monetary compensation.

3.0 RESPONSIBILITY

- 3.1. The Facilities Department will be responsible for ensuring that:
 - a) Custodial workers receive instruction in the procedures for disposing of full containers; and
 - b) Maintenance workers receive instruction in the procedures for disposing of glass and other sharp items.
- 3.2. Principals/Supervisors will be responsible for ensuring that:
 - a) Broken glass/sharp items and needle disposal containers are available to all workers;
 - b) Full needle disposal containers are disposed of according to section 4.7;
 - c) Workers receive instruction in the location of the containers and the procedures for disposing of broken glass/sharp items and needles; and
 - d) Appropriate gloves, disinfectant, tongs and other equipment are available to workers who must dispose of needles (syringes) or broken glass/sharp items.
- 3.3. The Occupational Health and Safety Division will be responsible for ensuring that this procedure is maintained and updated as necessary, in consultation with the Joint Health and Safety Committee.
- 3.4. All employees are responsible for:
 - a) Disposing of broken glass/sharp items and needles (syringes) as outlined in this procedure;
 - b) Reporting any injury from a sharp object; and
 - c) Seeking medical attention for an injury caused by a needle (syringe).

4.0 PROCEDURE

Broken Glass/Sharp Items Disposal Containers

- 4.1 All schools and worksites will be equipped with at least one broken glass/sharp items disposal container that is well marked to indicate its use. Containers should also be available in areas where broken glass and sharp items are likely to be found (such as Science laboratories and Trades and Technology shops).
- 4.2 The broken glass/sharp items container must be of adequate size and in good condition. Plastic pails may be used, as well as cardboard boxes capable of resisting penetration by glass, or pre-labeled cardboard boxes that are available from laboratory/science supply providers. The purpose-designed cardboard boxes are recommended to discourage workers from attempting to empty and re-use the container.

- 4.3 Items that should be placed in the broken glass/sharp items container include, but are not limited to:
- a) broken glass;
 - b) cut metal scraps; and
 - c) tops off of tin cans.

The broken glass/sharp items containers must be discarded as a unit in the regular waste stream (dumpster). DO NOT empty the container and re-use it. Custodial workers are usually responsible for disposing of the full containers.

Needle (Syringe) Disposal Containers

- 4.4 All schools/worksites will be equipped with a needle disposal container that is well marked to indicate its use. The container should be stored in a supervised area that is easily accessible to workers, but secure from unsupervised access by students and others.
- 4.5 The needle disposal container must be non-breakable with a puncture-proof lid. Specialized, pre-labeled containers are available from laboratory/science supply providers and are strongly recommended, but other puncture-proof containers may be used if necessary (for example, a shampoo bottle or thick plastic peanut butter jar).
- 4.6 Items that should be placed in the needle disposal container include needles (syringes), lancets and other small sharp items.
- 4.7 Once the needle disposal container is full, as indicated on the container, or when deemed necessary by the principal/supervisor, it will be securely closed and disposed of by the principal/supervisor or someone designed to do so by the principal/supervisor, to a location that has been approved or designated by the City of Ottawa for this purpose. (Reference City of Ottawa website at http://app06.ottawa.ca/online_services/recycling/items/597_en.html).

Location of Needle (Syringe) Disposal Containers

- 4.8 Containers should be located in an occupied and supervised area, which provides easy access for those who may need them (i.e. first aid station, chief custodian's office, main office).
- 4.9 All workers and students must be informed of each container's location and use if they are likely to need it.

Finding and Disposing of an Improperly Discarded Needle (Syringe)

- 4.10 When a needle (syringe) is found, the area must be marked and all children and employees kept away from the area until the needle can be disposed of.
- 4.11 The disposal container will be brought to the needle and placed on a flat surface as close as possible to the needle, and the lid will be removed. The container must NOT be held with the other hand.

- 4.12 Wearing disposable nitrile gloves (to protect from exposure to biological hazards), and/or using tongs, pick up the needle. This should be a ONE HANDED operation.
- 4.13 Holding the needle tip down and away from your body, the needle will be placed in the container for sharps disposal. DO NOT attempt to bend the needle or replace the cap.
- 4.14 Close the container securely with the lid.
- 4.15 If the removal was performed inside, ensure the area is disinfected, if necessary, and cleaned up to prevent a slipping hazard.
- 4.16 The container will be returned to a safe storage place.
- 4.17 Disposable gloves should be removed inside-out, one at a time, and disposed of in the regular garbage.
- 4.18 Tongs must be disinfected after each use.

Reporting Needle-Stick Injuries

- 4.19 If an injury was caused by a needle (syringe), the injured worker should seek medical attention as soon as possible, within 24 hours maximum.

Handling Broken Glass and Sharp Items

- 4.20 Make other people in the area aware of the broken glass, and isolate the area if possible using barricades or other methods.
- 4.21 Wear protective gloves that are not likely to be penetrated by the material being handled, such as leather work gloves or heavy rubber gloves.
- 4.22 Move the broken glass/sharp items disposal container to the material being handled so the material does not have to be carried over a distance.
- 4.23 Place the material into the designated broken glass/sharp items container (using a broom and dustpan, if necessary).
- 4.24 When the container is full, dispose of the entire container in the regular waste stream (dumpster).

Handling Large Pieces of Broken Glass (Facilities Workers)

- 4.25 Wear protective gloves that are impervious to penetration by the broken glass, such as leather work gloves, or heavy rubber gloves and CSA approved safety glasses or goggles.
- 4.26 Large pieces of broken glass must not be lifted above shoulder level for disposal. Instead, arrange for the glass to be picked up and transported to Stittsville Depot for disposal.

- 4.27 Wherever possible, large pieces of waste glass should be transported using proper glass racks and tie down methods.
- 4.28 Where large pieces of broken glass cannot be transported using glass racks and tie downs, the item should be placed into a container that is adequately resistant to penetration by the broken glass before transport.
- 4.29 Transport the glass to the Stittsville Depot and place it in the designated glass disposal waste bin, while wearing the protective hand and eye wear noted in Section 4.25.

5.0 TRAINING

- 5.1 Any worker who will, or who is expected to handle broken glass/sharp items and/or needles or syringes must receive information, which includes;
 - a) The hazards associated with the work;
 - b) Their responsibilities under this procedure;
 - c) The applicable portions of the procedure section of this document; and
 - d) Proper use, care, maintenance, disposal and limitations of required personal protective equipment.
- 5.2 Any supervisor with workers under their supervision who may handle broken glass/sharp items and/or needles or syringes must receive information, which includes the Responsibilities and Procedure sections of this document.

6.0 REFERENCE DOCUMENTS

Ontario Occupational Health and Safety Act R.S.O. 1990
Industrial Establishments Regulation - R.R.O. 1990, Reg. 851 as amended
Board Policy P.058.HS: Occupational Health and Safety
Board Procedure PR.596.HS: Response to Incidents Involving Blood and Bodily Fluids