

Clinical Sharps - Safe Working Practice

These can be divided into 3 stages

Prior to Use

- Follow correct method to ensure safe clinical practice when assembling the sharps bin – bin must comply with British Standard BS7320.
- Ensure that date of assembly and name of assembler is clearly identified on the sharps bin
- Ensure sharp bins are situated in suitable locations
- Ensure there are adequate sharps bins of appropriate sizes in your department
- Choose the safest device in relation to the task to be undertaken Use needle less/safety devices where appropriate - – if not using a Safety device, the department must complete a Risk Assessment to demonstrate controls in place to reduce risk to staff.
- Always take the sharps bins to the point of use and place it on a hard surface
- Always keep sharps bins out of the way of children and other vulnerable people

During Use

- Wear appropriate Personal Protective Equipment – non latex gloves, apron
- Carefully assemble the device to be used
- **Do not** bend needle
- **Do not** resheath needle
- Use tray system to carry sharps devices
- **Do not** use foil/cardboard trays
- Never carry sharps in your hand or pocket
- Activate temporary closure mechanism on sharps bin between use
- Never move an open sharps bin
- Always carry the sharps bin by the handle
- Be especially careful of sharps risks during emergency procedures
- Never overfill sharps bins
- Never try to retrieve anything from a sharps bin

After Use

- Safe disposal of sharp is the responsibility of the user
- Dispose of sharps directly into a sharps bin **at the point of use**
- Dispose of sharps bins when $\frac{3}{4}$ full or when sharps bin is a month old following the date of assembly. Lock securely
- Date and signature on closing must be completed on sharps box
- When ready for disposal, the sharps bin is ratchet tagged
- Dispose of sharps bin securely as per waste management policy/procedure
- The porter/transport driver **will not** uplift any sharps containers which do not have appropriate boxes completed or if not sealed.