

Township of Wollaston

vi. Needle Handling Procedure August 2020

Upon discovery of a needle:

1. Secure the area if possible, example: invert waste can over, use safety cone, etc. (Note: safety cones are the required method at the waste site)
2. Waste Site Attendants are to immediately inform their Immediate Supervisor of the location. The Supervisor is responsible for the collection.
3. The preferred method of collection is to take a sharps collection container to the location. Containers are located at the Municipal Office, Roads Garage, and the Waste site.
4. With proper puncture resistant gloves and pliers pick up the needle(s) and place in the container. At no time should the needle(s) be handled without the proper safety devices.
5. If you must collect needle(s) due to the urgency or location without the collection container. Please follow this additional procedure:
 - If possible locate a container with a tight fitting lid i.e. water bottle.
 - Using plyers and gloves place needle(s) in the container.
 - As soon as possible transport the needle(s) and place in the sharps container.
6. Inform your Immediate Supervisor of the location in which the needle(s) were removed so that others in the department can be advised to beware when working near that location.
7. The Supervisor will keep records of the location for risk assessment purposes.
8. If injured by a needle inform your Immediate Supervisor, and seek medical attention.
9. Supervisor to inform Clerk/Administrator as soon as possible (Form 7 must be completed and submitted to WSIB without delay)