|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| USE OF SYRINGES / NEEDLES / OTHER SHARPS | | | | NO. 545 | |
| It is the policy of Winning Wheels to maintain a safe work environment. To this end, Winning Wheels has established the following guidelines for the use of syringes, needles or other sharps (lancets):  1. Winning Wheels prohibits the use of syringes that do not have safety shields or retractable needles. Staff involved in the ordering or use of syringes must order safety syringes of this kind only. Staff members identifying an unapproved syringe must assure the disposal of the syringe by one of the following means:  a. Open boxes or individual syringes are to be disposed of in approved sharps containers.  b. Such containers are to be kept close to the point of use. In this facility, containers are located on medication carts, the laundry room, housekeeping carts and utility rooms.  c. Such containers are puncture resistant, leak proof, maintained upright throughout use, replaced routinely, and not allowed to overfill.  d. Such containers are marked to be filled no more than 2/3 full.  e. Such containers are to be labeled or color coded in accordance with OSHA requirements.  f. When sharps containers are 2/3 full, close the container and put them into the biohazardous material box in the dirty utility rooms on A wing and B wing.  2. Clinical safety lancets shall be used. Used lancets shall be promptly placed in an approved puncture resistant sharps container.  3. A needle shall not be bent, sheared, replaced in the sheath or guard, or removed from the syringe following use. The needle shall be covered by the safety shield or be retracted and the syringe shall be promptly placed in an approved puncture-resistant sharps container. Sharps containers are mounted on the medication cart and must be in close proximity whenever a needle or sharp is being used.  4. Employees who sustain a needle stick or sharps injury: refer to Needle Sticks / Sharps Exposure follow-up (Policy #526).  5. Wall mounted sharps containers should not exceed more than 5’ from top of container to floor. | | | | | |
| Approved: | Effective  Date:  12/96 | Revision  Date:  7/04; 3/17 | Change No.: | | Page:  1 of 1 |