

**Policy and Procedures Title:** Safe Handling and Disposal of Sharps.

**Ownership:**

Prevention and Control of Infection  
(PCI) Committee, Primary Health  
Care Services Sector (PHCSS)

**Effective Date:** 16/10/2015

**Revision Due Date:** 15/10/2018

**Revision No:** 2.0

**First Edition Date:** 10/03/2011

**Code:** DHA\PHCSS\ODS\005

**Type:**

☐ Administrative

☐ Technical

☒ Clinical

**Applies to:**

☒ PHCSS

**1. Purpose/ Scope:**

- 1.1 To protect health care workers from the risk of occupationally acquired infections such as HBV, HIV and HCV by reducing the incidence of needle stick/sharp injuries.
- 1.2 To promote safety culture by good practices and safe system of work regarding prevention of needle stick/sharp injury.
- 1.3 To assist in identifying and eliminating behaviors that put workers at risk for sharps injuries.

**2. Policy Statement:**

- 2.1 Used sharp shall be disposed into approved impermeable sharp safe container immediately after procedure at the point of care/use
- 2.2 Administrative in-charge of the health center shall provide proper storage/disposal room for used sharps away from the public until final collection.
- 2.3 Health care worker should monitor the fill level of all sharp safe containers, ensuring that it is not filled above the mark that indicates the bin is full.
- 2.4 Safe handling of sharps:
  - 2.4.1 Used needles shall never be bent, manipulated, broken, recapped or re-sheathed except in Dental or Laboratory department where it may be needed to manipulate the needle, the staff shall take extra care in such situations.
  - 2.4.2 If specific procedure requires reusing of needle between multiple injections for the same patient, healthcare worker shall avoid using both hands to recap. Instead, use one- handed technique or

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scoop technique.

2.4.3 Sharp safe container that is not used for long time and do not reach the fill line shall be thrown after 3 months from the time of assembly.

2.5 Sharp safe container should be close temporarily when not in use and keep in disposal area/dirty utility room in close cupboard.

### 3. Definitions/ Abbreviations:

3.1 **Sharps:** items that have corners, edges or projections which may puncture the skin and which may be contaminated with blood or other body fluids. Most commonly used sharps such as hypodermic needles, IV stylettes, scalpels, blades, razor blades, surgical instruments, broken glasses and ampoules, scissors, lancets, pasture pipettes, capillary tubing, microscopic slides, bone and teeth.

3.2 **Scoop technique/one hand technique:** using the needle to pick-up the cap, pushing cap and sharp together against a hard surface to ensure a tight fit.

3.3 **Point-of-care/use:** refers to the place where three elements occur together: the patient, the health-care worker, and care or treatment involving patient contact within the patient's vicinity.

3.4 **Health care worker:** all workers working in health care facility.

### 4. Procedure and Responsibility:

Procedure		Responsibility
4.1	Assembling and placement of sharp safe container	
4.1.1	Fix securely sharp safe container's lid prior to use. Write the name of health center, section, date assembled, expiry date, staff no. & signature on the container before assembling and should write name and signature after closing it permanently	Health care workers
4.1.2	Keep wall-mounted bracket locked.	
4.1.3	Place sharps safe container <i>within arm's reach</i> and <i>below eye level</i> at the point of use. (see Fig.1 of Guidelines for Safe Working practice in Preventing Needle stick/Sharp Injury/or as	

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	per manufacturers recommendation.)	Health care workers
4.1.4	Close the sharp safe container's aperture (opening) temporarily when not in use.	
4.2	During Disposal:	
4.2.1	Dispose needle and syringe as single unit,	
4.2.2	In case of certain procedures in laboratory and dental clinics that needs to remove/manipulate needle, take extra care to prevent sharp injury	
4.2.3	Discard immediately used sharps into sharp safe container at the point of care.	
4.2.4	Maintain control of the tubing as well as the needle while disposing a sharp with attached tubing (e.g., winged steel needle or butterfly needle.	
4.2.5	Keep fingers away from the opening of sharp safe container when dropping used sharps	
4.3	After Disposal:	
4.3.1	Use temporary closure of wall mounted sharp container to ensure sharps are dropped inside the sharp container.	
4.3.2	Clean and disinfect the outside lid of sharp safe container if there is any blood spill.	
4.3.3	Close securely the sharp safe container when 2/3 full or reached the fill line.(Refer to manufacturer's recommendation)	
4.3.4	Hand over the sharp safe container to domestic staff for final disposal with staff no & signature and date closed on the Sharp Safe Container.	
4.4	Storing and transporting of sharps containers	

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4.4.1	Keep the completely sealed sharp safe container in yellow bag and store in secured yellow bag disposal room before collection by transport for incineration.	Domestic staff, Security
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**5. Tools/Attachments/Forms:**

5.1 Guidelines in Safe Working Practice in Preventing Needle stick/Sharp injury.

**6. References:**

6.1 CDC workbook for designing, implementing and evaluating sharp injury prevention program, revised 2008

6.2 Selecting, Evaluating Sharp safe container <http://www.cdc.gov/NIOSH/sharps3.html>

**7. Revision History:**

Date	Status	Change	Reference Section
11/10/2015	<input type="checkbox"/> Deleted <input checked="" type="checkbox"/> Modified <input checked="" type="checkbox"/> Added	Policy statement Procedure	3.3 , 4.1.1 2.7, 2.8; 8.2

**8. Performance Indicator(s):**

8.1 % of health centers compliant to standard of safe handling and disposal of sharps (quarterly)

8.2 No. of sharp injury annually

**Prepared/Revised By:** Dr. Nadia Mohammad Saleh

**Designation:** Chairperson PCI Committee

**Signature:**



**Date:** 13/10/2015

**First Reviewer:** Mr. Amal Vimalan

**Designation:** Senior Clinical Quality Officer, Quality & Excellence Office, PHCSS

**Signature:**



**Date:** 14/10/2015

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**Date:** 14/10/2015

**Approved & Authorized By:** Dr. Manal Mohammad Omran

**Designation:** Chairperson of Executive Committee & Chief Executive Officer, PHCSS

**Signature:** 

**Date:** 15/10/2015

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