

Safe Work Method Statement

SWM34 – Collection & Disposal of Sharps

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Manual Handling						
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
	Dust Masks		Full Face Shield	√	Eye Protection		Air Pollution (dust, fume)
	Safety Footwear		Full Body Suit				Storm water Pollution
√	Gloves		Reflector Vests				Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Put on disposable or rubber gloves (PPE).	Infection control Risk of infectious diseases Cuts and abrasions	3	Understand the task	3	Supervisor to ensure training and assess for competency
2	Bring rigid-walled, puncture-resistant, sealable, sharps container to the sharp object.	Infection control Risk of infectious diseases Cuts and abrasions	3	Take container to sharp object, do not walk with sharps in your hand.	3	Supervisor to ensure training and assess for competency
3	Place the container on the ground or flat surface beside the sharp object.	Infection control Risk of infectious diseases Cuts and abrasions	3	Do not hold the sharps container or ask another person to hold it.	3	Supervisor to ensure training and assess for competency
4	Pick up with a pair of tongs.	Infection control Risk of infectious diseases Cuts and abrasions	3			
5	Place in the container sharp end first.	Infection control Risk of infectious diseases Cuts and abrasions	3	Keep the sharp end of the object facing away from you at all times.	3	Supervisor to ensure training and assess for competency
6	Securely place the lid on the container and ensure it is sealed. Hold the container by the top when carrying.	Infection control Risk of infectious diseases Cuts and abrasions	3	Place sealed container into your sharps disposal bin.	3	Supervisor to ensure training and assess for competency
7	Remove gloves carefully so any contaminated fluid on the glove does not come into contact with your hand. Wash your hands	Infection control Risk of infectious diseases Cuts and abrasions	3	Items that have come into contact with blood (ie gloves) dispose in same container as sharps or place into double plastic bags and then	3	Supervisor to ensure training and assess for competency

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	with running water and soap.			into the rubbish		
8	Wash your hands with running water and soap.	Infection control Risk of infectious diseases Cuts and abrasions	3			Supervisor to ensure training and assess for competency
9						
10						

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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.

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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: