

PROCEDURE: SHARP OBJECT DISPOSAL			NUMBER: WP-81
PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Andrew Konowalchuk	CLASSIFICATION: Work Procedure	EFFECTIVE: JANUARY 14, 2026
			SUPERSEDES: JULY 1, 2025
<p>PURPOSE: To ensure the safe handling, containment, and disposal of sharp objects (e.g., blades, needles, glass, metal shards) within Facilities Management operations, reducing the risk of injury and exposure to biological or chemical hazards.</p> <p>In all instances, it is the responsibility of the original sharps user to ensure appropriate disposal. Where the original sharps user is not readily available or identifiable, this procedure must be used.</p>			
<p>RESPONSIBILITIES:</p> <p>Employees:</p> <ul style="list-style-type: none"> Handle sharps using appropriate PPE and tools (e.g., tongs, brush/dustpan – never hands directly). Dispose of sharps in designated containers immediately after use or discovery. Report full or damaged sharps containers to their supervisor. <p>Supervisors:</p> <ul style="list-style-type: none"> Ensure staff are trained in proper sharps disposal procedures. Maintain an adequate supply of approved sharps containers in work areas. Arrange for timely disposal through Health Safety and Well-being. In case of worker exposure, notify the responsible user, investigate the exposure, and complete an Accident Incident Injury Report (AIIR) Form. Report to Workplace Health for Health Screening <p>Health Safety and Well-being:</p> <ul style="list-style-type: none"> Coordinate proper removal through Western's hazardous waste stream. <p>FM Stores:</p> <ul style="list-style-type: none"> Provide approved sharps disposal containers. 			
<p>PROCEDURES:</p> <p><i>Handling and Collection</i></p> <ol style="list-style-type: none"> Wear PPE: gloves (required), safety glasses, and cut-resistant gloves where appropriate. Use tools (tongs, brush/dustpan) to pick up sharps – do not use hands directly. Place sharps into a rigid, puncture-resistant sharps container immediately. If a sharps container is not available, temporarily use a rigid plastic bottle with a secure lid (e.g., detergent bottle), clearly labeled "SHARPS – DO NOT RECYCLE." Replace with an approved container as soon as possible. <p><i>Disposal of Full Containers</i></p> <ol style="list-style-type: none"> Seal the container securely once $\frac{3}{4}$ full. Label it with: "SHARPS WASTE – DO NOT OPEN" Department: "Facilities Management" Date and location of collection. 			

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<p>See the Hazardous Waste pick up schedule on the Safety and Well-being website: https://www.uwo.ca/hr/safety/topics/hazardous_waste.html</p>	
<p><i>Sharps Found on Campus Grounds</i></p>	
<ol style="list-style-type: none">1. Do not touch found sharps with bare hands.2. If found in public areas (e.g., washrooms, grounds), notify WSCS (519-661-3300) for assistance and documentation.3. Use a sharps disposal kit.4. Place in approved sharps container and report to your supervisor.	
<p><i>Incident Reporting:</i></p>	
<p>In case of personal contact with contaminated sharps, the injury or exposure must be:</p>	
<p>Reported to your supervisor and documented using an AIIR.</p>	
<p>Obtain medical attention through Workplace Health.</p>	
<p>DEFINITIONS:</p>	
<p>Sharps: Any item capable of puncturing or cutting the skin, including but not limited to utility blades, broken glass, metal shards, syringes, needles, and lancets.</p>	
<p>Sharps Container: A puncture-resistant, leak-proof, and sealable container approved for sharp waste disposal.</p>	