



Facility Management Victoria Pty Ltd Sharps/Syringes Procedures Policy

The following procedure is to be followed in the event of finding a syringe in the work place:

- Take a photo for a record and use as part of your report to Facility Manager
- Under no circumstances are you to pick up the syringe even if it is capped without using tongs.
- Put on protective gloves
- The syringe is to be placed in the designated sharps container
- The sharps container must be on the ground when placing the syringe into the container to minimize the chances coming in contact with your hands

The sharps container will be collected and emptied by Council

Ensure the gloves, tongs and container are stored securely in a designated area known to all staff.

If there is no sharps container on site make every effort to dispose of the syringe in a safe manner using the above as a guide.

Recycle bins

- Always wear protective gloves
- Only remove large obvious large items
- Do not under any circumstances sift through any recycle bins with your bare hands

A prick from a syringe is potentially a very dangerous situation for your health.

Follow these instructions at all times

If you identify any safety improvements at your building please contact the Facility Manager or the **Facility Management Victoria** office.