

**MANITOBA CITIZENS ON PATROL PROGRAM
POLICY & PROCEDURE #11 - HANDLING SHARPS AND NEEDLES**

**MB COPP PROVINCIAL
BOARD**

**Policies and Procedures
Subject: Handling Sharps and Needles
Date of Issue: May 28, 2020**

During the Handling of Sharps and Needles It is necessary to properly manage the disposal of needles and sharps, to provide safe and healthy environments for our members and our community.

"Sharps" include needles, as well as items such as scalpels, lancets, razor blades, metal wire, various medical tools, pins, staples, and glass items. Essentially, any object that is able to cut the skin can be considered a "sharp". Volunteers are highly valued and their safety is of the utmost importance. When handling sharps and needles, groups are encouraged to follow this policy to fit the needs of their group.

IF YOU FIND NEEDLES or SHARPS:

1. Take a Sharps Collection Kit to the object, whenever possible. Put on disposable gloves. Your kit should include:

- Puncture-resistant sharps collection container
- Puncture resistant gloves
- Disposable gloves
- Tongs

2. Wear heavy gloves over disposable gloves to pick up the needles or sharps.

3. Use tongs, pliers or tweezers to pick up the plastic end of the needle. Point the tip down and away from your body. DO NOT try to put the cap back on the needle.

4. Place the needle and other objects in the sharps collector container, at minimum, use a sturdy plastic container. Close the container securely and tape the lid tightly. Bleach or laundry detergent bottle are best. A plastic soda bottle will work. DO NOT use glass jars because they can break. Wash your hands.

5. To disinfect heavy gloves, pour an effective cleaning solution directly on fingertips of gloves, rub gently, and rinse with cold water.

**MANITOBA CITIZENS ON PATROL PROGRAM
POLICY & PROCEDURE #11 - HANDLING SHARPS AND NEEDLES**

6. Check with your Municipality / City or closest health facility or public health office to take needles once they are secured.
7. Dispose of disposable gloves into sharps collector container.
8. Never reach into bushes / leaves to retrieve anything. Use tongs to drag an object to see.
9. Instruct members to never dispose of needles in regular garbage.

What if a Needle Pokes You?

1. Allow puncture site to bleed. This helps flush germs away. Do not squeeze.
2. Wash area with soap and water.
3. Go to any emergency room as soon as possible. They will be able to assess exposure, risk and provide necessary care.

Remember your safety comes first. Do NOT put yourself in any conflict or situation that could cause harm. This policy is intended as a guide based on the most up to date information available at the time but can not predict unforeseen circumstances. Groups are expected to take all apparent reasonable precautions while handling sharps.