

Red Shed Inc. Needles and Syringes Safety Policy

Effective Date: 01/06/2024

Review Date: 01/06/2025

Purpose:

Red Shed Inc. is committed to ensuring the safety of all employees, members, visitors, and contractors by implementing effective measures for the safe handling and disposal of needles, syringes, and other sharps found on the premises, including the boat shed, pontoons, riverbed, and surrounding areas. This policy aims to protect individuals from injury and potential exposure to blood-borne viruses such as Hepatitis B, Hepatitis C, and HIV, while maintaining a clean and safe environment for all.

Scope:

This policy applies to all employees, members, visitors, and contractors of Red Shed Inc. and covers the safe handling, disposal, and reporting of needles, syringes, and sharps found on or around the facility, including areas such as the boat shed, pontoons, and riverbed.

Policy Statement:

Red Shed Inc. recognises the risks associated with discarded needles and syringes and is dedicated to protecting the health and safety of everyone on-site by ensuring that any found sharps are handled safely and disposed of properly. Staff and members will be informed of appropriate procedures for managing sharps, and Red Shed Inc. will provide the necessary equipment and training for safe handling.

1. Responsibilities

1.1 Management Responsibilities:

- Ensure that appropriate training is provided to all staff on the safe handling and disposal of needles and syringes.
- Provide clearly labelled sharps disposal containers in key areas such as the boat shed, front office, and pontoons.
- Ensure that staff are equipped with personal protective equipment (PPE) such as heavy-duty gloves and tongs for handling needles and syringes.
- Regularly inspect and monitor areas prone to needle and syringe disposal, including the pontoons and riverbed.
- Immediately report any needle-stick injury to management and follow up with medical support and incident reporting.

1.2 Employee Responsibilities:

- Follow Red Shed Inc.'s safety procedures when handling needles or syringes found on-site.
- Use the provided equipment (tongs, gloves, and sharps containers) when handling needles or syringes.

- Report any found needles or sharps to management immediately and ensure they are disposed of in designated sharps disposal containers.
- Inform members and visitors to avoid handling any found needles or syringes and instead report them to staff for safe disposal.
- Seek immediate medical advice in the event of a needle-stick injury and report the incident to management.

1.3 Member and Visitor Responsibilities:

- If a needle or syringe is found, avoid handling it and report it immediately to a staff member for proper disposal.
- Follow Red Shed Inc.'s safety guidelines and refrain from interfering with any needles or syringes that are being handled by staff.
- Report any potential hazards or concerns regarding sharps to staff for quick resolution.

2. Needle and Syringe Disposal Procedures

2.1 Handling Found Needles or Syringes:

- Employees must wear heavy-duty gloves and use tongs to handle needles or syringes.
- Sharps should be picked up by the barrel end (not the needle) and placed immediately into a designated sharps disposal container.
- Do not attempt to cap or break the needle.
- Dispose of the needle or syringe in a yellow sharps container located at key areas such as the boat shed or office.

2.2 Disposal of Sharps:

- Only approved sharps disposal containers will be used for discarding needles and syringes.
- Sharps disposal containers must be sealed and disposed of by a licensed waste contractor once full or as needed.
- Sharps containers should be regularly checked and replaced to ensure they are not overfilled.

2.3 Reporting and Cleaning Up:

- Any found needles, syringes, or sharps must be reported immediately to the front office or management.
- A record of the incident will be kept, including the date, time, and location of where the needle or syringe was found.
- If the sharps are found in the riverbed or pontoons, notify management so the area can be safely cleared and monitored for future incidents.

3. Needle-stick Injury Procedure

3.1 Immediate Response:

- If a needle-stick injury occurs, the affected individual should:
 - Encourage the wound to bleed.
 - Wash the area with soap and water as soon as possible.
 - Apply an antiseptic and cover the wound with a sterile dressing.
 - Seek immediate medical attention for follow-up care, which may include blood tests and vaccination.

3.2 Incident Reporting:

- Any needle-stick injury must be reported to management immediately, and an incident report must be completed.
 - Management will investigate the incident and ensure that additional safety measures are taken to prevent future injuries.
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4. Education and Awareness

4.1 Employee Training:

- Red Shed Inc. will provide regular training to employees on the risks associated with needles and syringes and the proper procedures for safe handling and disposal.
- Training will include first aid procedures for needle-stick injuries and the importance of using PPE when handling sharps.

4.2 Member and Visitor Education:

- Sun safety and public awareness campaigns will be complemented by information on the risks posed by needles and how to report any findings to staff.
 - Signage will be placed around the facility informing visitors and members about the importance of reporting found needles or syringes.
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5. Compliance and Review

5.1 Compliance:

- All employees, members, visitors, and contractors are expected to comply with this policy.
- Any breaches of this policy will be addressed by management, and failure to adhere to the safety protocols may result in disciplinary action or exclusion from Red Shed Inc. activities.

5.2 Policy Review:

- This policy will be reviewed annually, or as needed, to ensure compliance with health and safety standards and to address any changes in risk management practices.
- Feedback from staff, members, and contractors will be considered during each review to ensure the policy remains effective and practical.

This policy has been approved by

Name: John Gasson

Position: President

Date: 01/06/2024

Contact Information:

For questions or concerns regarding first aid at Red Shed, please contact admin@redshed.org.au or 0447 137 111.