


Sharps Handling – to dispose of any syringes/needles or any sharp objects in a safe manner without any risk or injury					PROBABILITY		CONSEQUENCE				
Contract:					Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:					Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work Area:					Known to occur, or, “it has happened”	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24
Name:			Signature		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22
Position:			Date		Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19
Revision Details:	Rev No.:	8	Rev Date:	Aug 2023	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8	Medium 15










1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
1	Ensure the area is clear and barricaded where the sharps are i.e. medical sharps is lying on floor	Cuts/grazes – can cause infections	2, 1 = 2	Carry out a visual check of the area prior to commencing work, seal off the area with safety signs. Wear safety gloves	2, 1 = 2
2	Wear PPE	Contracting disease from sharp objects i.e. needles – can cause injuries	4, 3 = 17	Always wear puncher proof gloves and other appropriate personal protective equipment when performing procedures using needles and syringes.	2, 1 = 2
3	Get Sharps container to use to pick up sharps. <ul style="list-style-type: none"> All needles, syringes, scalpel blades, disposable instrument, etc. will be disposed of at the point of use in rigid, leak proof sharps containers, labeled as biohazardous waste with the biohazardous symbol and phrase 	Contracting disease from sharp objects i.e. needles – can cause injuries Muscle sprains or strains	2, 1 = 2	Never bend, shear, break, or recap disposable needles or remove from disposable syringes. Immediately following use, place the item into the sharps disposal container. Never reach into the sharps disposal container. Never empty the contents of the sharps disposal container into another container. Never remove the lid from the container. Never overfill a sharps disposal container; no materials should be sticking out the top. Never force materials into a sharps disposal container.	2, 1 = 2

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ST EP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
4	Use the tongs from the sharps container to pick up sharps	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities	2, 1 = 2
		Contracting disease from sharp objects i.e. needles – can cause injuries	4, 3 = 17	Needles should never be recapped, bent, broken, removed, or otherwise manipulated by hand manipulated by hand. All staff should wash their hands to both clean them and identify any cuts or breaks in the skin, cuts or abrasions should be covered with waterproof dressings, which are to be found in the First Aid Box, , always use correct PPE i.e. gloves and tongs, Isolation – of area and Administration Control – tool box meetings to be held to re train staff on the awareness and seriousness of this risk	4, 2 = 12
		Slip, trip or fall during task	2, 2 = 5	Available SWPs, staff training	2, 2 = 5
		Cuts/grazes – can cause infections	2, 1 = 2	Display safety signs, correct PPE i.e. gloves Needles should never be recapped, bent, broken, removed, or otherwise manipulated by hand. If a needle stick should occur, wash area with soap and water, report incident to your supervisor, and seek medical attention as soon as possible	2, 1 = 2
5	Upon completion of a procedure involving use of a syringe and needle, discard entire needle and syringe system into a clearly labeled puncture – resistant hazardous waste container located in the work area. Needles are single-use only and not to be re-used.	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities	2, 1 = 2

ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
Handling of picking up sharp objects i.e. needles/syringes etc.	Approved sharps container	Tongs		

How to wear correct PPE		Appropriate signage for placement at dangerous areas		
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Gloves	Face mask	Eye protection	Hi-Vis Clothing	Appropriate footwear	Hearing protection	Protective clothing	Brim Hats	Sunscreen
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Injury &/or Emergency Response
 Injury - In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.
 Emergency - Follow the site Emergency Response procedure as directed by site operator.
 The ARA Incident Response & Reporting Procedure will then be implemented

5. CONSULT

Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

NAME	DATE	POSITION	SIGNATURE	NAME	DATE	POSITION	SIGNATURE
1.				5.			
2.				6.			
3.				7.			
4.				8.			

6. APPROVAL

To be signed by the FM or delegate once all fields of this form have been completed and all hazards have been eliminated or reduced as low as reasonably practicable.

NAME	DATE	POSITION	SIGNATURE

7. LEGISLATION / REGULATIONS REFERENCE

ACT:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

NT:

Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011

SA:

Work Health and Safety Act 2012
Work Health and Safety Regulation 2012

VIC:

Occupational Health and Safety Act 2004
Occupational Health and safety Regulations 2017

NSW:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017

QLD:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

TAS:

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
4	July 2016	Nil change	June 2018
5	July 2018	Minor amendments – Legislative/Regulatory reference, PPE images, inclusion of 'Change Register'.	June 2020
6	July 2020	Nil change	June 2022
7	September 2021	Refreshing of SWMS in alignment with the new BMS	August 2023
8	September 2023	Revision of PPE	August 2025