

## Procedure: Needle Stick / Bodily Fluids Safety and Worker Immunisation

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### 1. Purpose

To ensure minimum risk to workers, where work activities lead to an increased exposure to vaccine preventable diseases.

### 2. Scope

Applies in all situations where workers health could potentially be affected due to the nature of their duties.

### 3. Actions Required

- Identify areas where workers health may be at risk due to the nature of their duties
- Develop safe work procedures and apply appropriate control measures
- Audit and review.

### 4. Definitions

**BODY SUBSTANCES** – Any substance (human or animal) that has the capacity to transmit infectious diseases e.g. blood, sputum, semen, vomit, oral secretions, spinal fluid, urine and excrement

**GSCC RO** - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers

**NEEDLE STICK/SHARPS** – A sharp implement that could penetrate skin

**PPE** – Personal Protective Equipment

**WORKERS** - Employees, Contractors, Volunteers and any person performing duties

### 5. Responsibility and Authority

#### Directors

Ensure an effective safety management system is in place to minimise worker risk to needle stick injuries.

#### Manager/Supervisor and Contractors

- Identify workers who may be exposed to sharps injuries and contaminated bodily fluids
- Develop safe work procedures
- Ensure that appropriate control measures are implemented
- Ensure appropriate selection, use and maintenance of personal protective equipment.

#### Workers

- Take reasonable care of their safety and that of others at work
- Appropriately use safety devices and protective equipment
- Participate in safety training and awareness programs.

### 6. Procedure

GSCC RO's are to identify workers who could be reasonably exposed to needles or bodily fluids within the workplace.

Appropriate measures must be in place to minimise risk to workers of contracting a communicable disease in the following groups:

- Transfer and Landfill operations and waste pick up

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- Persons performing cleaning duties of toilets, change rooms and public areas
- Parks and gardens work
- Health Dept. Officers
- Youth Workers
- Pre-school and child care
- Personal care activities
- Animal Management / Local Laws
- Workers who provide first aid
- Mechanics
- M&CH Nurses
- Building Services field staff
- Sale Yard Staff

### **Needle Stick and Sharps Hazards Risk Assessment**

All needles/blood spills/infectious waste must be treated as high risk and should be treated with appropriate safety precautions.

### **Control Measures**

The risks of needle stick injury can be reduced by:

- Provision and recording on file of appropriate vaccination course to workers
- Safe work procedures, training and awareness for workers
- Providing appropriate sharps containers to dispose of needles/sharps
- Regular cleaning schedules to prevent overfilling of receptacles
- Adequate lighting for cleaning
- Minimising space behind toilets to prevent hiding of needles
- Displaying multilingual needle disposal signs
- Wearing appropriate footwear and PPE.

Workers who could be exposed to body substances or sharps must have ready access to appropriate safety kit that includes:

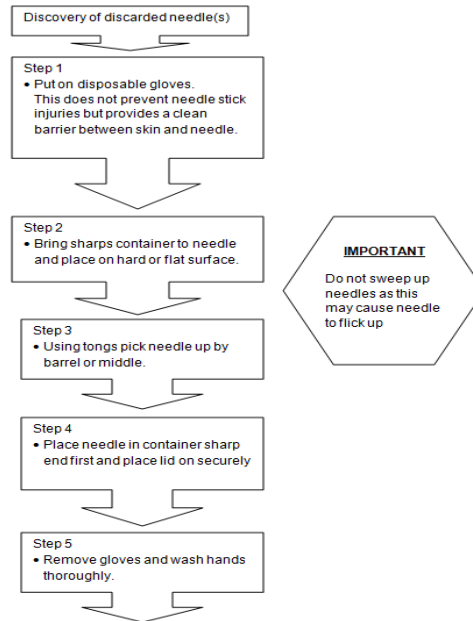
- Gloves
- “Sharps” containers.
- Forceps or litter pickers / long handled tongs
- How to pick up discarded needles safely: Instruction Sheet (see attachment 2)

Appropriate training in the collection of needles and syringes should include instructions such as:

- How to handle needles
- How to pick up disposed syringes
- Use of gloves
- Use of tongs
- Reporting on areas where needles are regularly disposed.

### **Handling of Discarded Needles**

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## Reporting

Workers are to report needle stick injuries and areas where needles are regularly disposed.

## Blood Spill/Body Fluid Cleaning

Where a blood spill/body fluid hazard is likely the following steps must be observed:

- Provision and recording on file of appropriate vaccination course to workers
- Assume that any and all spilt bodily fluids are infectious
- Safe work procedures, training and awareness for workers
- Provide appropriate cleaning equipment such as:
  - infectious waste bag or container
  - Latex or rubber gloves, disposable apron and eye protection
  - Paper towel, newspaper or rags over the spill to absorb the fluid and dispose in a garbage bag
  - Disinfectant for the substance (10 parts cold water to 1 part bleach solution, use cold water for the solution, Hot water makes the body fluid stick and renders the bleach ineffective)

The following actions should be taken for blood spills:

- Isolate the area with a sign or barrier
- Soak for 10 minutes in a bleach solution
- Clean away the bleach solution
- Mop the area with warm water and detergent and dispose of water and rinse bucket thoroughly
- Don't let blood or body fluids contact cuts, sores, or broken skin
- Dispose of apron, gloves, and cloth in a plastic rubbish bag
- Wash your hands with soap and water.

## Immunisation

Information about immunisation will be given to all staff as part of induction.

Refer: M12/57744 Employee Medical Management form

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## M12/67222 Immunisation fact sheet

Workers identified at risk, are to be offered the appropriate vaccinations. Department GSCC RO's are to contact Council's Environmental Health team to arrange, administer or advise on vaccination requirements. Department GSCC RO's are to advise People Performance Department of immunisations given to employees for inclusion within personnel files.

Advice can be sort from Council's Environmental Health team or the Immunisation Handbook: <http://immunise.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook-home>

The following table lists the recommended vaccinations for work groups at risk of exposure to vaccine preventable diseases.

Workers wishing to decline any immunisation must sign the Employee Medical Management form and return to People Performance to be placed in employee file.

Category	Tetanus	Hep. A	Hep. B	MMR	Chicken Pox	Pertussis (Whooping Cough)	Q Fever
Transfer and Landfill operations and waste pick up	✓	✓	✓				
Toilet and change room cleaning staff	✓	✓	✓				
Parks and gardens work	✓	✓	✓				
Health Dept. officers	✓	✓	✓				
First Aid Officers		✓	✓				
Youth Workers		✓	✓				
Personal care activities staff		✓	✓				
Aged and Disability Workers		✓	✓				
Pre-school and child care		✓	✓	✓	✓	✓	
M&CH Nurses		✓	✓	✓	✓	✓	
Animal Management/Local Laws	✓	✓	✓				✓
Sale yard staff	✓						✓
Mechanics	✓						
Building services field staff	✓						
Note: Influenza is offered to all staff on a seasonal basis							

## 7. References

- *Occupational Health and Safety Act 2004*

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- Compliance Code *First Aid in the Workplace*.
- Infection Control Guidelines for the Prevention of Transmission of Infectious Diseases in Health Care Setting. Department of Health and Ageing

### 8. Related Procedures and Documents

Supporting Documents Refer Trim Reference:

- M12/57744 Employee Medical Management form (Attachment 1)
- M13/26554 How to pick up discarded needles safely instruction sheet (Attachment 2)

Attachment 1 (For complete form refer Trim)




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## Employee Medical Management Form

Employee Name:		Date		
Directorate:		Department:		
No medical management required				
The above employee does not require any immunisations or to be placed on hearing test register. GSCC RO (Responsible Officer) completing form: _____				
<b>This document is required to be added to employee file(see below)</b>				
<b>Section 1 Hearing Test Register</b>			Tick if required <input checked="" type="checkbox"/>	
<b>1</b>	<b>HEARING TEST- INITIAL CHECK AND REGISTER</b> Required for outdoor workers and those who could be exposed to excessive noise levels from plant or equipment.	Manager/Supervisor to Trim and Work flow this form to Occupational Health and Safety Advisor.		
<b>Sections 7-13 Immunisations</b>			Tick if required <input checked="" type="checkbox"/>	
Employees in the following areas are required to be offered the appropriate immunisations:				
<ul style="list-style-type: none"> <li>• Transfer and Landfill operations, waste pick up and Street sweepers</li> <li>• Toilet/change room cleaning staff</li> <li>• Animal Management/Local Laws and Sale yards staff</li> <li>• Parks and gardens work</li> <li>• Health Dept. officers</li> <li>• Mechanics</li> <li>• Aged and Disability Workers</li> <li>• Building services field staff</li> <li>• Personal care activities staff</li> <li>• Workers who provide first aid</li> <li>• Youth Workers</li> <li>• M&amp;CH Nurses</li> <li>• Pre-school, child care staff</li> </ul>				
<b>2</b>	<b>TETANUS</b> Required for workers who could be reasonably exposed to punctures to the skin by contaminated objects	Manager/Supervisor to Trim and Work flow this form to Immunisation Admin Officer to arrange immunisation.		
<b>3</b>	<b>HEPATITIS A</b> Required for workers who could be reasonably exposed to contact with infected bodily substances			
<b>4</b>	<b>HEPATITIS B</b> Required for workers who could be reasonably exposed to needles, sharp objects or bodily fluids.			
<b>5</b>	<b>MEASLES, MUMPS AND RUBELLA (MMR)</b> Required for workers who could be reasonably exposed to persons infected with Measles, Mumps or Rubella. People born after 1966 should ensure they have had two doses of a measles containing vaccine. If there is no documentation (either written or by a blood test showing immunity) of two measles containing vaccines, they should be vaccinated.			
<b>6</b>	<b>CHICKENPOX</b> Required for workers who could be reasonably exposed to persons infected with chickenpox			
<b>7</b>	<b>PERTUSSIS (WHOOPING COUGH)</b> Required for workers who could be reasonably exposed to persons infected with Pertussis			
<b>8</b>	<b>Q FEVER VACCINATION</b> Required for workers who work with or near animals.		To be arranged through a specialised General Practitioner	

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## If you find a discarded needle or syringe.....

	<p>If you find a discarded needle:</p> <ul style="list-style-type: none"> <li>• Do not try to replace the cap on the needle</li> <li>• Pick up needle using tongs or gloves by the <b>barrel</b> of the needle</li> <li>• Hold needle point away from you</li> </ul>
	<ul style="list-style-type: none"> <li>• Place needle in the needle disposal container or thick plastic container with a lid, needle end first</li> <li>• Ensure cap is secure on container</li> </ul>
	<ul style="list-style-type: none"> <li>• Wash hands thoroughly</li> </ul>

If you are pricked by a needle:

- Wash the area where you were pricked immediately with soap and water
- Ask for assistance to go to the nearest hospital immediately
- When able report the incident



Being pricked by a needle can be frightening. It is important to know that the risk is low for catching diseases, and most people will not get sick by being pricked by a needle. Risks include acquiring tetanus, or Hepatitis B or C. The risk of contracting HIV is extremely low as this virus cannot live in the air for very long.

Is there a sharps container in your work vehicle?  
 If not get one from DRC store room or Welsfordst offices  
 When sharps container full, take to Welsford offices for exchange container.