

## Ingersoll Support Services Inc.

<b>Policy: Safe Disposal</b>	<b>Policy # HS 6b</b> <b>Section: Health and Safety</b>
<b>Reviewed and Effective:</b> June 27 2018 <b>Date of Origin:</b> March 19 2009	<b>Ministry requirement - OHS</b>
<i>Employees, people accessing support and volunteers of Ingersoll Support Services will use standard universal health precautions in everyday interactions including the safe disposal of hazardous materials.</i>	

### **Procedure:**

#### **Standard Precautions:**

1. Communicable diseases refer to a host of diseases that can be spread or passed from one person to another. Some are spread easily through casual contact with droplets from nose and mouth, while others can only be transmitted through direct contact with the blood or bodily fluids of an infected person.
2. Standard Precautions are used to prevent skin or mucous membrane contact with **all** body fluids, including blood, secretions and excretions (except sweat). Standard Precautions replace a combination of Universal Precautions and Body Substance Precautions.
3. The idea behind Standard Precautions is that all people are potential carriers of any number of infectious germs. As we don't always know when a communicable disease or infection is present, employees are to use Standard Precautions at **all** times.

#### **Standard Precautions with Respect to Safe Disposal Include:**

- i. **Contaminated Waste:** Dispose of article soiled with blood or bodily fluids in plastic bags tied at the top. If the first bag is visibly soiled or leaking, double-bag the article before discarding in the garbage.
- ii. **Laundry:** Avoid handling bodily fluid soiled laundry. Using gloves, rinse in cold water and machine wash using regular laundry detergent.

iii. **Sharps:** Any object that could break, cut or puncture the skin can be considered a “sharp”. Proper handling and disposal techniques must be used to avoid injuries from contaminated sharps:

- Do not re-cap, bend, or break used needles
- Sharps must be discarded in a non-breakable container with a lid
- Sharps containers should not be overfilled and should be disposed of through a hazardous waste disposal company
- Use sharps in a well-lit area
- Use a safety engineered medical sharp (SEMS) whenever one is available
- Always dispose of sharps safely right away – don’t wait for later
- Report any incident of cut or puncture to your supervisor immediately
- Potential exposure to infectious diseases through needle stick injury must be followed by a standardized surveillance protocol, including a review of WSIB reporting procedures