



This form is to be used in conjunction with the Environment Health and Safety Manual Procedure 3.2 Hazard Identification, Assessment and Control - Application.

Information of Activity

Activity: Use and disposal of sharps

Location: Chemistry

Identified by: G. Papadopoulos

Date: 4/12/06

Identified Hazard / Aspect: Cuts or needle stick injuries, injection of unknown or toxic chemical into body

Risk Analysis matrix – level of risk

Identified Hazards	Risk Assessment			Risk Score	Risk Level
	Exposure (E)	Likelihood (L)	Consequence (C)	E x L x C	
Cuts or needle stick injury	6	0.6	2	7.2	M
Injection of toxic or unknown substance	6	0.3	5	9	M

Definitions						
Exposure	E	Likelihood	L	Consequence	C	Risk Score
Continuously	10	Almost Certain	1.0	Catastrophic	20	E >20
Frequently	6	Likely	0.6	Major	10	H >10
Occasionally	3	Possible	0.3	Moderate	5	M 3-10
Infrequently	2	Unlikely	0.1	Minor	2	L < 3
Rarely	1	Rare	0.05	Insignificant	1	

Hierarchy of Risk Controls
Elimination is a permanent solution and should be attempted in the first instance.
Substitution involves replacing the hazard or environmental aspect by one of lower risk.
Engineering controls involve physical barriers or structural changes to the environment or process.
Administrative controls reduce hazard by altering procedures and providing instructions.
Personal protective equipment last resort or temporary control.

LEGEND

E: extreme/significant risk; immediate action required; must be managed by senior management with a detailed plan, notify RMO immediately.

H: high risk, senior management attention needed, detailed research and management planning at senior levels

M: moderate risk, management responsibility must be specified; manage by specific monitoring or response procedures

L: low risk, manage by routine procedures; unlikely to need specific allocation of resources

Details of Risk Controls to be Taken

Risk Controls: (These should be determined by both the person(s) identifying the risk and the responsible manager and HSR or Environmental Representative). When determining risk controls refer to Hierarchy of Risk Control. Some examples are operating manuals, safe work procedures, licenses, permits to work, training and instruction etc

This is the most common form of injury in the School of Chemistry. Glass and particularly broken glass must be treated with respect. Sharps should be used as little as possible and always with the greatest care.

After use, if not for disposal, sharp items such as needles must always be placed in a safe position/orientation so as to avoid possible accidental injury to others. They should never be left on the lab bench.

DISPOSAL:

- Sharps must never be disposed of in a normal waste bin.
- Glass sharps i.e. broken glass, Pasteur pipettes etc. must be washed clean before being immediately disposed of in the glass bins, which are provided in each lab. When glass bins are full, they should be emptied into the green wheelie bins on the loading dock (Masson) or yellow bins in Bio21. Broken glass etc must never be left on floors or work surfaces or in unsuitable containers e.g. plastic bags or cardboard boxes. A dustpan and brush should be used to clear up broken glass. Special care should be



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taken when clearing broken glass from a sink where water can make sharp edges invisible: tongs can be used to pick out pieces.

- Other sharps i.e. metal hypodermic needles; needles with fixed syringes, razor blades and scalpels must be disposed off in appropriate "Sharps Containers". Such containers are available from the Chemistry Store and must be placed in the Solvent Waste containers when full.

Person assessing the risk: G. Papadopoulos Date: 4/12/06

Authorised by: Prof. K. Ghiggino Planned completion date:

Risk Control Measures Completed

Actions by: G. Papadopoulos Completed (Initials & date): 4/12/06