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|  | **Risk Assessment Prompt Sheet** | | | **cid:image003.jpg@01D2FB20.B009E750** |
| **PS:029:01** | **RE: Use of Sharps** | | | |
| **Issue date:** | June 2018 | **Revised Date:** | June 2020 | |
| **Author(s):** | National Health and Safety Function | | | |
| **Note:**  **Legislation:**  **Definitions:**  **Scope:** | The European Union (Prevention of Sharps Injuries in the Healthcare Sector) Regulations, 2014 - the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (Biological Agents) Regulations, 2013.  Safety, Health and Welfare at Work (General Application) Regulations, 2007, Regulation 2 | | | |
| *Sharps are objects or instruments necessary for the exercise of specific healthcare activities, which are able to cut, prick, and cause injury and/or infection. E.g. scalpels, needles, cannula and trocar, etc. Sharps are considered to be work equipment within the meaning of Regulation 2 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.*  *(Ref:* [*HSE Policy on the Prevention of Sharps Injuries*](https://healthservice.hse.ie/filelibrary/staff/policy-on-the-management-of-sharps-and-prevention-of-sharp-injuries.pdf)*)*  For further information please refer to the [Safe use of sharps](https://healthservice.hse.ie/staff/benefits-services/health-and-safety/safe-use-of-sharps.html) webpage. | | | |
| The following is a non-exhaustive list of prompts relevant to the hazard which should be considered in assessing and controlling the risk associated with Use of Sharps.  All control measures must be documented on the appropriate risk assessment form.  For further guidance on undertaking workplace Occupational Safety Health (OSH) Risk Assessments which are compliant with Section 19, of the Safety, Health and Welfare at Work Act, 2005 and associated legislation please refer to [*Guideline RE: Completion of Occupational Safety and Health Risk Assessments*](https://healthservice.hse.ie/filelibrary/staff/guideline-on-completing-occupational-safety-and-health-risk-assessment.pdf) | | | |

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| **No.** | **Hazard controls to be considered when carrying out your risk assessment** | **Yes** | **No** | **N/A** |
| **1** | Is the HSE Policy on the Prevention of Sharps Injuries available to staff? |  |  |  |
| **2** | Has consideration been given to the unnecessary use of sharps by reviewing and implementing changes in practice? Examples to include the introduction of needleless intravenous systems / needle free connectors; eliminating unnecessary injections, etc. |  |  |  |
| **3** | Are safety engineered devices used where available and appropriate and it is reasonably practicable to do so? |  |  |  |
| **4** | In line with the requirements of the National Policy on the Prevention of Sharps Injuries, is the re-capping of needles prohibited? |  |  |  |
| **5** | Have staff received training in line with: *“Core Infection, Prevention and Control Skills – A Framework Document, 2015”*? |  |  |  |

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| **6** | Are standard precautions implemented in all clinical areas and for all clinical procedures? |  |  |  |
| **7** | Are employees offered relevant vaccinations free of charge? |  |  |  |
| **8** | Are adequate numbers of easily accessible sharps bins provided? |  |  |  |
| **9** | Are sharps bins assembled in accordance with manufacturers’ instructions? |  |  |  |
| **10** | Do sharp bins display the following:   * UN number (UN3291 ), * A diamond shaped risk label with class number “6” and * Biohazard symbol?   Ref*: DOH Healthcare Risk Waste Management Segregation Packaging and Storage Guidelines for Healthcare Risk Waste, November 2010)* |  |  |  |
| **11** | Is the temporary closure on the sharps bin in place when not in use? |  |  |  |
| **12** | Are bins filled in accordance with manufacturers fill line? |  |  |  |
| **13** | Are bins free from protruding sharps? |  |  |  |
| **14** | When full are the sharps bins clicked into the fully closed position and tagged? |  |  |  |
| **15** | Are all sharps bins labelled and signed on assembly and disposal? |  |  |  |
| **16** | Are needles and syringes discarded into a sharps bin as one unit? |  |  |  |
| **17** | While in use, are bins stored safely, away from the public and out of reach of children? |  |  |  |
| **18** | Are full sharps bins stored in a designated locked area awaiting collection/disposal? |  |  |  |
| **19** | Are waste posters displayed detailing the correct segregation of clinical risk waste, where clinical risk waste is collected for disposal? |  |  |  |
| **20** | Has training been provided on the correct segregation of clinical risk waste? |  |  |  |
| **21** | Are employees provided with and trained in the use of appropriate PPE? |  |  |  |
|  | **Incident Reporting** |  |  |  |
| **22** | In the event of an injury, are the Guidelines for the Emergency Management of Injuries & post exposure prophylaxis adhered to? |  |  |  |
| **23** | Are local procedures in place to ensure that employees who have suffered an adverse event have access to treatment and follow up support including out of hours care? |  |  |  |
| **24** | Are all incidents/accidents/near misses recorded and investigated and remedial measures implemented? |  |  |  |
|  | **Risk Assessments** |  |  |  |
| **25** | Are the results of the risk assessment communicated to all relevant employees and all who come in contact with HSE services and activities? |  |  |  |
| **26** | Are risk assessments reviewed at least annually or more frequently if necessary, i.e. accident/incident or a change in circumstance to which they relate? |  |  |  |