

Guidance

G3176

Reporting the discovery of hypodermic needles and other sharps

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1 Purpose

The purpose of this document is to provide guidance that will ensure correct reporting of a Sharp, including its location and removal from the site by the correct method, and the notification when the removal has been completed. For the purpose of this guidance, 'sharps' include, syringes, needles, with the potential to cause a penetrating injury.

- Immediate reporting when found,
- Sufficient communications
- Maintaining constant awareness of the location of sharps still on the network.
- Accurate information on status
- A safe and efficient removal process

2 Scope

This Guidance applies to all London Underground staff who work on or around the track environment

3 Guidance

Note: *Syringes and sharps may be found during many differing tasks. The most likely places are, track and ballasted areas, embankments and verges close to boundary fences and near bridges. Awareness of the risk is still a primary control.*

Anyone sustaining an injury from a hypodermic syringe or needle must be sent immediately to the nearest hospital with an accident and emergency department and where possible, the syringe or needle should be taken with them in an approved sharps container. Where ever possible they should be accompanied by their supervisor or by a work colleague.

3.1 Before starting work

- Ensure correct PPE is available and used for the tasks involved.
- Ensure all involved in the task know and understand their role.
- Ensure all the correct tools necessary are available.

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