

**Facilities Management
 Sharps Program Standard Operating Procedures**

SOP #:	EHS-009	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
Approval:		Date: 03/11/19

1. PURPOSE

Colorado State University-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. In an effort to keep all campus stakeholders safe, the following standard operating procedure has been compiled to offer guidance related to all sharps safety.

2. RESPONSIBILITIES

2.A. Environmental Health and Safety will be responsible for:

- 2.A.1. Providing
- 2.A.2. Maintaining sharps containers as necessary.
- 2.A.3. Assisting implementation of safety control measures.

2.B. All Supervisors and Building Proctors will be responsible for:

- 2.B.1. Assuring any sharps used are disposed of properly.
- 2.B.2. Developing safety control measures as needed for sharps.

2.C. All faculty, staff, and students will be responsible for:

2.C.1. Checking that sharps are disposed of properly.

2.C.2. Contacting the Facilities Department and/or Environmental Health and Safety as needed for Sharps container replacement.

2.C.3. Notifying the Facilities Department and/or Environmental Health and Safety of the location of any improperly disposed sharps.

3. DEFINITIONS

4. PROCEDURES

4.A. Extreme caution must be used when working with sharp objects such as needles, scalpels, razor blades, or broken glass. Properly dispose all sharps in appropriate sharps containers.

4.B. Sharps containers are inspected, maintained, and replaced by designated individuals as needed to prevent overfilling.

4.C. Needles and other sharps should be handled as little as possible. Handling sharps for transport, cleanup, or disposal should be done using a mechanical device or tool (forceps, pliers, broom and dust pan)

4.D. Controls should be used to prevent needlestick injuries and include specially engineered protection.