

Control and Disposal of Body Fluids

Aims and Objectives

Provide all users with information on how to safely and competently clean body fluid spills, to dispose of them correctly and minimise the risk to themselves. By the end of the training users will:

- ☐ Understand the risks associated with body fluids
- ☐ Understand PPE requirements
- ☐ Know how to use body fluid disposal kit
- ☐ Know the correct disposal procedure for body fluids

Estimated session time: 10 minutes

Equipment needed:

- ☐ PPE: disposable latex gloves, disposable over shoes, disposable overalls, disposable mask.
- ☐ Biohazard Disposal Pack; spill solidifying granules, disinfectant spray, scoop and scraper, Biohazard disposal bag, bag closure.
- ☐ Mop (If applicable)

Risks associated with body fluids

Body fluids are a source of infectious micro-organisms (bacteria, viruses and fungi).

- ☐ Best practice is to assume that anything which has been in contact with a body fluid is contaminated.
- ☐ The main risk is infection following hand to mouth/nose/eye contact.
- ☐ There is also a risk of infection via broken skin (cuts or scratches). Cuts or scratches should be covered with a sterile waterproof plaster before beginning.
- ☐ Body fluids are treated as Clinical Waste and should be disposed of accordingly.

Process

Firstly, ensure that you have all the correct PPE before beginning the task. You should ensure this is in a good condition:

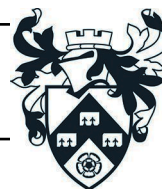
- ☐ Disposable latex gloves
- ☐ Disposable plastic overshoes
- ☐ Disposable overalls
- ☐ Disposable mask

To clean the area, follow this process. It is important to keep the body fluids as contained as possible:

- ☐ Open sachet of spill solidifying granules and sprinkle across the fluid.
- ☐ Wait 5-10 minutes for the gel to harden.
- ☐ Use the scraper provided to lift hardened substance.
- ☐ Dispose of all body fluid in the biohazard disposal bag.
- ☐ If required, mop the area. Mop head *must* be disposed of in the biohazard disposal bag.
- ☐ Spray area with disinfectant spray.
- ☐ Remove PPE carefully to ensure surfaces exposed to body fluids do not come in contact with your clean clothes or your skin. Take particular care when removing your mask.
- ☐ Dispose of all PPE in the biohazard disposal bag.
- ☐ Close biohazard disposal bag using bag closure provided as soon as possible.

Disposing of the waste

All PPE and equipment that has come into contact with a body fluid, and the body fluid itself, must be treated as Clinical Waste. Give the sealed bag to your Cleaning Supervisor for disposal.



UNIVERSITY
of York

Directorate of Technology, Estates and Facilities

Control and Disposal of Sharps

Aims and Objectives

Provide all users with information on how to safely and competently remove and dispose of sharps and minimise the risk to themselves. By the end of the training users will:

- ☐ Understand the risks associated with sharps
- ☐ Understand correct method for handling a sharp
- ☐ See a practical demonstration of how to use a sharps kit
- ☐ Know what to do in case of an accident

Estimated session time: 10 minutes

Equipment needed:

- ☐ PPE: Gloves
- ☐ Sharps kit

Risks associated with sharps

Anything that could pierce or cut your skin is classed as a “sharp” object. The most common ones on campus are knives, knife blades and syringes, but there are many other types.

- ☐ Sharps can cut you and cause severe damage to your muscles and tendons.
- ☐ Chemicals, foreign materials and diseases can also enter the body through these cuts.
- ☐ A cut does not need to be deep to cause damage. Even a scratch can make you ill if it is from a contaminated needle.
- ☐ Sharps should not be disposed of in normal waste bins, but be vigilant when you are emptying these as other users may have put sharp items in them.
- ☐ Never assume that a sharp is “safe” just because it looks clean.
- ☐ Make sure you are vigilant outside, especially in infrequently used parts of the campus, as needles can accumulate here.

Process for removal

- ☐ Wear gloves and find a bright yellow sharps kit. Receptions and your Cleaning Supervisors have these.
- ☐ Use forceps to lift the sharp into the container then lock the container lid immediately.
- ☐ Place the container and the forceps into the yellow waste sack.
- ☐ Hand this waste sack to your Supervisor for proper disposal. Do not put the waste sack into a bin.

For larger items, such as broken glass, use a brown glass bag for disposal

Accidents with Sharps

Sharps accidents can be very serious and medical attention should be sought immediately, even if the cut is minor.

- ☐ For cuts contact the local first aider, and in emergency ring Security on 3333.

- ☐ For needle stick injuries, alert your Supervisor or local Receptionist and go to hospital as soon as possible.
- ☐ Make a note of where the needle was so we can investigate what it may have been contaminated with.



UNIVERSITY
of York