



HSE Bulletin (Ref.:7in2014)

Reporting the discovery of hypodermic needles and other sharps

Date of issue: 15 April 2014

Background

Hypodermic Needles and other sharps may be found whilst undertaking many differing tasks. The most likely places they are discovered are track and ballasted areas, embankments, close to boundary fences and near bridges.

This Bulletin has been issued to ensure staff and contractors are aware of the reporting procedures to follow on discovering a hypodermic needle or other sharps.

Instruction

On finding a discarded hypodermic needle or other sharp, the following actions must take place:

- Contact your Manager/Supervisor with the exact details and location of the sharp.
- The Manager/Supervisor must make contact as follows: If you are on JNP infrastructure call the DOE on (682) 4444 or 02070 884444, if you are on BCV infrastructure call the DOME on 55731 or 02070275 731 and if you are on SSL infrastructure call the DOME on 55732 or 020 7027 5 732 and obtain a job number.
- The Manager/Supervisor must raise an Electronic Incident Report Form (EIRF) in line with local reporting procedures ensuring the FRC number is logged in the EIRF.
- The EIRF must remain open until the FRC has confirmed the removal of the sharp.
- The Manager/Supervisor must make staff/contractors aware of the location of the sharp and arrangements put in place to minimise the risk of injury from it.
- On receiving notification from the FRC that the sharp has been removed, the appropriate Manager/Supervisor must pass this information to staff/contractors as soon as possible and the EIRF closed out.

Please communicate this alert to your teams, projects and suppliers as appropriate

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