



## HOMES AND SENIORS SERVICES

**POLICY & PROCEDURE NUMBER:**

**DEPARTMENT:** *Nursing*

**SUBJECT:** *Material Handling-Safe  
Handling and Disposal of Materials*

**APPROVAL DATE:** July 1985

**REVISION DATE:** April 2004; June 2015

**REVIEW DATE:** Oct. 2019; Dec. 2020; March 2022; March 2023

**Page 1 of 2**

---

**PURPOSE:** To promote the safe handling of materials to prevent injury.

**SAFE JOB PROCEDURE:**

1. Containers with protruding nails, sharp metal, jagged edges, or rough surfaces should not be handled unless heavy, protective gloves are worn or the dangerous parts are repaired.
2. To avoid pinching fingers, hands or feet, material should be set down cautiously. Doorways should be entered carefully and drawers and doors closed with full attention paid to the task at hand.
3. Greasy, wet, or dirty objects should be wiped before they are handled.
4. Knives, scissors, or sharp tools should NOT be covered with cloth, paper, or anything that would conceal them from full view.
5. Aerosol spray cans and other pressure operated containers should be disposed of, in specially marked cans to prevent incineration.
6. Materials, articles, or things shall be transported, placed or stored so that they will not tip, collapse or fall and so that they can be removed or withdrawn without endangering the safety of the worker.

**SAFE JOB PROCEDURE: - GLASS, SHARP MATERIAL:**

1. Glass and other sharp material must be disposed of in separate, puncture-proof containers.
2. Used needles that are being discarded as waste material shall be discarded, immediately after use without being bent or recapped, into a puncture-resistant biohazard sharp container.
3. All glassware must be checked carefully for chips and cracks before use.
4. Falling glassware should never be caught in mid-air. It should be swept up after it falls.
5. Broken glass is never picked up with bare hands.



## HOMES AND SENIORS SERVICES

**POLICY & PROCEDURE NUMBER:**

**DEPARTMENT:** *Nursing*

**SUBJECT:** *Material Handling-Safe  
Handling and Disposal of Materials*

**APPROVAL DATE:** July 1985

**REVISION DATE:** April 2004; June 2015

**REVIEW DATE:** Oct. 2019; Dec. 2020; March 2022; March 2023

**Page 2 of 2**

---

6. Ampoules, glass tubing, flask stoppers, and similar items are wrapped in a towel before twisting, pulling, or pushing them.
7. To pick up broken glass, use a dustpan and broom, or heavy gloves.
8. Sharp materials such as nail clippers, razors, etc. shall be disposed of in a biohazard, puncture resistant container.
9. Refer also to nursing policy “Handling and Administration of Hazardous Agents”.

Reference: OH&S Act and Regulations