Needles and sharps (including pipettes, capillary tubes, scalpels, broken glass, etc.) cause more than 600,000 injuries each year.

**Do:**
- Maintain visual contact with the procedure site and location of the sharp
- Dispose of needles and syringes in sharps containers immediately after use (do not need to be capped before being placed in the container)
- Use a one-handed recapping technique if necessary (see below)
- Use devices with safety features
- Report all needle and sharps-related injuries immediately to ensure that you receive appropriate treatment and fill out the accident report form
- Report any needle/sharps hazard you see to your instructor/supervisor

**Don’t:**
- Pass an exposed sharp to another person.
- Overfill a sharps container
- Break or bend contaminated needles
- Recap needles (UNLESS required for the procedure being done, i.e. drawing an injection solution that will be taken elsewhere for injection)
- Use your hand to place a cap on a needle
- Walk around with an uncapped needle
- Clean up/pick up broken glass with your hands (Use a dust-pan and brush. Place the glass into the “broken glass” box. If contaminated glass, put into the biohazard sharps container.)

**One-handed recapping technique**

1. Place the cap on the countertop
2. Scoop the cap up with the needle
3. Snap it on by pressing it on the countertop

**When you have a sharps injury:**
- Wash the area with soap and water for 5 minutes.
- Notify your supervisor.
- Fill out an accident report
- Fill out a separate injury report form, that requires the following information:
  - The type and brand of device involved
  - The department or work-area where the incident occurred
  - An explanation of how the incident occurred
- Have the supervisor or instructor fill out their section of the report
- Seek a medical evaluation.
- Notify the EH&S manager within 24 hours at (608)246-6291.