WHS DOCUMENTS & TEMPLATES

DOC-SHP-FV · Sharps and Discarded Needle Handling Field Verification Checklist

Product Overview

For: Businesses whose workers find and pick up discarded needles and other sharps: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable supervisor's checklist that checks, on site, that the controls for sharps and discarded needle handling are in place and working.

The supervisor looks at each control working, not at its paperwork, and marks each check Pass, Not met or N/A, with the evidence seen. ★ marks the critical controls, and a critical control that is Not met is escalated the same shift. The checklist also has questions for the people doing the work, an actions table with owners and due dates, a summary and sign-off.

It is the same checklist as in the Sharps and Discarded Needle Handling Pack (DOC-SHP-PACK), word for word. The Sharps and Discarded Needle Handling VOC Assessment Template (DOC-SHP-VOC) and the Sharps and Discarded Needle Handling Safe Work Instruction Template (DOC-SHP-SWI) are also sold on their own. The Sharps and Discarded Needle Handling Pack (DOC-SHP-PACK) contains them all: the safe work instruction, the sharps kit check and needlestick incident record, the VOC and the field verification, with a setup guide.

A document is not a control. The pick-up tool, the sharps container, never handling by hand, the needlestick procedure and the competent worker are the controls. These documents describe them, check them, and record that they are working. A control must change the risk, and someone must be able to check it.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
Supervisor field verification checklist: kits, containers, pick-up technique, disposal and the needlestick procedure	02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Businesses whose workers find and pick up discarded needles and other sharps
- Supervisors and managers who check that controls are working, on a set schedule and after a change or incident
- WHS advisers setting up consistent critical control verification across sites

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[Company name]

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Supervisor Field Verification Checklist

Sharps handling: kits, containers, technique, disposal and the needlestick procedure

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Kits and areas checked**	

How to verify

- Visit the area while sharps handling is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the sharps handling there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let a worker or member of the public get a needlestick injury. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Kits					
1	Sharps kits are complete where workers need them ★	☐	☐	☐	
2	Containers are below the fill line and closed when not in use ★	☐	☐	☐	
Technique					
3	Sharps are picked up with tools, never by hand ★	☐	☐	☐	
4	Containers are brought to the sharp and placed on a firm surface ★	☐	☐	☐	
Disposal					
5	Full containers are disposed of as the arrangement says	☐	☐	☐	
Needlestick procedure					
6	Workers can say what to do after a needlestick and where to get medical advice ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable supervisor's checklist that checks, on site, that the controls for sharps and discarded needle handling are in place and working.

What the full product contains

- **Supervisor field verification checklist: kits, containers, pick-up technique, disposal and the needlestick procedure**
  02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/sharps-and-discarded-needle-handling-field-verification-checklist

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