WHS DOCUMENTS & TEMPLATES

DOC-SHP-PACK · Sharps and Discarded Needle Handling Pack

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

Editable sharps handling documents that work together: a safe work instruction, a sharps kit check and needlestick incident record, a VOC and a supervisor's field verification.

Discarded needles are found in many workplaces that look after public spaces, buildings, vehicles and waste. Most needlestick injuries happen when a sharp is picked up by hand, recapped, or forced into a full container. A verification of competency is how a business checks that a worker handles sharps safely and knows what to do after a needlestick, and keeps a record of it.

This pack answers three questions. The safe work instruction tells the worker what to do and when to stop. The VOC checks they can do it. The field verification checks the controls are working on site. A sharps kit check and needlestick incident record is the link used every time.

No licence is needed to pick up discarded sharps. The business must make sure workers who do it are trained, have the right equipment, and know what to do after a needlestick injury, including getting medical advice straight away. A VOC is the business's own practical check that a worker can handle sharps safely: it is not a licence and it is not a nationally recognised qualification.

SAMPLE

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Sharps Handling Safe Work Instruction

How to pick up and dispose of discarded needles and sharps safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to find, pick up, contain and dispose of discarded needles and other sharps at **[Site name]**, and what to do after a needlestick injury.

It applies to every worker who may find or pick up sharps at the site, including contractors. It is used with the sharps kit check and needlestick incident record.

2 Who may do the work

- Has completed sharps handling training and has a current VOC
- Knows the needlestick procedure and where to get medical advice
- Has read this instruction and signed the acknowledgement at the end

Training

No licence is needed to pick up discarded sharps. The business must make sure workers who do it are trained, have the right equipment, and know what to do after a needlestick injury, including getting medical advice straight away. A VOC is the business's own practical check that a worker can handle sharps safely: it is not a licence and it is not a nationally recognised qualification.

3 The sharps kit

List the kit each worker or vehicle carries.

Pick-up tool (tongs or grabber)	
Puncture-resistant sharps container with a fill line	
Gloves and hand cleaner	
Sharps kit kept at: [Sharps kit location]	
Disposal arrangement: [Disposal arrangement]	

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Sharps Handling VOC Assessment Tool

Verification of competency for one worker, picking up and disposing of discarded sharps, at [Site name]

Purpose	To check, and record, that a worker can pick up, contain and dispose of discarded needles and sharps safely, and knows what to do after a needlestick injury.
When to use it	Before a worker picks up sharps unsupervised; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate), the Marking Guide (Assessor) with the model answers, and the VOC Register.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Training and the VOC

No licence is needed to pick up discarded sharps. The business must make sure workers who do it are trained, have the right equipment, and know what to do after a needlestick injury, including getting medical advice straight away. A VOC is the business's own practical check that a worker can handle sharps safely: it is not a licence and it is not a nationally recognised qualification.

Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Sharps handling training (course and date)		**First aid training (date)**	
Experience picking up sharps		**Last VOC or training (date)**	

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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. Editable sharps handling documents that work together: a safe work instruction, a sharps kit check and needlestick incident record, a VOC and a supervisor's field verification.

What the full product contains

- **Sharps handling safe work instruction: pick-up, containers, disposal and needlestick response; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Sharps Handling Safe Work Instruction.docx and .pdf
- **Sharps kit check and needlestick incident record: weekly kit checks, sharps found and disposed of, and incident details**
  03_KIT_AND_INCIDENT_RECORDS/Sharps Kit Check and Needlestick Incident Record.docx and .pdf
- **Supervisor field verification checklist: kits, containers, pick-up technique, disposal and the needlestick procedure**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-SHP-VOC**
  04_VOC_ASSESSMENT/Sharps Handling VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Sharps Handling VOC Knowledge Questions (Candidate) and Sharps Handling VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Sharps Handling VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .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
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
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