WHS DOCUMENTS & TEMPLATES

DOC-SHP-SWI · Sharps and Discarded Needle Handling Safe Work Instruction Template

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

SAMPLE

An editable sharps handling safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction 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 Field Verification Checklist (DOC-SHP-FV) 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.

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.

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
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
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 who brief workers on how the work is done at their site

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YOUR LOGO
Right-click > Change Picture

[Company name]

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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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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable sharps handling safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

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
- **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

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