



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.009 Program Area: Support Services Section: Laundry
Issue Date: February 20, 2018 Review Date: Revision Date:	Subject: Sharps / Foreign Objects Found in Soiled Laundry

PROCEDURE SUBJECT:

Sharps / Foreign Objects Found in Soiled Laundry

PURPOSE:

To document sharps or foreign objects found in the soiled laundry and if possible, trace back to area of origin.

EQUIPMENT/SUPPLIES:

- Personal Protective Equipment (PPE) – Puncture resistant gloves, long sleeved gown.
- Approved Sharps Container

DEFINITIONS:

- Sharps - include used or unused needles, scalpels, knives, pins, scissors or anything with a sharp edge that could cause injury.
- Foreign objects - include jewelry, remotes, dishes, cutlery, attends, disposable diapers, medical tubing or any other object not intended to be laundered in the facility.

PROCEDURE	TEACHING POINTS
1. Use PPE. 2. If a sharp is found in soiled laundry use due care and diligence. Place the 'sharp' into an approved sharps container. 3. Fill out an Occurrence Report ORG.1810.PL.001.FORM.01. If possible note the area the laundry was received from in the occurrence report. The occurrence report should be given to your immediate supervisor. 4. Foreign objects should be documented and valuables returned whenever possible to the owners.	Gown or smock with long sleeves and elastic cuff Puncture resistant gloves

PROCEDURE	TEACHING POINTS
<ol style="list-style-type: none"> 5. If unable to immediately return to owners items should be placed in the facility's lost and found. 6. Incontinent products and other garbage should be documented and disposed of in the garbage container. 7. Client or facility areas whose soiled laundry has contained sharps, garbage or foreign items should be notified to ensure compliance with the appropriate disposal procedures. 8. Report any injury, injuries or near miss that have occurred due to the discovery of a sharp or foreign object. 	

SUPPORTING DOCUMENTS:

[ORG.1810.PL.001.FORM.01](#) Occurrence Report