

RISK ASSESSMENT & METHOD STATEMENT

Sharps Bin Collection & Replacement

Purpose - This RAMS provides Service Drivers with clear instructions for the safe collection, replacement and transportation of sharps bins. It sets out the hazards, control measures and safe method of work required to ensure sharps waste is handled, transported and delivered to an approved disposal location safely and consistently.

Scope - This RAMS applies to trained and authorised Calabash Mint Service Drivers, installation engineer and Relief Service Drivers collecting, replacing and transporting yellow-lidded sharps bins from customer premises to approved Calabash Mint disposal locations.

Section 1 — Risk Assessment

No.	Hazard	Who Might Be Harmed/How	Likelihood (1–5)	Severity (1–5)	Initial Risk	Controls Required	Residual L	Residual S	Residual Risk
1	Needlestick or sharps injury	Service Drivers – puncture/cut injury and potential exposure to blood-borne infection	2	5	10	Wear the required protective gloves. Never place hands inside a sharps container or attempt to remove/rearrange contents. Do not attempt to push contents down. Do not collect damaged or overfilled containers. Handle containers carefully and only when securely closed.	1	2	2
2	Sharps container not permanently closed before transport	Service Drivers and others – accidental opening, exposure to sharps or spillage during handling/transport	3	2	6	Permanently lock the sharps container before transport. Apply even pressure to the closure and confirm the final locking mechanism has engaged. Never transport a sharps bin that has not been securely and permanently closed.	1	1	1
3	Manual handling of sharps containers	Service Drivers – strains, sprains or musculoskeletal injury	2	2	4	Assess the container before lifting. Use safe lifting and carrying techniques. Use the manufacturer's handle where provided and appropriate. Do not carry excessive quantities at once.	1	1	1
4	Slips, trips and falls while carrying sharps waste	Service Drivers and others – fall, impact injury or dropped sharps container	2	2	4	Check the route before moving the container. Keep walkways clear. Do not leave sharps waste unattended in corridors or access routes. Wear suitable footwear and take particular care on stairs, wet surfaces and external areas.	1	2	2

5	Delivery to incorrect/unauthorised disposal location	Service Drivers, waste handlers and environment – incorrect storage, handling or disposal of sharps waste	3	1	3	Transport sharps bins only to Calabash Mint-approved disposal locations. Report any uncertainty before leaving waste at a site.	1	1	1
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Section 2 — Risk Matrix Key

1-3 Low	4-9 Medium-Low	10-15 Medium-High	16-25 High
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Risk score = Likelihood (1-5) × Severity (1-5). Where additional controls are introduced, the risk must be reassessed to determine the residual risk

Section 3 — Method Statement

A. Sharps Bin Collection & Replacement

Step	Sharps Bin Collection & Replacement
1. Collect & Identify the Sharps Bin	- Ask the customer/site contact for the full sharps bin. - Wear the required PPE, including the specified protective/needle-resistant gloves. - Check and confirm that the sharps bin has a yellow lid. - Do not collect orange, purple or other unauthorised sharps bins. - Visually check the container for damage, leakage or overfilling. - Do not collect a container filled beyond the manufacturer's fill line. - Report any non-conforming container through Service Manager app.
2. Permanently Lock the Sharps Bin	- Before transport, ensure the container is permanently closed. - Use the moulded indentations on the lid to apply even pressure. - Press the yellow lid down firmly until the final locking mechanism clicks into place. - Check that the lid is fully secured and cannot reopen. - Never transport a sharps bin unless it has been permanently locked.
3. Bag the Sharps Bin	- Place the securely locked sharps bin inside a Tiger (yellow and black striped) - Seal the bag securely. - Do not place loose sharps or other waste inside the bag.

4. Provide Replacement Bin	• Provide the customer with the correct replacement sharps bin. • Attach the yellow lid securely to the new sharps bin base. • Press firmly until the lid is correctly fitted. • Leave the appropriate opening/temporary closure in the position required for the customer to begin using the container. • Do not activate the permanent closure on the replacement container.
5. Transport the Sharps Bin	• Do not throw, drop or compress the container. • Keep sharps waste separate from non-waste items.
6. Deliver to Approved Location	• Return the collected sharps bin only to an approved location
7. Complete the Service	• Confirm the customer has received the correct replacement bin. • Ensure no waste or packaging has been left at the customer site. • Record the completed service in Service Manager. • Report any damaged, overfilled, incorrect or refused sharps containers.

Important Safety Rules To Never Do: - Put hands or fingers inside a sharps bin - Push sharps down to create additional space - Attempt to remove or rearrange the contents - Collect a damaged, leaking or overfilled sharps bin - Transport a container that has not been permanently closed - Collect a sharps waste stream that Calabash Mint is not authorised/contracted to collect under this procedure.

Section 4 — PPE

Personal Protective Equipment (PPE) Required: <i>(Tick as relevant)</i>											
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Safety Harness	Any personal accessories must not be worn. Long and loose hair must be tied back.
											
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Section 5 – Equipment

Servicing
✓ Correct replacement yellow-lidded sharps bin ✓ Specified protective/needle-resistant gloves ✓ Tiger (yellow and black striped) bags ✓ Service Manager device/access

Section 6 – Sign Off

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