

# Needlestick Injury Policy

Policy Name: Needlestick Injury Policy

Policy Number: V3

Document Type: Policy

Effective Date: December 2013

Last Reviewed: June 2023

Next Review: June 2026

Applicable Legislation: Sports Medicine Australia

This policy will be reviewed every three years or earlier if required by the organisation. The review will ensure it reflects both the community expectations and all legal requirements.



## **Overview**

For the purposes of this policy, WA Volleyball Association Incorporated will be referred to as Volleyball WA or VWA.

Volleyball WA Needlestick Injury Policy has been introduced to reduce the risk of needlestick related injury to players, coaches, & officials involved in VWA events or activities.

## **Background**

Players are at risk of blood-borne diseases that can be transmitted if a needle pierces their skin, or the blood on the needle comes into contact with a cut, eyes, or mucous membranes. The most serious diseases that can be caught are HIV (Human Immunodeficiency Virus - which can lead to Acquired Immune Deficiency Virus - AIDS), Hepatitis B, and Hepatitis C, and less so Hepatitis D. However, according to the Department of Health, in WA “there has not been a documented case of a person contracting HIV, hepatitis B or hepatitis C from a needlestick injury that occurred in a community setting (such as a park or beach), and the risk is considered to be very low”<sup>1</sup> to date.

## **Policy Application**

1. This policy applies to all VWA members and all other people or organisations which by agreement or otherwise, are bound to comply with this policy (including contractors, Board Directors, Regional Network representatives, employees, administrators, volunteers and attendees at functions of VWA).
2. This policy applies to behaviour and practices occurring during the course of VWA business, activities, competitions and events

## **Responsibilities**

VWA'S role and contribution in making this policy work is to:

1. prepare a policy statement as part of VWA injury and risk management procedures
2. take all reasonable steps necessary to ensure that everyone in the organisation knows:
  - what the policy is
  - steps to reduce the risk of a needlestick injury
  - what to do if a person has a suspected needlestick injury

This will be achieved by

- including a copy of the Policy in Policy and Procedures Manual
  - distributing the Policy to all Associations and Clubs
  - ensuring all VWA and Club / Association personnel are educated and trained with the policy
  - including a copy of the policy on the VWA website
  - notifying participants in all VWA activities and / or events that they will be required to comply with this policy
3. ensure that first aid equipment and trained personnel are available at all VWA events and competition
  4. provide a pre-game checklist to all Tournament Directors, coaching and support staff involved

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<sup>1</sup> [https://healthywa.wa.gov.au/Articles/S\\_T/Treating-needlestick-injuries](https://healthywa.wa.gov.au/Articles/S_T/Treating-needlestick-injuries)

in the match day care of players, which includes contact details for the local general practices, local hospital emergency departments and ambulance services.

5. maintain and monitor / analyse Injury forms throughout the year to identify any trends.

The Clubs / Associations and VWA member's roles and contribution are to:

1. Comply with this policy and ensure information is made available
2. Report potential needlestick injuries and complete incident report forms
3. Follow any medical advice received
4. Ensure all significant personnel are familiar with the policy and required procedures at each level of the VWA Network.
5. Collaborate with VWA staff to implement best practice
6. Report any areas of concern to VWA within a timely manner

### **Policy Statement**

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively and confidentially. Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaints Management Procedure.

## Document Control

### Version History

Date	Version number	Executive Summary of Changes
December 2025	3.0	Updated legal name "WA Volleyball Association Incorporated will be referred to as Volleyball WA or VWA" as required by CCIWA.

# Needlestick Injury Procedure

## **Pre-Event / Competition**

1. Tournament Directors, coaches and other support staff to familiarise themselves with this policy and procedure
2. VWA to liaise with the Council or facility manager regarding any specific needlesstick policies or procedures relevant to the venue
3. Completion of the Venue Facility Check Form

## **Treating a Needle Stick Injury<sup>2</sup>**

1. Wash the area gently with soap and running tap water as soon as possible
2. Apply antiseptic and a clean dressing
3. Obtain prompt medical advice from a GP or hospital emergency department, preferably within 24 hours
4. Completion of an injury report form, to be submitted to VWA and the Local Government / Facility Manager

## **Disposing of Needles<sup>3</sup>**

1. Do not be alarmed.
2. Get a rigid-walled, puncture resistant, plastic container with a well-secured lid, preferably screw top. Avoid using glass which can shatter, aluminium that can be squashed or frosted plastic that may not be puncture-proof.
3. Bring the container to the needle and syringe, and place on the ground next to the needle and syringe. Do not hold the container as you are putting the syringe in it.
4. Pick up the used needle and syringe by the blunt end, away from the point. Do not touch the sharp point.
5. Do not try to put the plastic protective cap back on a needle if it has been removed.
6. Put the needle and syringe, point first into the container. More than one needle and syringe can be placed in the container, but do not overfill. Do not carry the needle and syringe unless it is in a suitable container.
7. Make sure the container is tightly sealed.
8. Put the sealed container in a domestic rubbish bin. Do not put needles and syringes down toilets, in recycling bins or post boxes.

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<sup>2</sup> [https://healthywa.wa.gov.au/Articles/S\\_T/Treating-needlestick-injuries](https://healthywa.wa.gov.au/Articles/S_T/Treating-needlestick-injuries)

<sup>3</sup> [https://healthywa.wa.gov.au/Articles/S\\_T/Safe-disposal-of-needles-and-syringes](https://healthywa.wa.gov.au/Articles/S_T/Safe-disposal-of-needles-and-syringes)