

## Appendix A – Safety Engineered Medical Sharps Key Element Checklist

	Yes / No	
<b>1.0 Securing management commitment, support and leadership</b>		
1.1 There is management commitment to the program		
1.2 A leader has been designated to the program		
1.3 A multidisciplinary committee has been formed to assist with the planning and implementation of the SEMS program		
<b>2.0 Assessing program needs</b>		
2.1 An analysis of injuries and incidents related to blood and body fluid exposures and sharps injuries has been conducted		
2.2 An assessment of medical sharps and other equipment has been completed		
2.3 An assessment of how sharps injury prevention strategies are valued in the organization and what systems are in place to maintain a safe working environment is complete		
2.4 An assessment of current staff reporting of sharps injuries and blood and body fluid exposures has been conducted using survey tools		
2.5 An assessment of how data is collected and whether it is utilized to its full potential is complete		
2.6 A review of the current education program related to blood and body fluid exposure prevention has been completed		
<b>3.0 Developing the program components and selecting SEMS</b>		
3.1 Administrative controls including policies and procedures to protect workers from exposure to blood and body fluids are written and reviewed annually		
3.2 To support the successful implementation of the SEMS program, the organization has developed a process to plan for the selection and purchase of equipment		
3.3 Protocols have been established for the selection and trial of SEMS		
3.4 An area, department or device has been selected as a priority for replacing conventional sharps with SEMS		
3.5 Policies and procedures for the reporting, management and follow-up of exposure to blood and body fluids have been developed		
3.6 Written procedures for the management of exposed workers follow current standards		
3.7 Data about sharps injuries and blood and body fluid exposures are tracked and compiled in such a way that retrieval and meaningful analysis are possible		
3.8 Waste disposal policies, procedures and systems have been implemented		
3.9 Safe work practices for the protection of workers from sharps injuries and blood and body fluid exposures have been prepared		
3.10 A training plan has been developed for educating workers about the use of the new devices as well as other program component		
<b>4.0 Implementing the Program</b>		
4.1 After completion of the trial and development of policies and procedures, new SEMS have been formally introduced		
4.2 Instructions for purchasing and replacing the new device are provided		
4.3 All sharps including SEMS are disposed of in appropriate sharps containers		
4.4 All staff have received training on program components		
<b>5.0 Evaluating the Program</b>		
5.1 Program indicators are monitored		
5.2 The overall outcomes of the program are monitored		