



Terms and Conditions

1. Agreement

1.1 This Agreement is known as the Inner West Council Community Sharps Collection Agreement (the Agreement).

1.2 Any Business requesting Inner West Council to collect and dispose of community sharps shall complete an Agreement. The Business acknowledges that all collections will be undertaken by Inner West Council's appointed collection contractor.

1.4 This Agreement will continue until 2 June 2022 unless:

- (a) Inner West Council advises the Agreement will be extended for a further period as notified by it; or
- (b) the Agreement is terminated by either party on thirty (30) calendar days written notice.

2. Fees

2.1 Inner West Council will cover costs associated with the provisions of an approved Collection bin, as well as the collection and disposal of community sharps associated with the Community Sharps Program.

3. Changes To Agreement

3.1 Inner West Council will provide the Business with a collection service for community sharps in accordance with the service details requested by the Business and specified within this Agreement.

3.2 Inner West Council will supply to the Business a clearly identified collection bin for the presentation of collected community sharps.

3.3 Inner West Council shall be entitled to refuse collection of material not presented within the issued and identified collection bin.

3.4 Inner West Council may agree to collect material not presented in accordance with clause 3.3 of this Agreement for an additional collection and disposal cost.



3.5 The Business is responsible for ensuring access to the container is available for collection at the agreed collection point, and on the appropriate collection day with Council's collection contractor.

3.6 The Business is responsible for arranging an additional collection outside the Agreement.

3.7 In the event of 3.6, the Business must notify Inner West Council by phone or in writing that an additional collection service is required to be arranged. Once approval has been granted, the Business can contact the collection contractor and arrange collection.

4. Presentation

4.1. The Business will only accept sharps from the community that are presented within a Sharps container or puncture resistant container.

4.2 The Business has the right to refuse the acceptance of any community sharps that are not presented in accordance with 4.1.

4.3 The Business shall ensure that the provided collection bin will only be used for the disposal of community sharps, and the containers they were presented to the pharmacy in.

4.4 The Business will not dispose of any community sharps or containers in any waste bin other than the approved collection bin provided under this Agreement. This includes garbage bins, recycle bins, or street litterbins.

4.5 The Business will ensure the collection bin is placed within the building, and will be stored in a location that is secure and not readily accessible by the general public.

4.6 In the event of damage to the collection bin, the Business shall notify Inner West Council immediately.

5. Education and Promotion

5.1 The Business upon signing this Agreement agrees that their business name and location can be used by Inner West Council for the promotion of the Community Sharps Education Program.

5.2 The Business agrees to promote the Community Sharps Education Program, by



ensuring any educational material will be displayed within their Premise.

6. Safe Work Procedures

6.1 Businesses must adhere to the NSW Occupational Health and Safety Act 2000 and NSW Occupational Health and Safety Regulation 2001. If, during handling and opening of sharps cabinets, defects and damage are experienced; this must be immediately reported to the Council Project Coordinator. The sharps waste must be immediately isolated and removed from site to ensure public safety and the cabinet repaired, replaced or temporarily removed.

6.2 All sharp containers and other plastic vessels that are filled must be sealed and placed into a clinical sharps bin.

6.3 Please Note: No single loose needles and syringes and other sharps are to be placed into the clinical sharps bin; they must be encased by use of a sharps container and placed into a clinical sharps bin container.

6.4 While it is best that the customer places their sharps container in the yellow clinical sharps bin, this is not always suitable due to the location of the bin.

6.5 If the clinical sharps bin is in a secure back part of the pharmacy; the staff member must use absolute care to NOT handle the sharps containers; use a carry container/basket to carry the sharps container to the sharps bin and deposit.

6.6 If the clinical sharps bin is in a secure back part of the pharmacy; the staff member must use absolute care in handling the sharps containers and special care if a non-sharps vessel is used.

6.7 Do not receive glass bottles and jars, if broken, this will create another sharp.

6.8 If the Sharps bin is full, prior to the service date, call council for earlier service.

7. Definitions

Business: proprietor of the premises

“Collection bin”: a receptacle for the aggregation of containers awaiting collection and disposal



“Community sharps”: are sharps that have been generated by non-clinical activities, and include needles, syringes and lancets used by people with diabetes and other medical conditions requiring self-injection in the home.

“Container”: sturdy, plastic, puncture resistant container to place sharps in eg. Laundry detergent bottle or an approved sharps container.

