

COMMUNITY SHARPS POLICY

For Exhibition

Date of Adoption: 14 June 2022

Effective Date:



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1.Scope

This Policy aims to develop a more effective partnership between Council and local pharmacies through a Community Sharps Program which addresses environmental, health and safety concerns.

2.Objectives

The objectives of this Policy are to:

- Provide and promote the accessible, free, safe, and easy disposal of community sharps to the community through local pharmacies
- Reduce the number of sharps entering the general waste stream and minimise the possibility of needle stick injuries
- To manage community medical conditions, not pharmacy-related operations such as vaccinations
- Maintain public health and safety and high standards of environmental management
- Outline a process for new pharmacies to participate in the Community Sharps Program
- Identify considerations for Council in accepting new applications
- To develop community resources about sharps disposal.

3.Background

Community sharps are medical devices that penetrate the skin and are generated by community members to maintain their health. Community Sharps include:

- Needles – used to give injections, draw blood or insert insulin pump tubing
- Syringes – even if the needle is removed
- Pen needles for insulin pens
- Blood glucose or finger pricker lancets

Inappropriately discarded community sharps have been found in household garbage bins, Council litter bins, and recycling services. Council is committed to maintaining high standards of workplace and public health and safety, and environmental management. Council has funded a Community Sharps Program since 2006, providing a free sharps disposal service for residents through local pharmacies.

4.Application

This Policy applies to the management of community sharps relating to the domestic waste collection service and covers:

4.1 The process for participating in the Community Sharps Program

- Any pharmacy that wishes to participate in this program can submit an online application form. Acceptance into this program will be at Council's discretion, taking into consideration community needs, Council budget and community access.

- The pharmacist in charge or proprietor of the pharmacy should submit the online application form. Council's Terms and Conditions must be read and are deemed agreed to through the submission of the application form.

4.2 Council's assessments to accept new pharmacies

Approval of pharmacies under the new policy will be assessed by Council based on considerations of:

- Accessibility to community members
- A diversity of suburbs
- Budget.

4.3 Council's commitment to community education

Council will develop and promote a community sharps awareness program, which will support the implementation of this Policy and the Community Sharps Program and include:

- Promotional material
- Media release and articles in Council newsletters
- Community Sharps Program listed on Council's website
- Produce a poster for community health centres and GPs.

5. Legislation and supporting documents

This Policy ensures City of Canada Bay Council's compliance with:

- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations (Waste) Regulation 2014 (Waste Regulation)
- Local Government Act 1993
- Public Health Regulation 2012
- Work Health and Safety Act 2011
- Community Sharps Management Guidelines for NSW Councils 2004.

6. Review

This policy will be reviewed in three years.

7. Responsibility

The Director of Community and Environmental Planning is responsible for the overall management of this Policy as part of the Domestic Waste Management service.

Revision History

Amended by (name and position)	Date	Change Description	Owner Approved	Version	DocsetID

APPENDIX A – Community Sharps Application Form

COMMUNITY SHARPS PROGRAM Application Form



Applicant details

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Position:	<input type="text"/>		<input type="text"/>
Pharmacy name:	<input type="text"/>		
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Email:	<input type="text"/>		

NOTE: Only pharmacist in charge or proprietor of the pharmacy are eligible to apply.

Service Request

Receptacle size:	<input type="checkbox"/> 50L <input type="checkbox"/> 120L
Frequency of service:	<input type="checkbox"/> once per month <input type="checkbox"/> once every two months
Preferred start date:	<input type="text"/>
Where will receptacle be stored?	<input type="text"/>

Declaration

1. I understand that acceptance into this program will be at Council's discretion and taking into consideration community needs.
2. I agree that sharps receptacles will only be used for community sharps and not for pharmacy operations.
3. I consent to the collection of my personal information in accordance with Council's Privacy Management Plan.
4. All information provided in this application form is true and correct.

By signing this form, you agree to the below:

- I have read and understood the Community Sharps Policy and the Terms and Conditions, and I agree to act in accordance with them.
- I have the authority to sign this application form, requesting the sharps collection service.

Full Name:	<input type="text"/>	Role:	<input type="text"/>
Address:	<input type="text"/>		
Signature:	<input type="text"/>	Date Signed:	<input type="text"/>

Council Details

Address: City of Canada Bay Civic Centre
1A Marlborough Street, Drummoyne, NSW 2047
Locked Bag 1470, Drummoyne NSW 1470

Website: www.canadabay.nsw.gov.au
Email: council@canadabay.nsw.gov.au
Telephone: 9911 6555
Fax: 9911 6550

Terms and Conditions

1. The pharmacy acknowledges the objectives of the Council's Community Sharps Program (the program) which are to:
 - Provide and promote the accessible, free, safe, and easy disposal of community sharps to community members through proper channels found at the local pharmacies
 - Reduce the number of sharps entering the general waste stream and minimise the possibility of needle stick injuries
 - Maintain public health and safety and high standards of environmental management
 - To develop community information resources about sharps disposal.

The Community Sharps Program strictly accepts only community sharps from community members and does not accept any sharps generated from the pharmacy operations.

2. Approvals for a pharmacy to participate in the program will be at Council's discretion and taking into consideration community needs.
3. Any pharmacy requesting Council to collect and dispose of community sharps shall complete an online application form and must read and agree to the Terms and Conditions prior to submitting the form.
4. The pharmacy acknowledges that all collections will be undertaken by Council's approved collection contractor. The name of the collection contractor will be given to the pharmacy by Council before the commencement of the program.
5. Before commencement of the program, a certificate of currency for public liability, professional liability and workers compensation insurance is required from the pharmacy. Council does not accept liability for any accident, injury or death suffered by any person arising from the storage and/or use of the sharps collection bins.
6. The program will continue unless it is terminated by Council with a months' notice provided to the pharmacy.

Fees

7. There are no costs to the participating pharmacies in providing the community sharps collection and disposal service. The provisions of sharps collection bins, collection arrangements, disposal costs, replacement of collection bins and promotion of the service will be met by Council.

Process

8. Council will provide the Pharmacy with a collection service for community sharps in accordance with the service details organised by Council and agreed by the pharmacy.
9. Council will supply to the pharmacy an identified sharps collection bin (50L or 120L).

10. The pharmacy takes full responsibility for the storage and use of the sharps collection bin whilst on the premise. This bin should be kept locked for public safety and located securely and not readily accessible by the general public.
11. Council shall be entitled to refuse collection of material not presented within the issued and identified collection bin.
12. The pharmacy shall ensure that the provided collection bin will only be used for the disposal of community sharps. Council shall be entitled to refuse collection of material that are generated by the pharmacy operations and from any other vaccination programs.
13. The pharmacy will only accept sharps from the community that are presented within a puncture-resistant and shatter-proof container – not in glass containers, plastic bags, cardboard boxes etc.
14. The pharmacy has the right to refuse the acceptance of any community sharps that are not presented in accordance with 13.
15. The pharmacy is responsible for ensuring access to the bin is available for collection at the agreed collection point, and on the appropriate collection day with Council's collection contractor.
16. The pharmacy 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 litter bins.
17. Frequency of collection can be reviewed on an individual pharmacy basis depending on use and the pharmacy must make the request to Council in writing.
- 18.
19. The pharmacy is responsible for arranging an additional collection outside the agreed service details. In this event, the pharmacy must notify Council in writing that an additional collection service is required to be arranged. Once approval has been granted, the pharmacy can contact the collection contractor and arrange collection.
20. In the event of damage to the collection bin, the pharmacy shall notify Council immediately.

Education and promotion

21. The pharmacy upon submitting an online application form agrees that their business name and location can be used by Council for the promotion of the Community Sharps Program.
22. The pharmacy agrees to promote the program by advising your pharmacy customers not to dispose of community sharps into Council's waste or recycling bins.

Safe work procedures

23. Pharmacies 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 Resource Recovery Officer. The sharps waste must be immediately isolated and removed from site to ensure public safety and the cabinet repaired, replaced, or temporarily removed.
24. All sharp containers and other plastic vessels that are filled must be sealed and placed into a collection sharps bin.
25. Please note: no single loose needles and syringes and other sharps are to be placed into the collection sharps bin; they must be encased by use of a sharps container and placed into a collection sharps bin.
26. While it is best that the customer places their sharps container in the collection sharps bin, this is not always suitable due to the location of the bin. The pharmacy is to decide on their preferred handling of sharps containers:
 - Staff unlock and relock the bin for the customer with the customer depositing their containers into the collection bin (no direct staff handling); or
 - Staff accept the approved container and place it in the collection bin (direct staff handling).
27. Do not receive glass bottles and jars, if broken, this will create another sharp.
28. If the collection sharps bin is full prior to the service date, the pharmacy must notify Council to arrange an additional or early collection.

Privacy and personal information protection notice

29. City of Canada Bay Council has a record management system and Privacy Management Plan.
30. Information collected from the online application form is included in the Council's Community Sharps Program and is only shared to Council staff for promoting the program and Council's approved contractor for servicing.
31. Please contact the Council Resource Recovery Officer for access or correction of the provided information.