10 Step planning process

1	Prepare an information report to Council on potential hazards from community sharps to workers and the community
2	Seek Council endorsement to assess risks and draft a Community Sharps Management Plan
3	Assess risks to workers and to the community
4	Determine control measures to lessen the risks of harm to the level required
5	Develop Community Sharps Management Plan
6	Seek Council endorsement of Community Sharps Management Plan
7	Implement Community Sharps Management Plan
8	Trial service requirements for suitability
9	Monitor Community Sharps Management Plan performance
10	Review Community Sharps Management Plan for reports to Council

How to determine the risk

- Consult with key stakeholders and the community
- Identify foreseeable hazards
- Assess the risk of harm arising from the identified hazards

Consultation Process

* Plan the process
* Identify who to involve
* Clarify the purpose
* Establish timeframe
* Determine resource requirements
* Implement & monitor
* Feedback & evaluate

Key Objectives of Community Sharps Management Plan

- Maximise appropriate community sharps disposal
- Minimise needlestick injury
- Monitor for effective performance

What to report to Council

- Risk (OHS and community)
- Community expectations
- Service level options (linked to risks)
- Costs
- Key elements of Community Sharps Management Plan

Supporting Programs

- Public awareness program
- Collection & disposal service
- Monitoring system
- OHS policy/procedures & training