

Risk management process

Task	Objective	Procedure
I D E N T I F Y	<ol style="list-style-type: none"> 1. Identify workplace hazards from community sharps for Council employees and contractors 2. Identify hazards to the community from community sharps in public places owned or managed by Council 	<p>Consult workers, supervisors, contractors, AHS, NSW Police, RTA, other state govt. authorities Check records Conduct audits</p> <p>Also consult community groups, DA-NSW, pharmacies, etc</p>
A S S E S S	<ol style="list-style-type: none"> 1. Define the type and degree of risks to be addressed 2. Prioritise risks to be addressed and set objectives 3. Allocate responsibilities 	<p>Use agreed risk assessment format to assess severity of consequences and likelihood of the risk occurring</p>
C O N T R O L	<p>Devise and implement control measures</p> <ul style="list-style-type: none"> • Remove hazards through safe disposal • Design safer areas & structures • Safer work practices & procedures • Training on hazards & procedures • Personal protective equipment • Public awareness program on community sharps management 	<p>Review practices and programs for community sharps management by other Councils Liaise with medical waste contractors and pharmacies Consider AHS safe handling training program for employees</p>
R E V I E W	<ol style="list-style-type: none"> 1. Annual review of objectives 2. Monitor and review performance 3. Re-assess priorities 4. Identify and address new issues 	<p>Consult with the community and liaise with other Councils, state government agencies, medical waste contractors, DA-NSW etc</p>