

Safe work method statement

To improve the effectiveness of SWMS employees should follow the TAKE 2 process to assess and manage risk.

Job Task Summary:

Animal handling in emergencies

In biosecurity and natural disaster emergencies

Animals include large/medium animals (such as sheep, cattle and horses), wildlife, companion animals (e.g. dogs, cats, horses), other (e.g. bees, backyard poultry)

Excludes [Handling animals in a marine pollution emergency](#)

Applicable to the following worker type: employee, contractor, volunteer, other

SWMS completed by: Emergency Management Unit

Site: Preparedness activities, emergency operation centres (EOC's), temporary work sites

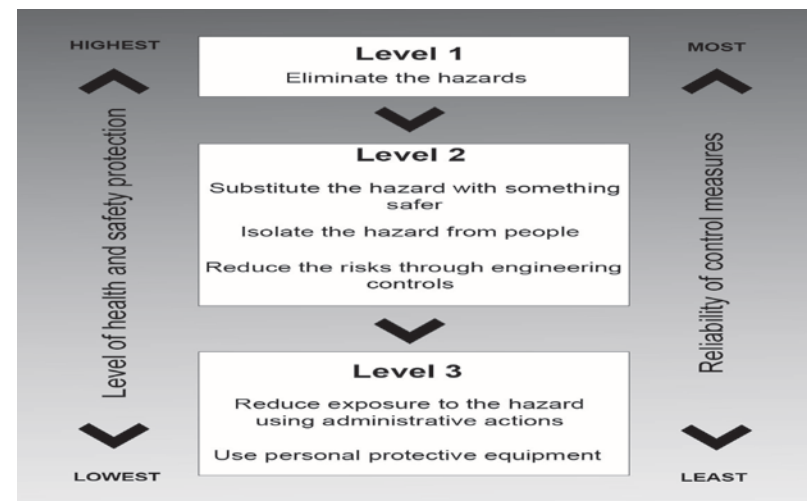
Date: 26 March 2018

PPE required: (mandatory) - Safety footwear and Other - appropriate to the task and conditions eg long pants/shirts or overalls, sunscreen, hat, insect repellent, gloves.

WHS RISK MATRIX

		Likelihood				
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost Certain
Consequence	5. Extreme	Medium	High	High	Very High	Very High
	4. Major	Low	Medium	High	High	Very High
	3. Moderate	Low	Medium	Medium	High	High
	2. Minor	Low	Low	Medium	Medium	Medium
	1. Insignificant	Low	Low	Low	Low	Medium

HIERARCHY OF CONTROLS



PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
<p>Selection of personnel to conduct the task</p> <ul style="list-style-type: none"> All species 	<ul style="list-style-type: none"> Animals Facilities Environment Fatigue 	M	<ul style="list-style-type: none"> At least one member of each team has <ul style="list-style-type: none"> Experience handling target animal species Experience conducting animal treatment/husbandry (when relevant) First aid certification (for people) At least one team member must have authority to enter the site (where consent is unavailable) under relevant legislation. <ul style="list-style-type: none"> Only Authorised Officers (AO) can conducted AO activities. Non AO are observers or technical experts, providing information to the AO. Local knowledge is an advantage Personnel are rested and working within fatigue guidelines 	Supervisor/worker	L
<p>Assess the site for safety</p> <ul style="list-style-type: none"> All species 	<ul style="list-style-type: none"> Exposure – sun, wind, rain Fatigue Snake & insect bites Facilities (yards, gates etc): <ul style="list-style-type: none"> Crush injury Slips, trips and falls Fire or water from bushfires/floods Damaged buildings, yards: <ul style="list-style-type: none"> trips, falls cuts, scratches exposure to hazardous substances (e.g. asbestos) power lines 	M	<ul style="list-style-type: none"> Wear appropriate PPE for conditions and tasks e.g. enclosed, non-slip footwear, hat, sunscreen, gloves, insect repellent Take regular rest and meal/drink breaks Get owner/manager/site staff to provide induction to site including yards, where possible Visually assess work area to ensure yards and facilities are in good order and serviceable. Satisfactorily address hazards. Where yards and facilities are damaged (beyond safe use) or destroyed, use alternate safe facilities (e.g. use portable fences to create yards) or modify task to reduce risk of injury when handling stock. Do not work in or near areas that have been identified as having, or potential to have, exposed asbestos or other hazardous contaminants. Stock should be lured away from the area with feed and water. 	Worker	L
<p>Working in and around yards including drafting</p> <ul style="list-style-type: none"> Livestock and horses 	<ul style="list-style-type: none"> Exposure – sun, wind, rain Fatigue Snake & insect bites Animals – e.g. charging, kicking, horning, treading on feet, hit in face, crushing arms & hands against rails, crushed by stock Disease vectors – known and unknown Facilities (yards, gates etc): 	M	<ul style="list-style-type: none"> Visually assess stock temperament. Ensure that only staff/owners/managers with the appropriate skill, experience and temperament in handling animals are allowed in the yards. Never work with cattle/large animals alone. Presence of the owner/manager is desirable. Be aware of other people in the yards – specifically their whereabouts and effect on the animals. Carry drafting stick (to extend visual size of person). Use gates as entry points and identify safe exit points. Stand outside the race and do not use your body to block 	Worker	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
	<ul style="list-style-type: none"> ○ Crush injuries ○ Slips, trips and falls 		<p>the race, where possible.</p> <ul style="list-style-type: none"> ● Check race gates and closure mechanisms before starting work, as well as getting a briefing on the yards from the owner/manager/on-site staff ● Maintain safe distance from animals and work from the back. Keep all animals in sight. ● Care should be taken when handling animals with horns. ● Do not overfill yards or crushes, e.g. < 50% capacity for cattle. ● Do not stand directly behind gate. ● Ensure closed gates are securely latched. ● Use dogs only when a good working dog is available. ● Ensure temporary yards are erected securely and safely. 		
<p>Using crush</p> <ul style="list-style-type: none"> ● Livestock and horses 	<ul style="list-style-type: none"> ● Exposure – sun, wind, rain ● Fatigue ● Snake & insect bites ● Animals – e.g. charging, kicking, horning, treading on feet, hit in face, crushing arms & hands against rails, crushed by stock ● Disease vectors – known and unknown ● Facilities (yards, gates etc): <ul style="list-style-type: none"> ○ Crush injury ○ Slips, trips and falls ○ Manual handling injuries from operating head bail ○ Head injuries 	M	<ul style="list-style-type: none"> ● Get owner/manager to provide instruction on the use of the crush to become familiar with bail operation and movement of mechanical parts, when possible. ● If the crush is not in regular use lubricate gates and mechanisms to ensure all open and close correctly. ● Ensure latches will stay closed when under force. If unsure, secure them with a rope. ● When owner/manager is unavailable, practice use of crush without animals to ensure everyone is familiar with its operation. ● Push animals along race – ensure head bail is closed or person in catch position of head bail. ● Be aware of projecting objects off crush. Tag with hazard tape, cover or move if injury is likely to occur. ● Ensure animals are held firmly in head bail before opening back gate. ● Never climb into the race with cattle and other large animals, except behind the last animal if a bar has been inserted to stop backward movement and no other animals can enter the race. 	Worker	L
<p>Sheep & other woolly animals</p> <ul style="list-style-type: none"> ○ Selection ○ Catching ○ Tip over for inspection ○ Restraining 	<ul style="list-style-type: none"> ● Exposure – sun, wind, rain ● Fatigue ● Snake & insect bites ● Animals – e.g. charging, kicking, horning, treading on feet, hit in face, crushing arms & hands against rails, crushed by stock ● Disease vectors – known 	M	<ul style="list-style-type: none"> ● Identify if burrs are going to be a problem and wear suitable gloves when necessary. ● Pen animals into suitably sized pens to allow ease of catching. ● Minimise distress to animals by having experienced personnel (staff/owner/manager) to catch animals. ● Minimise the number of animals to be restrained using the tipping over technique. Use sheep handler if necessary or increase the number of assistants. ● Avoid tipping animals in middle of pens – remove animal 	Worker	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
	<ul style="list-style-type: none"> and unknown • Handling animals – back strain • Facilities (yards, gates etc): <ul style="list-style-type: none"> ○ Crush injury ○ Slips, trips and falls ○ Head injuries 		<ul style="list-style-type: none"> to edge of pen to protect back. Keep all animals in pen visible. • Do not attempt to lift the animal. Sit it on its rump and move head to side, ensure legs are restrained before resting the animal against your legs. • Hold the animal's head to avoid movement. 		
<p>Animal handling during husbandry procedures e.g.</p> <ul style="list-style-type: none"> ○ Vaccinating ○ Sampling ○ Examining ○ Weighing <ul style="list-style-type: none"> • All species 	<ul style="list-style-type: none"> • Exposure – sun, wind, rain • Fatigue • Snake & insect bites • Animals – e.g. charging, kicking, horning, treading on feet, hit in face, crushing arms & hands against rails, crushed by stock • Disease vectors – known and unknown • Handling animals – back strain • Facilities (yards, gates etc): <ul style="list-style-type: none"> ○ Crush injury ○ Slips, trips and falls ○ Manual handling injuries from operating head bail ○ Head injuries • Needle stick injury • Knives/scalpels - cuts 	M	<ul style="list-style-type: none"> • Wear appropriate PPE for the task – a minimum of enclosed/non-slip footwear, and gloves. • Personnel must be trained and experienced in using animal husbandry equipment or be supervised or assisted by an experienced operator. • Use effective lifting techniques for animals. • Ensure the animal is sufficiently restrained for the procedure. • Be aware of animal movements and position personnel to avoid being kicked, stomped on, head butted and gouged by horns. • Cover all cuts and wounds prior to commencing. • Wash hands thoroughly after the procedure. 	Worker	L
<p>Moving animals e.g. mustering</p> <ul style="list-style-type: none"> • Livestock and horses 	<ul style="list-style-type: none"> • Slips trips and falls • Snakes • Exposure and environment • Heat and exhaustion • Vehicles motor bikes, quads, horses. 	M	<ul style="list-style-type: none"> • Wear appropriate PPE for the task –a minimum of non-slip, enclosed footwear, hat, sunscreen, long pants/shirts. • Training in stock handling and pressure points. • Only those trained with competency to use (off road) vehicles or horses. • Plan muster or movement prior to starting • Plan communication between musters. • Work patiently. • If plan is not working, stop, reassess and try something else. 	Worker	L
<p>Transporting animals</p> <ul style="list-style-type: none"> • All species 	<ul style="list-style-type: none"> • Exposure – sun, wind, rain • Fatigue • Snake & insect bites • Animals – e.g. charging, kicking, horning, treading 	M	<ul style="list-style-type: none"> • Use transport operator suitable for the species being transported (when possible) • If accredited transport is unavailable: <ul style="list-style-type: none"> ○ Vehicle suitable for animal species ○ Animals can be loaded safely, e.g. via ramp or in 	Worker including contractor	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
	on feet, hit in face, crushing arms & hands against rails, crushed by stock <ul style="list-style-type: none"> • Disease vectors – known and unknown • Facilities (yards, gates etc): <ul style="list-style-type: none"> ○ Crush injuries ○ Slips, trips and falls 		suitable cages <ul style="list-style-type: none"> ○ Driver experienced in handling the animals being transported or has experienced person with them 		

OTHER JOB REQUIREMENTS

List staff skills/competencies and licences required for safe job performance:

Experience with handling animals preferred

-

List items of plant/equipment/tools required:

- PPE appropriate to the task – must include enclosed, non-slip footwear, sun protection, long pants/shirts or overalls
- First aid kit

Relevant codes of practice, legislation standards or critical risk controls that may be applicable:

Work Health and Safety Act 2011

Prevention of Cruelty to Animals Act 1979

Department of Industry WHS information:

- Critical risk control – Asbestos
- Critical risk control – Biological hazards
- Critical risk control – Working with cattle
- Critical risk control – Working with horses

Maintenance checks, site/workplace inspections required:

Perform risk assessment of yards, crushes and other animal handling equipment before commencing

Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc:

Must have been vaccinated against or demonstrated immunity to Q fever and Tetanus.

Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work Yes No N/A

APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)

Name: State Emergency Coordinator

Signature: *S.Oliver*

Date: 29 March 2018

I have read and understood this safe work method statement (attach a separate sheet if required)

NAME	SIGNATURE	DATE