



AUSTRALIAN LIVESTOCK & PROPERTY AGENTS ASSOCIATION LTD.



A BEST PRACTICE SAFETY MANAGEMENT GUIDE FOR SALEYARDS & WORKING WITH LIVESTOCK

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19 January 2009

By Email: andy@alpa.net.au

Mr Andy Madigan
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Association Limited
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Dear Andy

SALEYARD OHS GUIDELINE

I have read the draft guide for best practice safety management that has been prepared by ALPA for your members.

An enormous amount has been said and written over the years about Occupational Health and Safety and about the duty of care that an employer owes to employees and to workers. It is always important that any form of guides or recommendations are practical and realistic. That is particularly the case in places such as saleyards which are, by reason of the presence of large and active livestock, inherently dangerous.

In my view the guide which ALPA has prepared provides useful and effective information for members and their staff working in saleyards. I have no hesitation in recommending that the guide be adopted.

Having said that it does need to be recalled by the Board, and by members, that ALPA does not have the power to direct agents how to conduct their business or to impose sanctions on agents or their staff who do not follow OH&S principles. ALPA can only give advice and it should neither seek to exercise, nor to accept, responsibility for compliance, by members and their staff, with the guide or with safe working practices.

Regards

Chris Zucker

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In Association with
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Recommended Best Practice for Safe Working in Saleyards and with Livestock

The Australian Livestock & Property Agents Association Ltd. (ALPA), through its Directors, recognises safety to be an integral part of the organisation's responsibilities, and places the highest priority on providing information to members on a healthy and safe working environment.

From the request of ALPA members at the 2008 AGM, ALPA formulated a recommended best practice guide for safe working practices in saleyards and working with livestock.

Objective

The aim of this document is to outline the safety measures required to secure progressive improvement in the agent's health and safety standards by ensuring:

- A safe work place is provided and maintained;
- Employees are instructed in safe work practices, with training, supervision and information where applicable;
- Health and safety hazards and risks are investigated and practical control measures implemented;
- Proper medical and first aid facilities are provided; and
- Adequate personal protective equipment is provided and maintained.

The document will be subject to periodic review to assess its effectiveness in achieving these objectives.

The document recommends activities that, when implemented, will:

- Reduce the risk of injury to agents and their operatives;
- Improve the performance of the industry in relation to safety; and
- Reduce the risk to agents associated with operating in saleyards.

Responsibilities

ALPA Members will, to the best of their ability:

- Provide healthy and safe working conditions;
- Provide safe working methods and systems;
- Control hazards in the workplace;
- Consult with saleyard operators and managers on hazards in the workplace;
- Provide information, training and instruction on safety matters;
- Consult with and involve employees in the health and safety program;
- Act in a positive manner to implement this policy at all times.

No task is so vital that time cannot be taken to find or follow the healthy and safe way to work.

Managers and supervisory staff are accountable for the safety of the employees under their control.

All employees have a responsibility to follow safe work procedures for tasks and report all hazards to their supervisor.

Members are encouraged and recommended to commit resources and actively pursue all reasonable steps within an individual's or company's financial viability and resource capacity, to achieve a healthy and safe working environment. Reasonable steps include working with saleyard operators and managers to achieve best practice for safe working practices in saleyards and working with livestock.



Roles and Responsibilities

Management

Management should use its best endeavours to create and maintain an organisational culture which promotes safety and makes it an integral part of everyone's daily responsibilities, including working with saleyard operators and managers.

It is the role and responsibility of the Agent Manager to:

- Approve policy and any capital expenditure relating to health and safety matters;
- Approve safe working procedures and emergency response plans/procedures developed by company members relating to sales operations;
- Determine safety issues not resolved by individual members;
- Regularly review the effectiveness of policies and procedures in achieving the policy objectives and ensure compliance with statutory obligations, codes of practice (where applicable), other safe working rules and approved safe working procedures and saleyard managers; and
- Ensure an effective rehabilitation process is in place and agreed to by both parties for any injured employee and that all statutory requirements for notification of injury and the development of return-to-work plans are met.

Manager

The Manager is responsible to the staff for the implementation of the Company's Safety Policy, and without limiting the scope of that responsibility shall ensure:

- Effective induction training is provided for all new employees, both to the company in general and the work in particular;
- Each employee, as appropriate to the work performed, is provided with:
 - effective safety equipment (including PPE) that meets Australian Standards;
 - equipment (if and when applicable) that is in good working order and safe when properly used; and
 - proper instruction in safe working methods is provided;
- Safe Working Procedures (SWPs), are developed and are available to and followed by all employees and contractors;
- All incidents and accidents are investigated, as well as any other work system or quality failure, to establish the cause and take or recommend appropriate control action to prevent recurrence;
- Hazard identification and risk assessment is carried out for new or unfamiliar work, if applicable;
- Verification as applicable, of the insurance, licence and safety requirements with respect to contracted labour and services;
- Any incorrect or defective structure is identified and is quarantined and marked as such so as to prevent it from being used;
- Members of the public present at sales, as well as anyone doing work in relation to sales operations follow the approved work procedures and safety requirements as they may apply in relation to the job or task performed;
- Any incident, injury or accident occurring in relation to the company's operations is recorded and reported to the appropriate authorities.



Employees

All employees have a responsibility to manage the health and safety of themselves and their workmates. This responsibility requires all employees to:

- Actively participate in finding and implementing solutions to any potentially hazardous situations;
- Take action to prevent the occurrence of any potentially hazardous event or condition;
- To abide by all approved company safe work practices and encourage others to do so at all times.

Contractors

Contractors must be able to demonstrate safe work methods for all work they are contracted to undertake. Any incident or injury sustained to any contractor's employees must be reported immediately to management. Contractors will ensure:

- All employees perform work in a safe manner and in a safe work environment;
- Training, supervision and direction to staff regarding compliance with safety rules is provided, including those specific for work on the premises;
- Safe work methods are adopted, that appropriate personal protection equipment is used and all proper measures are applied to avoid injury, damage and wastage.

See the ALPA *Independent Contractors Kit for Livestock and Property Agents* (www.alpa.net.au) for more information.



Livestock Training Policy

A structured induction and training program aimed at demonstrating competency, as well as developing a culture of safety awareness and action throughout the organisation is necessary to achieve the safety objectives in place.

Induction

The ALPA recommendation is that for any company selling livestock a company induction program be provided for all new staff (permanent, contractors, temp etc). No employee or person engaged from a labour hire organisation is to commence work without having first received the Company's induction training. Refer to *Templates* for the *Induction Checklist*.

Training

Training in safe work procedures specific for livestock handling include:

- Competent instruction in livestock handling;
- A general awareness of the hazards that can be encountered in the preparation and conduct of working with livestock.

In addition to specific on-job training in safe work procedures for the job, the standard Company training program (whether or not included in induction) is to include:

- An understanding of the principles of safe manual handling and the avoidance of physical stressing; and
- Safe use/operation of vehicles, and any substances, plant and equipment used in the Company's operations.

Each element of the training must be verified and result recorded by the instructor. Refer to *Templates* for the *Team Training Plan and Record*.

A sufficient understanding of all safety elements is essential. This must be confirmed by verbal or demonstrated feed-back from the trainee/staff member.

If the possession of certain knowledge and/or skill is a prior requirement for employment, the possession of the knowledge and/or skill must be established before any employment offer is made. If such knowledge or skill is a requirement for the performance of any particular task, the employee's possession of that knowledge or skill must be verified before being assigned the task.



Hazard Identification and Risk Assessment

Definitions

A **hazard** is anything that could cause injury or illness.

A **risk** is the chance that injury or illness will result if exposed to the hazard.

Hazard Management is a term given collectively to the process of:

- identifying hazards;
- assessing the risk;
- taking action to eliminate, contain or reduce the risk; and
- maintaining a system of review to ensure the effectiveness of the control measures.

Principles of Hazard Management

Hazard management requires:

1. Hazard Identification
2. Risk Assessment
3. Hazard (or Risk) Control; and
4. Control Evaluation

The resources available to remove or reduce the risk associated with those hazards are not unlimited. These resources include:

- Money
- People
- Time; and
- Knowledge.

A consistent approach needs to be taken to ensure that the resources are applied in the best possible manner. That is, hazards which pose the greatest risk to people in the workplace need to be considered first and hazard controls should be proportionate to the risk.

Hazard Identification

Hazards are identified in many ways. The means of hazard identification may include, but are not limited to:

- Conducting regular, random inspections of the usual workplaces;
- Reviewing work methods and checking equipment used by the company and its managers, employees or contractors;
- Review of the workers' compensation claims data;
- Investigating the cause/s of all accidents and incidents including the register of injuries;
- Encouraging staff to report any defect, method or situation that may appear to present a hazard or other risk to health and safety. Refer to *Templates* for the *Hazard Report Log*.

Risk Assessment

A Risk Assessment is required for a task that:

- Has a high potential for injury;
- Has produced a significant injury or a lost time injury;
- Has a repeated history of an undesired occurrence;
- Is infrequently carried out;
- As required by legislation.

The outcome of the risk assessment is the risk rating or risk score which is determined by the criteria for assessing the risk i.e. probability, exposure and possible consequences.



Probability – the likelihood or chance that the hazard and its consequences will occur.

Exposure – how often (frequency), how long (duration) and to what extent the affected persons are exposed to the particular hazard;

Possible consequences – the likely degree of severity of potential injury or damage due to the hazard-event.

The risk rating or risk score is the indicator to the degree of action required to counter the risk event.

The risk assessment process is therefore intended to provide a rapid assessment and initial indication of risk levels such that the need to adopt a control measure is clearly identified, based on acceptable risk levels. The risk rating is intended as an indicator only; individual interpretations may be desirable.

Assessing the level of risk

In assigning the level of risk the Hazpak Matrix is used. Combining the concepts of exposure and probability into the single concept of likelihood, the Hazpak Matrix rates the risks enabling the risks to be ranked and prioritised.

Hazpak Matrix

How severely could it hurt someone? or How ill could it make someone?	How likely is it to be that bad?			
	++very likely- could happen any time	+likely - could happen sometime	-unlikely - <i>could</i> happen but very rarely	-- very <i>unlikely</i> - could happen but probably never will
☒ kill or cause permanent disability or ill-health ("Very serious")	1	1	2	3
!!! long term illness or serious injury ("serious")	1	2	3	4
!! medical attention & several days off work ("medium degree of seriousness")	2	3	4	5
! first aid only needed - no lost time ("low degree of seriousness")	3	4	5	6

The numbers show how important it is to do something, which is the degree of risk the hazard imposes.

1 = top priority – do something immediately, i.e., VERY HIGH RISK.

Evaluating risks

Once the level of risk has been calculated, a decision needs to be made as to whether the risk is acceptable or unacceptable. If a risk is determined to be acceptable then no further controls of the risk is required – it does not indicate that the risk is insignificant.

Risks may be considered acceptable if:

- The level of risk is so low that further treatment of the risk is not cost effective (i.e. the cost of implementing risk reduction strategies is greater than the benefits obtained);
- There are no realistic treatment options available – this generally occurs when the threat is from something beyond the control of the organisation e.g. natural events.



In many cases the level of risk might be calculated as 'low'. However, if there is a simple, cost effective method of treating the problem to reduce the risk even further, then the risk should not be considered acceptable until this treatment option is implemented.

Recent legislation, both internationally and within Australia, requires that risk be reduced to 'as low as reasonable practicable' (often referred to as the ALARP principal).

Hazard (or Risk) Control

If a risk is determined to be unacceptable then the hazards need to be treated. In most cases, there are a number of different options available for treating hazards. In determining the most appropriate risk control solution the Hierarchy of Controls is used, where elimination is the most preferred option and Personal Protective Equipment the least desirable.

Hierarchy of Controls

Controls that are at the top of the hierarchy are most effective in reducing the risk.

	Control	Description	Example
↑ MOST EFFECTIVE	Elimination	Modify the process method or material to eliminate the hazard completely from the workplace.	· Not getting in pens with cattle
	Substitution	Replace the hazardous material, substance or process with a less hazardous one.	· Paint branding from catwalk
	Isolation	Separate people from the hazard or isolate hazard so people cannot be exposed.	· Using overhead drafting facilities · Not entering a pen unless required · Necessary staff only in a drafting lane
↓ LEAST EFFECTIVE	Engineering Controls	Redesign or modify the plant or work process to reduce or eliminate the risk.	· Guarding operating plant around scales · Isolating an air compressor · Mufflers fitted to reduce machinery noise · Gates swung correctly
	Administration	Develop policies, procedures and organisational measures to control hazards in the workplace.	· Safe work procedures · Safe use of equipment · Signs
	Personal Protective Equipment (PPE)	Use appropriately designed and properly fitting equipment where other controls are not practicable or residual are unacceptable.	· Wide brimmed hat, sunscreen, long-sleeved shirts, long trousers (control of ultra-violet radiation risk) · Solid footwear (hard-capped boots), helmets, protective vests, gloves, cattle canes

A combination of control measures will need to be implemented to manage the risk. These measures may consist of short-term and long-term strategies. For example, in the short-term personal protective equipment and awareness training may be used to reduce the risk. Longer term strategies may include redesign of equipment or processes, or purchase of new, less hazardous equipment or materials. It is important to note that the controls considered less effective (i.e. controls towards the bottom of the Hierarchy of Controls) should not be discounted as they may be implemented faster than some controls further up the hierarchy.



Implementing Control Measures

In determining the appropriate control measures to be implemented:

1. Develop a list of control solutions from each level of the Hierarchy of Controls.
2. Investigate the practicality of these solutions – some solutions may not be feasible.
3. Develop a Control Action Plan detailing:
 - Risk control solutions for the short, medium and long term;
 - Target dates for completion or key elements to be achieved; and
 - Responsibilities to be assigned.

Control Evaluation

The effectiveness of control measures in reducing risks should be determined by re-analysing the risk with the treatment option in place. Decisions on whether to implement a specific control measure are often based on the level of risk reduction achieved and the cost of implementing the control measures.

It asks the question:

Did the control solution (action) do what it was expected to do?

It may happen that, after a control solution has been developed and installed, the situation is still hazardous. It may be no better, or it may have controlled the original hazard but introduced another hazard which is as bad, or worse, than the original hazard.

As a result it is vitally important that some form of evaluation of the control solution is performed to check that it has controlled the hazard as intended.

Does the solution address ALL the risk elements?

Does it create any hazards/risks of its own?

Can there be any further improvement?

Is there a different method, material, tool etc. that could be used that would improve both safety and efficiency?



Recommended Safe Working Procedures for Saleyards and Livestock

Key hazards associated with saleyard operations have been identified, assessed and recommended controls indicated. It is recognised that each set of saleyards and each set of circumstances (i.e. skill and experience of staff, volume of throughput etc.) will require assessment and controls on a case by case basis. It is ALPA's intention that the recommended controls be adopted by all members where it is within the control of the member, and these become the standard expected controls and practices within the industry.

While recommended controls are identified, it remains the responsibility of each agent to:

- Conduct an assessment of their operations;
- Maintain documented safe work procedures;
- Induct their staff and contractors into those safe work procedures; and
- Enforce the recommended controls.

Work practices must comply with all relevant Federal and State Acts, Regulations, Standards and Codes of Practice, and the Company's Work Method Statements.

Risk Assessments

The assignment of risk ratings was based on the Hazpak Matrix as discussed earlier. The numbers show how important it is to do something, which is the degree of risk the hazard imposes.

1 = top priority – do something immediately, i.e., VERY HIGH RISK.

The following practices have been identified with a Risk Rating "1":

- Receiving/Dispatch Practices
- In-Pen Practices
- Distracting Practices
- Animal Health/Husbandry Practices
- On Farm Practices

This list is not conclusive and agents are strongly recommended to conduct site specific risk assessments.

Refer to *Templates for the Job Safety Analysis Worksheet*.



RECEIVAL/DISPATCH PRACTICES

RISK RATING:

Likelihood	Consequence	Risk Score
Very Likely	Very Serious	1

The **RECOMMENDATION** is Agents no longer participate in:

- Mouthing cattle at saleyards
- Tagging livestock
- Feeding livestock at saleyards
- Entering or climbing on stock crates or rail vans
- Handling bulls by yourself
- Entering or allowing anyone to enter any confined space (i.e. Selling pen) with visibly agitated beast or beasts
- Allowing anyone without the necessary competence to work with livestock

Risks avoided by eliminating these Practices

The risk of serious injury to agents including life threatening injuries as a consequence of:

- Being hit or injured while trying to mouth cattle without the correct crush
- Working with inadequate yards and equipment
- Manual handling livestock, hay and improper position for task
- Falling from a stock crate, hay truck or rail van
- Being hit by bulls or gates whilst moving or penning
- Being trapped in a confined space with a group of animals with no escape route or protection
- Exposure to Zoonotic disease (e.g. Q Fever, Leptospirosis, Brucellosis)
- Injury increasing due to the lack of 'low stress animal handling practices' increasing the animal's flight zone and potential for agitated animals



IN-PEN PRACTICES

RISK RATING:

Likelihood	Consequence	Risk Score
Very Likely	Very Serious	1

The **RECOMMENDATION** is Agents no longer participate in:

- Paint branding cattle within the pen
- Turning cattle from within the selling pen at saleyards

Risks avoided by eliminating these Practices

The risk of serious injury to agents including life threatening injuries as a consequence of:

- Working in extreme weather conditions and on slippery / uneven surfaces in close proximity to animals; in particular animals which may be or become highly stressed and agitated, isolated or frightened
- Being hit or injured as the pen turner or painter is focused on cutting out the selected animal
- Working in close proximity to a group of animals of unmanageable size or tightly filled pens
- Being charged by the animals and knocked over, trampled, kicked or crushed between the animal and a gate or fence



DISTRACTING/INATTENTIVE PRACTICES

RISK RATING:

Likelihood	Consequence	Risk Score
Very Likely	Very Serious	1

The **RECOMMENDATION** is Agents no longer participate in:

- Distracting and inattentive behaviours while working with livestock, including use of mobile phones, smoking and chatting.

Risks avoided by eliminating these Practices

The risk of serious injury to agents including life threatening injuries as a consequence of:

- Reduced awareness when working in close proximity to animals and potentially agitated animals whilst on phone or chatting to other people
- Reduced awareness when working on uneven surfaces
- Increased risk of being charged, knocked over, trampled, kicked or crushed between the animal and a gate or fence whilst concentrating on phone
- Causing inattention in personnel who are completing high risk tasks by engaging them in unnecessary conversation while drafting and penning
- Inefficiencies leading to re-work thereby double handling and increasing the risk of increased animal agitation and risk of people taking short cuts
- Smoking without first washing hands could have potentially detrimental health effects



ANIMAL HEALTH/HUSBANDRY PRACTICES

RISK RATING:

Likelihood	Consequence	Risk Score
Very Likely	Very Serious	1

The **RECOMMENDATION** is Agents no longer participate in:

- Animal health/husbandry practices at saleyards or on farm including:
 - Dipping
 - Drenching
 - Vaccinating
 - Implanting
 - Ear tagging
 - De-horning
 - Castration
 - Preg-testing

Risks avoided by eliminating these Practices

The risk of serious injury to agents including life threatening injuries as a consequence of:

- Working with needles, knives, de-horning equipment (burns) and implanting (HGPs) and tagging guns
- Working in extreme weather conditions and on slippery / uneven surfaces, falling in a dip
- Working with inadequate yards and equipment
- Working without adequate personal protective equipment to manage injury and chemical exposure
- Being charged, knocked over, trampled or kicked by livestock or being crushed between the animal and a gate or a fence
- Working with a group of animals of unmanageable size, numbers or temperaments
- Participation in a practice that can result in illness or loss of livestock
- Personal health effect from Zoonotic diseases (e.g. Q Fever, Leptospirosis, Brucellosis)
- Manual handling without the correct equipment



ON FARM PRACTICES

RISK RATING:

Likelihood	Consequence	Risk Score
Very Likely	Very Serious	1

The **RECOMMENDATION** is Agents review all farm practices they are involved in, including:

- Tagging
- Mouthing
- ALL animal husbandry/health practices

Risks avoided by eliminating these Practices

The risk of serious injury to agents including life threatening injuries as a consequence of:

- Working with inadequate yards, machinery and equipment
- Working without adequate personal protective equipment to manage injury and chemical exposure
- Working without adequate knowledgeable and appropriately trained support staff e.g. farmers 15yr old son
- Being charged, knocked over, kicked, trampled by livestock or being crushed between the animal and a gate or a fence
- Working with a group of animals of unmanageable size, numbers or temperaments
- Participation in a practice that can result in illness or loss of livestock
- Personal health effect from Zoonotic diseases (e.g. Q Fever, Leptospirosis, Brucellosis)
- Manual handling without the correct equipment



Job Safety Analysis

Job Safety Analysis (JSA) simply means looking at the work task and considering what is the safest way to complete it. It is an important accident prevention tool that works by finding hazards and eliminating or minimising them *before* the job is performed, and *before* they have a chance to become accidents.

Before starting a task, it is essential to think of what is the safest and best way to do it. Use the *Job Safety Analysis Worksheets* (see *Templates*) to help in assessing the risks of doing the job.

Follow the five Job Safety Analysis steps:

1. **Document the activity:** Assemble those involved in the activity and then, using the JSA worksheet, write down the tasks that make up the activity, step by step.
2. **Identify the hazards:** Next to each task, identify what part of the task may cause injury to those doing the work or to anyone else nearby.
3. **Document the control measures:** For each identified hazard, list the measures that need to be put in place to eliminate or minimise any likely risk of injury to those involved.
4. **Identify who is responsible:** Document the name of the person responsible for implementing the control measure.
5. **Monitor and review:** Make sure the activity is supervised to ensure the documented process is being followed. The JSA should be reviewed whenever a documented activity changes, when there is a change of personnel or after an appropriate length of time.



Incident (“near miss”) and Accident Reporting

The purpose of incident reporting and investigation is to document unplanned and uncontrolled events and action the findings of investigations so as to reduce the frequency, severity and cost of incidents and injuries.

These activities should commence as soon as is practical after the incident occurs or the hazard becomes apparent, with the objective of preventing a recurrence and minimising risk, loss or damage.

The ALPA recommendation is that all incidents (“near misses) and accidents (*injury or damage*) must be reported and investigated to prevent a recurrence.

An **incident** is an unplanned, unexpected event that may result in harm to people, damage to property or production loss.

A **near miss** is an unplanned, unexpected event where no damage is done, but in the circumstances may have resulted in an injury.

Immediate response to injury/incident

- Ensure that appropriate steps are taken to immediately reduce further harm by safely controlling the situation.
- Where bodily injury has occurred, ensure that appropriate First Aid treatment is provided. Assist the person administering First Aid by following their instructions.
- Where necessary, advise external emergency services or authorities and make contact with these services at the direction of the person administering First Aid or at the direction of the Site Manager or Supervisor.

In the event of serious injury or fatality the staff member who is first on site at the accident should:

- Take reasonable steps to view the potential danger surrounding the injured person.
- Where possible and safe, remove the danger (e.g. bull) to prevent further injury, or remove the person to again prevent further injury – **do not put yourself in danger**.
- Immediately call 000 for an ambulance and wait with the injured person. If possible send a colleague to notify the manager or the office.
- Seal off the area for a distance of four (4) metres to ensure that the nothing is disturbed or altered before investigation **except** to the extent necessary to render first aid, release a trapped person, or to render the situation safe.

The manager or other responsible person notified shall:

- Ensure medical or paramedical help is secured;
- Immediately inform the police (if not already done); and
- Inform the workers’ compensation insurer and local work cover office by phone.

Telephone No: _____

Fax No: _____

Work Cover Emergency _____

Telephone No: _____

Police _____

(in the event of serious injury or fatality)



Reporting of incidents

All employees have an obligation to immediately report unsafe acts, unsafe conditions or work related injury and illness. This requirement extends to potential impact, personal illness or injury. Employees will notify incidents verbally to their supervisor immediately, where possible, or at least on the same day.

All first aid treatment must be recorded in the ***Register of Injuries and Treatment*** book.

An ***Incident/Accident Report*** form (located in Templates) is to be commenced by the person reporting it.

The same *Incident/Accident Report* form is to be used for any **damage to plant or equipment**, even if no injury results.

The manager or other designated person will determine if and when Work Cover notification is required.



Inspection and Auditing Program

Site Inspection

At regular random intervals, (not less than quarterly) the manager or nominee shall carry out an inspection of the offices and saleyard/s involved in the organisation's operations to identify any hazards or risks to health and safety.

To assist this inspection the person conducting the inspection will use, where appropriate, Equipment or Inspection Checklists and/or the safe working procedures for the work performed.

If any employee or contractor considers a piece of equipment or a condition in the office or on the saleyard site to be unsafe, or that the safety controls are inadequate for the risk involved, work is not to commence and the manager is to be notified accordingly. Work can resume upon the manager's approval.

Audits

Audits are the periodic review of planned arrangements (procedures etc.) to establish

- a) Whether the planned arrangements are being followed and
- b) Whether the planned arrangements are effective at meeting the stated objectives.

The manager shall, apart from any incident investigation, have in place a company safety management system and each year will:

- Review the first aid treatment records;
- Review any accident or incident reports for completion of corrective action and its effect on the relevant causation factors.



Templates

Induction Checklist

Team Training Plan and Record

Hazard Report Log

Job Safety Analysis Worksheet

Incident/Accident Report Form



INDUCTION CHECKLIST

For:
(Employee name)

DATE: ____/____/____ Conducted by: _____

GENERAL INFORMATION TO BE EXPLAINED TO THE WORKER			
Action Required	Comments/Tips	Trainer Initials	Inductee Initials
Explain the following points			
Basis of employment (where required)- Employment Declaration to be completed.	Casual/Part-time, etc. Payment method.		
Immediate supervisor and who to take direction from, inform if cannot attend work etc.	Give the inductee written name and telephone number of the supervisor.		
The Company provides a harassment and discrimination free work environment.	Equal Employment Opportunity and Anti-Discrimination Policy.		
General job requirements and responsibilities.	Knowledge of penning, breeds, drafting, booking, branding etc.		
General Safety Requirements			
There are dangers in this position. Explain the need to be alert at all times when working with livestock, be able to move quickly and take direction to avoid injury. Information on Company Medical Report will provide this information.	Instruct by word, demonstration and obtain feed-back to confirm learning with understanding. Information on Company Medical Report will provide this information.		
Explain the need to listen to directions and be conscious of sudden movement of sheep/cattle and the inherent dangers if this is not done. The need to work as part of a team	Explain about livestock movement, what spooks livestock, that livestock hearing is sensitive and the general problems with working with livestock. Discuss the height of gates, what to do when using gates during drafting/penning etc. When showing the new employee around the saleyards, think safety for both yourself and the new employee and emphasise the need for them to be aware of and report potential hazards.		
Protective suitable footwear must be worn when working with animals. Full boots, non slip soles, preferable reinforced toe caps.			
Hats and long sleeved clothes should be worn for protection against the sun.	Sunscreens are also advisable for people working outdoors.		
Accident/injury/incident.	An accident or near miss must be reported immediately to your manager/supervisor (refer <i>Incident & Accident Reporting</i>)		



GENERAL INFORMATION TO BE EXPLAINED TO THE WORKER			
Action Required	Comments/Tips	Trainer Initials	Inductee Initials
Show/ (Walk around, explain and show)			
Washing and toilet facilities (explain the need for cleanliness due to disease carried by animals).	The inherent dangers to health and well being when disease is passed from animals to humans (e.g. Leptospirosis or Q Fever).		
Location of First Aid facilities, and who to contact in the event of injury	Applies to office, saleyards and on-site activities.		
Cattle/sheep movement within the saleyards.	Show the direction cattle/sheep are moved within the yards.		
Any possible hazards within the saleyard system. Use your experience in these yards to point out areas where escape or avoidance of danger may present problems.	It is everyone's responsibility working in the yards to report any hazard, as an example gate locks not working, broken rails. Explain the procedure for reporting any observed hazards. These may be a danger to the worker or the animals.		
Discuss emergency procedures and where telephone numbers are kept for emergency service. Exit Plan.	These should be in a prominent position and available to all staff working in the yards or office.		
Ask the employee questions to ensure that they understand what you have explained and shown.			
All Livestock staff to be inoculated against Q-Fever.	Explain how Q-Fever can affect health of humans.		
Ensure each instructed module has been initialled checklist copy. File copy in the employee's personal history file.			

Trainer Name: _____ **Inductee Name:** _____

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____



HAZARD REPORT LOG

Date Reported	Reported by	Nature of Hazard	Reported to	For Action by:	Date Fixed



JOB SAFETY ANALYSIS WORKSHEET

Company Name: _____ Date: _____ JSA No. _____

Site Name: _____ Permit to work requirement: YES NO

Contractor: _____ Approved by: _____

Activity: _____

Activity	Hazards	Risk Control Measures	Who is Responsible?
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed.	List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	Write the name of the person responsible (supervisor or above) to implement the control measure identified.

REMEMBER: Each JSA must be site specific.



INCIDENT / ACCIDENT REPORT FORM

1. PARTICULARS OF ACCIDENT / INCIDENT					
Date:		Time: am/pm		Location:	
Day: M T W T F S S					
2. INJURED PERSON					
Name:					

Age:	Job:	Time in job:	Full time Employee <input type="checkbox"/>	Part Time <input type="checkbox"/>	
			Casual <input type="checkbox"/>	Contractor <input type="checkbox"/>	
			Visitor/Buyer <input type="checkbox"/>	Other <input type="checkbox"/>	
Type of injury: (circle affected part)			Part injured: (circle affected part)		
Cut/laceration	Amputation		Toe	Finger	Neck
Bruise/contusion	Burn/scald		Foot	Hand	Head
Strain/sprain	Foreign body		Ankle	Wrist	Back
Fracture/break	Chemical burn/ reaction		Knee	Elbow	Chest
Dislocation			Leg	Arm	Shoulder
Other _____			Pelvis	Other _____	
Description of any property or equipment damaged -:					
Nature of damage -					
4. THE ACCIDENT – (a) How did the accident happen? – What led up, or contributed to it?					

(b) Prevention – What could have prevented it happening?					

Report prepared by _____ Date ____/____/____

Continue over ⇨



5. INVESTIGATION

Accident investigated by: _____ & _____ & _____
on (date/s) _____/_____/_____

6. PREVENTION

Preventative action to be taken:

- pre- & post-control risk assessment
- repair/modification to machinery/equipment
- change to work method
- other (described below)
- as proposed in 4. (b) on previous page.
- install protective device
- train/re-train employee/s

Report sighted Action authorised Comment:

(signature) _____ **Manager** Date ____/____/____

Action to be taken by:

(name) _____ (company) _____
(if external)

To be completed by (date) ____/____/____

Reported to: W/Comp. Insurer Work cover Police at _____am/pm

on ____/____/____ by telephone fax e-mail by _____(name)

Insurer's Reference No.