

# SAFE WORK METHOD STATEMENT

SWMS / Assessment no.: INT12/33800



**Biosecurity Operations Branch**  
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Job Task: <b>Handling of animals</b>	Branch - Biosecurity Operations, Biosecurity NSW
	Unit - Emergency Management Unit
	Location – Temporary (field) work sites; evacuation centres; treatment & rehabilitation facilities

## RISK IDENTIFICATION AND CONTROLS

Please include all discrete steps involved in the performance of the task

**NOTE: The PPE required must be listed and the minimum PPE for each chemical must be listed as per the relevant MSDS.**

		R1 Risk without controls		R2 Risk with controls	
Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	R2	
Assess the site for safety issues	Manual handling <ul style="list-style-type: none"> <li>• Strains &amp; sprains</li> <li>• Slips/Trips/Falls</li> </ul> Equipment impact injuries – crush injuries Oil/chemical spill – hazardous chemical Hypothermia Sunburn Wave impact / tidal movement Drowning Surface type eg rock platforms, muddy ground, oil spill Isolation / remoteness Animal hazards <ul style="list-style-type: none"> <li>• Bites, cuts, abrasions &amp; scratches</li> <li>• Tail strike, kicking</li> <li>• Crushed, trodden on, collisions</li> </ul> Disease vectors – known & unknown Insect bites	S	<ul style="list-style-type: none"> <li>• Determine safe approach to the animal and take care to avoid obstacles/oil</li> <li>• Plan for crews undertaking rescue in advance and task personnel involved in the handling of animals. Identify potential hazards and take steps to minimise injury.</li> <li>• Ensure personnel are appropriately qualified, experienced or licensed to handle and/or transport animals</li> <li>• Ensure personnel have appropriate PPE for hazard (eg refer to oil MSDS) and environment eg life jackets, reflective clothing, water proof clothing, hats, non-slip footwear, eye protection, gloves etc</li> <li>• Provide appropriate equipment and vehicles including lifting equipment.</li> <li>• Ensure personnel have appropriate and tested communication devices prior to departure to site</li> <li>• Medi-vac plan including access to First Aid Officer and kits</li> <li>• Provision of areas/facilities for meal/fluid breaks where appropriate</li> <li>• No person is permitted to enter oily water or access muddy ground or non-solid surfaces to rescue animals unless a risk assessment</li> </ul>	L	

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Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	R2
			has been undertaken and potential hazards identified and satisfactorily addressed.	
Handling the animal <ul style="list-style-type: none"> <li>• Rescue</li> <li>• Capture (eg hazing)</li> <li>• Treatment</li> <li>• Cleaning &amp; drying</li> <li>• Rehabilitation</li> <li>• Release</li> </ul>	Animal – number, type, size and age Animal hazards <ul style="list-style-type: none"> <li>• Bites, cuts, abrasions &amp; scratches</li> <li>• Tail strike, kicking</li> <li>• Crushed, trodden on, collisions</li> </ul> Manual handling <ul style="list-style-type: none"> <li>• Strains &amp; sprains</li> <li>• Slips/Trips/Falls</li> </ul> Oil/chemical spill – hazardous chemical Location – see above Disease vectors – known & unknown Isolation / remoteness Equipment injuries Dehydration Fatigue	H	<ul style="list-style-type: none"> <li>• Ensure crews are trained in animal handling.</li> <li>• Rescues/captures to be undertaken by crews of two to four people working in assigned areas. Rotate tasks amongst the team to reduce likelihood of overstress.</li> <li>• Plan/brief crews undertaking animal handling tasks (eg rescue, cleaning) in advance and task personnel involved. Identify potential hazards and take steps to minimise injury.</li> <li>• Plan entrance/egress from facilities, transport vehicles and areas of operation to minimise tripping and slipping risks</li> <li>• Ensure animals are placed in secure, appropriate containers.</li> <li>• Employ suitable lifting techniques to avoid overstraining.</li> <li>• If working on/around water, work with a partner, wear a life jacket, be aware of sea conditions and wear non-slip footwear/wet suits or rash vests. Refer to <a href="#">Boating operations</a> and <a href="#">Working on and around water</a> SWMS.</li> <li>• Wear appropriate Personal Protective Equipment (PPE) – eg gloves, enclosed, non-slip footwear, waterproof coveralls, long sleeved shirts, trousers, eye protection, hats etc</li> <li>• Take regular rest and meal/drink breaks</li> <li>• Ensure crews have current Tetanus vaccination</li> <li>• If other vehicles are to be used, eg quad bikes, operators must be suitably qualified and licensed. Refer to <a href="#">Using and transporting quad/motor bikes</a> SWMS.</li> <li>• Wear sunscreen and insect repellent</li> <li>• Assess release location and choose a safe path to the release point</li> <li>• Apply strict food handling/hygiene procedures</li> </ul>	S

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Transport of animals	<p>Manual handling</p> <ul style="list-style-type: none"> <li>• Strains &amp; sprains</li> <li>• Slips/Trips/Falls</li> </ul> <p>Bites, cuts, abrasions &amp; scratches Oil/chemical spill – hazardous chemical Vehicle accident injuries Vehicle failure</p>	S	<ul style="list-style-type: none"> <li>• Notify the Transport Sector Commander prior to utilising any vehicle for approval.</li> <li>• Ensure crews are trained in animal handling.</li> <li>• Ensure animals are in suitable secured containers.</li> <li>• Carry or drive animals to the treatment facility, depending on distance from capture site.</li> <li>• Drivers must be licensed and ensure vehicle is parked in a safe location away from other traffic during operations.</li> <li>• Drive to conditions and observe road rules. Refer to <a href="#">Driving vehicles</a> SWMS.</li> <li>• Plan/discuss how crews will undertake the transporting of the animals to minimise injuries to animals and people.</li> <li>• Ensure animals are not packed too tightly in vehicles and ensure adequate ventilation is provided especially for heavily oil contaminated animals.</li> <li>• Employ suitable lifting techniques to avoid overstraining.</li> <li>• Wear appropriate Personal Protective Equipment (PPE) – see above</li> <li>• Take regular rest and meal/drink breaks</li> <li>• Wear sunscreen and insect repellent</li> <li>• Ensure crews have current Tetanus vaccination</li> <li>• Pay attention to speed to avoid possibility of disturbance to animals</li> </ul>	L
Housing of animals in appropriate enclosure	<p>Animal hazards</p> <ul style="list-style-type: none"> <li>• Bites, cuts, abrasions &amp; scratches</li> <li>• Tail strike, kicking</li> <li>• Crushed, trodden on, collisions</li> </ul> <p>Manual handling</p> <ul style="list-style-type: none"> <li>• Strains &amp; sprains</li> <li>• Slips/Trips/Falls</li> </ul> <p>Bites, cuts, abrasions &amp; scratches Oil/chemical spill – hazardous chemical Equipment injuries</p>	S	<ul style="list-style-type: none"> <li>• Plan/discuss with relevant crews the hazards and take steps to minimise injury.</li> <li>• Ensure crews are trained in animal handling.</li> <li>• Employ suitable lifting techniques to avoid overstraining.</li> <li>• Provide personnel experienced in the use of equipment or provide training and supervision</li> <li>• Wear appropriate Personal Protective Equipment (PPE)</li> <li>• Ensure crew members have current Tetanus vaccination</li> <li>• Take regular rest and meal/drink breaks</li> </ul>	L

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Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	R2
			<ul style="list-style-type: none"> <li>Wear sunscreen and insect repellent</li> <li>Ensure adequate ventilation in the animal houses</li> </ul>	
	Overall risk rating	H	Overall risk rating	S

## RISK RATING GUIDE

		Consequence			
		Death Catastrophic Illness/Injury	Major Extensive Injuries	Moderate Medical treatment required	Minor No injuries
Likelihood	<b>Almost certain</b> Occurred before/expected	H	H	S	S
	<b>Likely</b> Probably will occur	H	S	S	S
	<b>Moderate</b> May occur at some time	H	S	L	L
	<b>Unlikely</b> Unusual or rare situation	S	L	L	L
		<b>High (H)</b> – cease exposure immediately until protection, approved at senior management level, implemented.			
		<b>Significant (S)</b> – procedures alone may not be enough, senior management attention required.			
		<b>Low (L)</b> – may be managed by routine procedures, some risks in this category may be acceptable.			

## SPECIFIC TASK REQUIREMENTS

<b>Qualifications or experience</b> <ul style="list-style-type: none"> <li></li> </ul>
<b>Training</b> <ul style="list-style-type: none"> <li>Manual Handling techniques</li> <li>Animal handling techniques</li> </ul>
<b>Engineering details, certificates, WorkCover approvals</b> <ul style="list-style-type: none"> <li></li> </ul>
<b>Relevant codes of practice, legislation or standards</b> <ul style="list-style-type: none"> <li>Commonwealth Environment Protection and Biodiversity Act 1999</li> <li>NPWS Marine Wildlife Management Manual</li> </ul>

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- NSW National Parks and Wildlife (Fauna Protection) Regulation 1994
- NSW National Parks and Wildlife Act 1974
- The Prevention of Cruelty to Animals Act 1979
- The Veterinary Surgeons Act 1986
- Threatened Species Conservation Act 1995
- Work Health and Safety Act 2011

## Plant/equipment

- First Aid kit
- Communications equipment
- PPE

## Maintenance checks, site/workplace inspections

- 

## Suggested improvements (in order or priority)

## Additional comments

## Assessment dates

Initial assessment date 3 May 2012	Current assessment date	Reassessment due date
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## Assessors

Name	Signature	Date
▪ Kerrie O'Grady – NSW DPI	▪ <i>KO'Grady</i>	3 May 2012
▪ Joanne Loughlin – NSW DPI	▪ <i>JLoughlin</i>	3 May 2012

## Recommendation (Project Officer, Agricultural Protection Officer, Team Leader, OIC, Coordinator)

☐ Follow up required

Name	Signature	Date
▪ Joanne Loughlin – Emergency Management Officer	▪ <i>JLoughlin</i>	3 May 2012

## Approval (Manager GEPR, Leader APFHEPR, Section Manager, Controller)

Name	Signature	Date
▪ Simon Oliver – NSW DPI, Deputy AASFAC	▪ <i>SOliver</i>	7 May 2012

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*I have read and understand this Safe Work Method Statement*

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