



NARACOORTE LUCINDALE COUNCIL
LIVESTOCK EXCHANGE
OHS&W GUIDELINES

NARACOORTE LUCINDALE COUNCIL

COUNCIL PROCEDURE

M1.17

NARACOORTE LIVESTOCK EXCHANGE

OHS&W GUIDELINES

These Guidelines have been developed using extracts from the Occupational Health and Safety Manual Saleyard Operators Association -February 2006 prepared for the Saleyard Operators Association by Gerry Holmes B.Sc.(Hons), M.Sc., LL.B., Dip.Soc.Stud., Dip.Ad.Ed., Dip.Crim., Dip.OH&S(Mgt)., C.Q.S.W with the permission of the Saleyard Operators Association.

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Saleyard Operators Code of Practice

The OHS Manual complements the Code of Practice for the Selling of Cattle and Bobby Cattle, July 2003. Where there is an inconsistency the higher standard required will prevail.

Background

The manual has been developed to assist Saleyard Operators in New South Wales implement their statutory obligations under the Occupational Health and Safety (OHS) Act 2000 and OHS Regulation 2001. Saleyard Operators face a number of challenges in the area of occupational health and safety. In particular the following issues create a challenging environment for the Saleyard Operators:

- the saleyards provide a vital service to the industry and their regions;
- the range of operations delivered by the Saleyards involve responsibility for the provision of the physical infra-structure while the transport and sale of animals is undertaken by other parties not directly employed by the Saleyard Operators;
- it can be difficult for Saleyards to exercise complete control over all aspects of the Saleyard Operations.

Saleyards vary considerably in size and composition of operations and workforce. However, the majority of Saleyards are small employers with limited resources to deliver their services.

Generally speaking Saleyards do not have a fully designated staff position for occupational health and safety. Saleyards operated by local government councils will be able to draw upon a wider range of resources to support their activities. Included in these support services may be access to occupational health and safety resources.

Despite the diversity of size and structures within the industry, there is a wide range of occupational health and safety issues which are common to all. Given the extent to which Saleyards, irrespective of size or structure, face similar challenges to implement the legislation the view of the State Council was that the initiative would be of interest to all Saleyards.

Scope of the Manual

The manual is intended to provide a resource which will assist Saleyards meet their statutory obligations to demonstrate that a risk management approach has been adopted and documented. The manual is designed to be a comprehensive, but not exhaustive, guide to meeting the specific requirements of the OHS Act 2000 and OHS Regulation 2001. It is important to stress that while the manual addresses the majority of hazards which Saleyards regularly face it should not be considered an exhaustive list of all the hazards it may face. Saleyards will need to identify particular hazards which are not addressed in the manual and ensure risk management procedures are, after appropriate consultation, adopted.

Background		3
Terminology		4
Section One	The Legal Framework	5
Section Two	Responsibilities for Saleyard Safety	13
Section Three	Saleyard Operating Procedures	18
Section Four	Options for Consultative Arrangements	26
Section Five	Managing Contractor Safety	27
Section Six	Specific Saleyard Workplace Procedures	28
Appendix A	Message from Mr Ron Penny – Executive Officer, Saleyard Operators Association 10th February 2006	70

Terminology

In this Manual the following terms are used:

- Saleyard Operator refers to the body responsible for the organisation and operation of the saleyard facilities – Naracoorte Lucindale Council. The legal entity may be as a private operator under a corporate arrangement or alternatively a public sector body such as a council managed directly by the body or under power of delegation from the body.
- Contractors are persons or legal entities engaged by the Saleyard.
- Saleyard Manager refers to the person with responsibility for day-to-day management of the facilities and operations. The Saleyard Manager is responsible for supervising the employees and for the administrative arrangements.
- Employees means a person employed by the Saleyard under the Award or under a Contract of Employment.¹
- Supervisor means an employee exercising a supervisory role including supervising the activities of the person.
- The Saleyard is an alternative expression for Saleyard Operator.
- Agents refer to persons and parties who are engaged in the buying or selling of animals.
- Transport Operators refers to persons or parties involved in the delivery or collection of animals.

SECTION ONE

THE LEGAL FRAMEWORK

Duty to ensure a Safe Saleyard

The *South Australian Occupational Health Safety and Welfare Act 1986* requires a systematic approach to ensuring a safe workplace. The main objectives of the legislation are:

- a) to secure the health, safety and welfare of persons at work; and
- (b) to eliminate, at their source, risks to the health, safety and welfare of persons at work; and
- (c) to protect the public against risks to health or safety arising out of or in connection with—
 - (i) the activities of persons at work; or
 - (ii) the use or operation of various types of plant;
- (d) to involve employees and employers in issues affecting occupational health, safety and welfare; and
- (e) to encourage registered associations to take a constructive role in promoting improvements in occupational health, safety and welfare practices and assisting employers and employees to achieve a healthier and safer working environment.

The OHS Act requires the Saleyard Operator to be more systematic in their approach to managing occupational health and safety at the Saleyard. The legislation will require operators, agents, transport operators, supervisors and employees to adopt a more proactive approach to identifying hazards and controlling risks.

General Duty on the Saleyard

Naracoorte Lucindale Council as the employer must ensure the health, safety and welfare at work of all the employees of the Saleyard. The duty on the Saleyard extends, without limitation, to the following:

- ensuring that any premises or work locations controlled by the Saleyard and used for work purposes are safe and without risks to health for all users of the Saleyard;
- ensuring that any plant or substance provided for use by Saleyard employees at work is safe and without risks to health when properly used;
- ensuring the Saleyard's systems of work and the working environment for employees are safe and without risks to health;
- providing such information, instruction, training and supervision as may be necessary to ensure the health and safety of the Saleyard's employees at work, and
- providing adequate facilities for the welfare of the employees, agents and transport operators at work.

As the employer Naracoorte Lucindale Council is required to demonstrate that it has adopted a risk management approach to promoting a safe Saleyard. The statutory duty to provide a safe workplace is not restricted to employees – the duty is owed to all persons at the Saleyard. Therefore in considering the hazards at the workplace the Saleyard is required to ensure that other persons at the workplace are not placed at risk by the activities of Saleyard employees or other persons conducting activities at the Saleyard.

Risk Management Approach

Naracoorte Lucindale Council is required to identify risks arising out of the activities of all persons at work in the Saleyard and to put in place a system which either eliminates the hazards or controls the risks from the hazards. Naracoorte Lucindale Council must be able to demonstrate the following has been documented:

- all the potential workplace hazards have been identified;
- an assessment of the probability of occurrence of the hazards,
- there is in place a system for the consultation of employees with regards to hazard identification and risk assessment, and
- appropriate measures to control the risk have been put in place.

Naracoorte Lucindale Council is required to demonstrate that they have discharged their statutory duty to take all reasonable and practical steps to ensure a safe workplace for Saleyard employees. However, what in any particular set of circumstance will be considered to be both reasonable and practical is always open to debate.

Duty to Consult

A key feature of the OHS Act 1986 is the introduction of a legal duty on the part of Naracoorte Lucindale Council to consult with employees with regard to health and safety at the workplace, refer to s34 for details.

Promoting a Positive Safety Culture

The Saleyard as a responsible employer is committed to promoting a healthy and safe workplace for employees, agents and all users of the facilities who are at a Saleyard workplace. It is accepted by the Saleyard that the promotion of a safe workplace is not just limited to ensuring the minimum compliance with the legal obligations under the OHS Act 1986. It is acknowledged by the Saleyard that ensuring a safe workplace is a responsibility shared by the supervisors, agents, transport operators, buyers, sellers and all employees. Each person has a responsibility to follow the adopted risk management procedures and not to place themselves or others at the workplace at risk.

Safety Principles for the Saleyard

In promoting a safety-conscious workplace culture the Saleyard emphasizes its commitment to the following principles:

- the Saleyard will seek to demonstrate a high level of commitment and leadership at an organisational level;
- promoting a positive health and safety culture requires a long-term strategy based on the demonstrated support of the Saleyard Operators;

- ensuring a high standard of performance in regard to health and safety shall be considered an important Saleyard objective;
- the Saleyard will make every reasonable effort to ensure a healthy and safe workplace.

To assist the Saleyard Operator the Saleyard Manager will provide information on occupational health and safety performance to the Saleyard as part of the reporting on Saleyard activities. In addition the Saleyard Manager will:

- ensure there is an adequate workplace auditing program in place;
- make provision for the recording of accidents, incidents and near misses;
- arrange for an investigation of accidents, incidents and near misses;
- review the reports on investigation of accidents, incidents and near misses and take action as necessary to rectify;
- ensure the Saleyard employees have the skills, expertise and proper equipment to undertake their operational tasks in a safe manner;
- provide, where necessary, adequate resources for the training of staff to undertake their operational tasks safely;
- as required ensure staff have access to personal protective equipment;
- keep under review the access of the public to the Saleyard to ensure they are not at risk from any foreseeable hazards.

Underlying the approach by the Saleyard is a recognition that it is the employees' behaviour and attitudes which are the critical contribution to ensuring a high level of commitment to a positive health and safety culture at the workplace.

Saleyard Operator's Responsibility

The Saleyard Operator has corporate responsibility for the activities undertaken on behalf of the Operator. As the employer it is important for the Saleyard to be aware of its corporate responsibilities with regard to ensuring a safe workplace for its employees and users. The OHS Act 1986 makes it clear that Council Officers can be held individually responsible for the failure of the Operator to meet its statutory obligations with regard to health and safety. There is no exemption for Council Officers from potential prosecution with regard to alleged breaches of the OHS Act 1986 and therefore it is important to ensure a commitment to a safe workplace for employees as part of Council's governance. These responsibilities are outlined in Council's OHS Responsibility Statement.

Council Management's Responsibility

Council's Management have to demonstrate their commitment to a positive occupational health safety culture by:

- ensuring that all hazards identified at the Saleyard and that Saleyard employees have been consulted about the hazards and subsequent risk assessments undertaken with regard to the hazards;
- ensure Saleyard employees are given instruction and training with regard to the risk

management procedures;

- ensure there is a system in place to ensure that risk management procedures are observed at the Saleyard;
- ensure there is a system to monitor the Saleyard operations to ensure the risk management procedures are effective;
- ensure that a review of the risk management procedures is conducted to ensure that they are achieving the necessary level of protection for Saleyard employees, agents, transport operators, buyers, sellers and visitors;
- ensure continuous improvement following a review of the risk management procedures to remedy any deficiencies in the risk management procedures.

Saleyard Manager's Responsibility

The Saleyard Managers have to demonstrate their commitment to a positive occupational health safety culture through:

- accepting their responsibility to ensure that all staff comply with the OHS policy and procedures of the Saleyard;
- setting occupational health and safety organisational objectives as part of the human resources activities in the management plan to be pursued as part of the Saleyard's corporate governance;
- reviewing and reporting on a regular basis on the occupational health and safety objectives of the management plan;
- in consultation with employees developing and adopting a comprehensive range of policies and procedures for managing occupational health and safety;
- ensuring that at the regular meeting of the Saleyard Users Group, consideration is given to performance in regard to occupational health and safety corporate objectives;
- reports and recommendations from the OHS consultation are given due consideration;
- reports on accidents, incidents and near misses are considered and acted upon;
- adequate resources are made available to undertake health and safety training.

The Saleyard acknowledges that Saleyard Managers have the capacity to motivate employees through a demonstrated commitment to take effective action to promote a safe workplace. Saleyard Managers must ensure Supervisors and employees discharge their obligations with regard to complying with the health and safety objectives.

Third Party Users

A particular responsibility on the Saleyard Manager is to work with the third party users of the Saleyard to ensure they follow safe working procedures. Attention has to be given that all persons using the Saleyard are aware of their responsibilities.

The Saleyard considers that managing safety is an essential component of the responsibility of managing and is not to be viewed as a supplementary component to be added on if time and resources permit. Third party users are required to:

- recognise the unique contribution they make to ensuring a safe workplace;
- be aware of the foreseeable hazards which the activity could present and to take all reasonable steps to eliminate or control the risks;
- acknowledge the responsibility they have to supervise the staff under their direction to work in a safe manner;
- be committed to enforcing the adopted risk management procedures;
- identify any breach of procedures which could prejudice the health and safety of persons at the Saleyard;
- seek to identify the reasons or factors which contributed to the breach of procedures;
- take immediate steps to rectify any breaches of procedures;
- as soon as practical review the circumstances in which a breach of risk management has occurred to determine as to why it was necessary to depart from the adopted Saleyard risk management procedures;
- work with Saleyard employees to ensure they understand their obligations to follow adopted risk management procedures;
- when necessary arrange for employees who have breached risk management procedures to be instructed in the correct procedures;
- in the event of a breach of a risk management procedure, if considered appropriate, arrange for the employee to be subject to disciplinary action.

Third party users have an important contribution to make for ensuring a healthy and safe Saleyard. By their actions and the standards they set they can be a positive role model for all the users of the Saleyard. Their commitment and support is recognised as an essential contribution to the Saleyard's objective of promoting a positive healthy and safe Saleyard culture.

Employees' Responsibility

It is important for employees of the Saleyard to acknowledge responsibility for their own safety. Section 20(1) of the OHS Act 2000 places a duty on employees while at work to "*... take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work*".

Saleyard employees must:

- co-operate as necessary with the Operator to comply with any adopted risk management procedures;
- ensure they do not interfere or misuse anything provided by the Saleyard for safety purposes;
- follow all reasonable directions from Saleyard Manager and Supervisors with regard to health and safety;
- to assist in identifying risks and participate in the rectification of the risks;
- notify the Saleyard as soon as practical of any matter which could present a hazard or alter a risk assessment at a Saleyard workplace;

- inform the Saleyard Manager or Supervisor of any workplace accidents involving injury, no matter how minor, as soon as practical after they become aware of the accident;
- inform the Saleyard Manager or Supervisor, as soon as practicable, of any incidents which caused damage to plant or property;
- inform the Saleyard Manager or Supervisor, as soon as practicable, of any near miss which could have had the potential to cause injury to persons or damage to plant or property;
- not to do anything which could cause a serious risk to the health or safety of a person at the Saleyard;
- not to create a risk to the health and safety of any person through omission of an action or negligence.

At the Saleyard employees are required to:

- be aware of the risk management procedures for the tasks they are required to do;
- observe the risk management procedures adopted by the Saleyard;
- not, without the express permission of the Saleyard Manager, alter in any way a risk management procedure;
- observe all warning signs and lockout tags;
- use, as required, any personal protective equipment provided by the Saleyard as part of a risk management procedure;
- not indulge in any inappropriate behaviour at the Saleyard which could place any person at risk with regard to health and safety;
- not disturb in any way, unless to render assistance or make safe, any place of work in which a non-disturbance occurrence incident has occurred as outlined in Section 87 of the OHS Act 2000, and Clause 344 of the OHS Regulation 2001;
- comply with the directions contained in any notice issued by a WorkCover Inspector;
- not do anything by way of action, omission or negligence which could be considered to be in contravention of a notice issued by a WorkCover Inspector;
- co-operate with any requests from a WorkCover Inspector.

Through the occupational health and safety consultative process, employees of the Saleyard are encouraged to identify to the Saleyard Operator any matters which could affect the health and safety of a workplace and to participate in the identification of hazards and their resolution.

Visitors' Responsibility

While visitors are not employees of the Saleyard, nevertheless, the Saleyard recognises that there is a duty on the Saleyard to ensure visitors are not placed at risk. On the part of the visitor they also have a responsibility not to place themselves and others at risk through their activities. It is a condition of visiting the Saleyard that visitors follow all reasonable directions in regard to ensuring a safe and healthy place to undertake the activity.

With regard to visitors the Saleyard considers the following procedures shall be observed by visitors:

- be aware of the proper risk management procedures for the workplace;
- follow the correct procedures;
- do not deviate from the correct procedures or take short cuts;
- use any personal protective equipment provided by the Saleyard as part of the risk management procedures;
- refrain from inappropriate behaviour which could place self or other persons at risk;
- observe any safety signs;
- if uncertain as to the proper procedures seek advice from the appropriate the Saleyard employee;
- report to the appropriate the Saleyard officer any accidents, incidents or near misses which have, or could have, caused injury to a person or damage to plant or property, and
- in the event of an emergency follow the directions of the designated person to evacuate the area.

Dogs at the Saleyard

It is recognised that there is a special responsibility on all users of the Saleyard to ensure their working dogs do not place people or animals at risk. Third party users and visitors to the Saleyard are to ensure dogs are under effective control at all times and are restrained in accordance with the Code of Practice. A working dog that has been declared a dangerous dog under the *Companion Animals Act 1997 (CA)*, must be kept under control in accordance with the specific provisions of the CA Act 1997 refer to §51 for the details. It is not appropriate to bring a declared dangerous dog into the Saleyard area.

Working with Animals

The OHS Act 1986 does not specifically address the issues related to animal welfare. However, the Saleyard recognises there are a number of specific hazards when working with animals. As a general rule, every effort will be made to separate animals from people at all times. Only in exceptional circumstances will people be allowed in the pens at the same time as the animals. Users of the Saleyards should refer to Council's risk assessment and Safe Work Procedures for droving stock, handling rogue beast, loading and unloading of stock and handling of rogue beasts which have escaped lairage.

Animal Welfare

The OHS Manual does not specifically address the issue of the welfare of animals. Reference should be made to the Code of Practice and the National Saleyards Quality Assurance Scheme. It is acknowledged that animal welfare is important and has implications for safe handling.

**END OF SECTION ONE
THE LEGAL FRAMEWORK**

SECTION TWO

RESPONSIBILITIES FOR SALEYARD SAFETY

The Saleyard is committed to the Occupational Health & Safety of all employees, agents, contractors, sellers, buyers and other visitors of the Saleyard. This document describes how the Saleyard management intends to ensure this safety.

It will be appreciated that not all safety information can be included in this manual and other safety information is contained in training courses and material which will be circulated to staff. Some of this information may be temporary in nature however where a document includes specific issues which effect Occupational Health & Safety the information will be incorporated into this material in future revisions.

Managing safety is similar to many other aspects of a business and requires each person to understand what action is required to be carried out, have access to appropriate information and training and advise the results to be monitored to ensure that they are achieving a safe environment.

To simplify the approach this manual is split into the following sections.

- Section A - Responsibilities of Managers & Supervisors**
- Section B - Responsibilities of employees**
- Section C - Responsibilities of stock agents & contractors**
- Section D - Responsibilities of buyers, sellers & other visitors**

Each section references other materials and training courses that provide additional information.

Section A: Saleyard Managers & Supervisors

The overall Occupational Health & Safety Management System for the Saleyard can be split into the following sections.

- organisation and plans
- consultation and information
- risk management for operational activities
- emergency responses
- purchase of equipment
- control of third party users
- inspection and monitoring
- infrastructure maintenance
- injury management

In addition there are a number of general hazards that are relevant to the site which are included in Section 6 - Saleyard Workplace Procedures.

The responsibilities of supervisors are to ensure the safety of everyone working for the Saleyard or within our activities.

Responsibilities of Supervisors include:

- ensuring that all employees have access to the relevant section of this manual
- ensuring that the activities below are carried out
- reviewing the Occupational Health & Safety Management System on an annual basis to ensure that it is effective

In practice these responsibilities require the Saleyard Manager to ensure that the following is carried out. These activities are not specific and Managers and Supervisors in consultation with employers and other stakeholders can chose to do more than this minimum or alter the activities so that they more conveniently meet the specific site requirements.

Section B - Employees

All employees are responsible for:

- Ensuring that they perform all tasks safely and in line with written procedures where applicable
- Assisting management in carrying out Occupational Health & Safety tasks
- Bringing to the attention of management any issue which could cause illness or injury

In particular all employees must comply with the following:

- Work safely to procedures, training or good practice
- Report safety issues
- Report all accidents
- Attend Site Safety Meetings
- Wear protective equipment
- Assist in risk assessments and inspections

Employee responsibilities are contained in Council's OHS Policies and Procedures.

Section C - Stock Agents and Transport Contractors

Agents and contractors perform services on behalf of the Saleyard and the buyers and sellers. They have similar responsibilities to employees.

Agents and contractors responsibilities include:

- Carry out tasks safely
- Implementing them on Occupational Health & Safety Management Systems which meet legislation and Saleyard standards
- Carry out risk assessments on all tasks to be performed on site
- Meeting other requirements of the Saleyard

Section D - Visitors, Buyers and Sellers

Responsibilities

- Do not enter areas that are prohibited
- Follow the direction of Saleyard employees
- Do not attempt to assist with animals unless requested by employees or agents
- Follow request of agents at all times
- Do not skylark, climb over or sit on fences

**END OF SECTION TWO
RESPONSIBILITIES FOR SALEYARD SAFETY**

SECTION THREE

SALEYARD OPERATING PROCEDURES

Background

The safe and efficient operation of a Saleyard presents a diversity of challenges to the operator. The Occupational Health Safety and Welfare Act 1986 place a statutory duty on the operator to provide a safe workplace. Under the OHS Act the duty on the Saleyard Operator is to ensure a safe Saleyard, not just to employees and the operator, but to all people at the Saleyard. The OHS Act requires the Saleyard Operator to ensure the following:

- the health and safety of all employees of the operator;
- safe premises which are controlled by the operator;
- all plant and substances provided for use by employees are used in a safe manner and do not place them or other people at the Saleyard at risk;
- there is in place a safe system of work and safe working environment which does not place employees or other people at the Saleyard at risk of harm or ill health, and
- information, instructions and training is provided to employees to ensure they have the appropriate knowledge and skills to undertake the tasks in a manner which is safe for themselves and others at the Saleyard.

Duty to Other People other than Employees at Saleyard

Council has a statutory duty to all people, irrespective of their purpose or relationship to the operator, to ensure they are not exposed to risks to their health and safety arising from the conduct of the Saleyard operations while at the Saleyard.

Third Party Users

By the nature of its operation the Saleyard has a range of third party users. Included in the third party users are the following:

- agents, both selling and buying;
- employees of agents;
- companies and people delivering and collecting animals;
- employees of transport companies;
- people engaged by agents or transport companies to assist with on-site animal control;
- people assisting the agents in an administrative capacity on sale day;
- people participating either as buyers or sellers;
- casual visitors with other third parties or on their own.

The above list, in addition to Saleyard employees is not exhaustive.

Selling and Buying Agents

To assist Naracoorte Lucindale Council manage the OHS risk associated with agents, the Saleyard will hold a list of registered agents. All agents, as a condition of operating on-site, will be required to be inducted into the safe working procedures to be followed during a sale or on-site, if a sale is not underway. It is a condition of entry that the procedure be followed. Selling agents are to follow the safety procedures during the operation of the sale.

Delivery of Animals

Animals may only be delivered to the Saleyard within the nominated times or by prior agreement. The transport company is to ensure its employees have the knowledge and skills in animal husbandry to unload the animals. As part of its OHS obligations the Saleyard will consult with the transport companies to ensure potential hazards can be eliminated or controlled. Drivers and people unloading are to wear the appropriate personal protective equipment including footwear, headwear and visibility vests.

Before Unloading

Before commencing to unload it is a condition of use that the driver or person responsible for the unloading undertake a visual inspection to ensure all ramps and equipment is safe to use. Only upon completion of the visual inspection and confirmation that all equipment is in working order will unloading commence.

During Unloading

The risks arising from the unloading can arise from a number of sources. Number of animals and type of animals (aggressive bulls) will be an important factor. Also to be taken into consideration is the physical movement of the animals. The heights and steepness of the ramps will be a factor to be considered. The person unloading has to ensure the physical movement of the animals does not place them personally at risk. Wherever possible, physical separation should be maintained between the person(S) unloading and the animals. Extreme caution should be exercised at all times. If there is no physical separation possible, and easy accessible escape route should be identified before moving into the proximity of the animals. The escape route should not be blocked by the movement of the animals.

On conclusion of unloading, all equipment is to be left in as good as used condition. Check all gates are secured.

Drafting and Penning

After unloading, the animals will require drafting and penning. Depending on the circumstances, the drafting and penning can present a number of potential hazards. The Saleyard Operator in consultation with the agents and their employees will put in place safe handling of animal procedures. The procedures will address the following approach:

- elimination of the potential hazard through physical separation of people and animals;
- if not possible to eliminate the potential hazard then risk control measures are to be implemented;
- the adopted risk control measures will seek to minimise the risk through adopted safe handling procedures;
- the safe animal handling procedures are to be developed and adopted by the Saleyard Operator in consultation with the employees and other third party users;

- the procedures will also identify the procedures to securing gates;
- the adopted safe animal handling procedures are to be documented and made available to employees and third party users;
- a brief extract of the safe animal handling procedures is to be posted on the Saleyards noticeboard;
- the adopted safe animal handling procedures are to be subject to review as part of the on-going risk management.

It is a condition of the use of the Saleyard facilities that all third parties follow the safe animal handling procedures. A breach of the procedures is to be considered a breach of the agreement to use the facility.

Risks During Selling

The potential hazards arising from the physical activity of selling will depend on the design of the facility. In the case of a ring selling area the buyers and sellers are in defined and static positions and should not be at risk from the hazards associated with the movement around the Saleyard. The movement of the animals through the arena will be subject to the safe animal handling procedures considered above. People in the arena drafting the animals through should not be placed at risk from animal movement.

Open yard sales will present a number of potential hazards. In particular the movement of people in restricted space could present a hazard. The Saleyard Operator is to review the movement of people in the open sale to ensure that foreseeable hazards from slips, trips and falls and crowd crush are identified. In consultation with the third party users, the Saleyard Operator will, if the hazards cannot be eliminated, develop safe selling procedures to control the potential hazards. The safe selling procedures will be documented and made available to all users of the Saleyard. An extract of the procedures will be posted on the Saleyard noticeboard.

On a regular basis the safe selling procedures will be reviewed in consultation with employees and third party users.

Weighing Cattle

With regard to the weighing of cattle the Saleyard Operator will undertake a hazard identification and risk assessment. It is the responsibility of the Saleyard Operator to maintain the weighbridge equipment in safe and proper working order. As part of the risk management procedures the Saleyard Manager will be responsible for arranging for the maintenance and checking of the equipment. Only contractors with the demonstrated knowledge and skills to safely undertake the maintenance will be engaged.

During the weighing process safe animal handling procedures are to be observed. After weighing, the animals will be transferred to the appropriate holding pen for transporting off site. Movement to the holding pen will be subject to the safe animal handling procedures.

Selling Induction Public Notice

Before commencing a sale the person conducting the sale will be required to inform the people in attendance of the specific safety rules governing the sale. The Saleyard Manager, in consultation with employees and third party users, is to develop the sale safety rules which should include the following information:

- the Saleyard Operator is required to provide a safe Saleyard;
- a number of rules have been agreed upon by the Saleyard Operator in consultation with the users;
- all safety signs are to be observed at all times;
- in the event of an emergency you are to leave the sale area and, using the designated area, move calmly to the assembly points;
- at the assembly points await further instructions;
- access to the catwalks is restricted to authorised people;
- do not enter the pens;
- the area is a smoke free zone;
- there is a traffic management system – follow the signs, and
- children under 16 years must, at all times, be accompanied by an adult.

A copy of the selling induction notice is to be made available to the public and to be posted on the Saleyard noticeboard. In consultation with employees and third party users the selling induction notice will be reviewed as required.

Saleyard Induction

The Saleyard Manager will, in consultation with employees and third party users, develop an induction program for the Saleyard. In developing the site specific induction the following will be considered:

Employees

- To be fully inducted in accordance with the Saleyard OHS Manual and Council's Policies and Procedures, to be familiar with the appropriate work risk control measures, safe animal handling procedures and emergency procedures and attendance documented.

Third Party Users

Selling agents and employees to attend a site specific induction prior to commencing activity in their capacity as selling agents or employees. The site induction to cover:

- responsibilities as agents for a safe sale;
- safe animal handling procedures;
- emergency procedures;
- notices to the public;
- other matters identified by Saleyard Manager.

Records to be maintained of Agent's Induction.

Transport Contractor

Is required to participate in a site specific briefing by Saleyard Manager or delegated employee. Briefing to be given before unloading or loading and to cover the following:

- important to check all equipment before and after use;
- be aware of safe animal handling procedures;
- emergency procedures;
- rules for after hour access;
- saleyard traffic management rules;
- parking of vehicles;
- noise control measures (if applicable);
- speed restrictions;
- access to and use of truck wash;
- removal and handling of dead animals in the loading area, and
- other matters as identified by the Saleyard Manager.

A record is to be kept of truck contractors briefing induction.

Buyers and General Public

The induction of the buyers and the general public will be undertaken as part of the introduction to the sale. Refer to the safe selling rules above for details. The site specific induction for buyers and the general public will include details of the emergency procedures.

As part of the ongoing risk management, in consultation with employees and third party users, the Saleyard Manager will review the induction requirements of employees and third party users and revise as required.

Traffic Management

Given the volume and nature of traffic using the Saleyard there are a number of potential hazards. The Saleyard Operator is, in consultation with employees and third party users, to keep under review the traffic arrangements to ensure they are satisfactory and being observed. A traffic management plan is to be prepared which will address the following:

- the normal operating hours have been displayed;
- the after hours arrangements are in place and displayed;
- the movement of heavy trucks and cars is separated;
- routes and clearly signposted;
- the flow of traffic minimises the potential for collision between vehicles;
- there are safe pedestrian paths which reduce the risk of personal injury;
- trucks to limit reversing to ramps only;
- speed control measures are clearly marked;
- speed restrictions are displayed;
- truck and car parking areas are separated, designated and signposted;
- people working in the truck parking area to wear visibility vests.

In consultation with the third party users the Saleyard Manager is to review the procedures on a regular basis. Copies of the traffic management plan to be made available to transport contractors.

Cleaning of Pens

The Saleyard Manager will organise for the cleaning of the pens. There are a number of hazards that can arise. In particular, manual handling and exposure or contact with manure. Refer to Section Seven for details on manual handling. With regard to manure collection, procedures are to be developed to ensure the health of employees is not placed at risk. As considered appropriate the employees are to be given instruction and training in the use of any mechanical or manual equipment which is to be used for the cleaning of the pens. The safe work procedures are to include transport of manure to a holding area to await disposal in accordance with good environmental practices under the Protection of the Environment Operations Act 1997. The procedures are to be developed in consultation with employees. The Saleyard Manager is to document the procedures and to keep them under review.

Use and Storage of Firearms

Saleyards occasionally require access to firearms for the purpose of animal welfare. The purchase, use and storage of firearms are governed by the Firearms Act 1996 and the Firearms (General) Regulations 1997. The Saleyard Manager shall ensure there are in place appropriate procedures that ensure the firearms are purchased, used and stored in accordance with the statutory provisions. In particular, the Saleyard Manager is to be satisfied of the arrangements for the secure storage of firearms and ammunition. The safe use of firearms also includes the purchase of appropriate firearms. A detailed safe working procedure for firearms is set out in Section Seven.

Disposal of Carcasses

The Saleyard Operator, in consultation with employees, will develop safe work procedures for the collection, transportation and disposal of carcasses. The procedures will address the following:

- removal of carcass from vehicle;
- collection of carcass from animal pen;
- loading of carcass by mechanical means;
- transport of carcass to disposal location;
- preparation of site for disposal;
- disposal of carcass, and
- remediation of site.

In developing the safe work procedures consideration will be given to the need to protect public health and to avoid environmental pollution of sensitive areas. Reference should be made to the following:

- Code of Practice for the Selling of Cattle and Bobby Calves in NSW Saleyards, July 2003, and
- Environmental Protection for Authorised Officer, Dead Stock Disposal, EPA.

Emergency Procedures

The Saleyard Operator will prepare an emergency response plan. In consultation with employees, third party users and the emergency services a plan is to be prepared which addresses the following:

- an alarm system for alerting people to an emergency;
- the development of evacuation procedures for both sale and non-sale days;
- communication procedures to inform emergency services;
- the designation of assembly areas;
- the training of employees and selling agents to supervise the evacuation of the Saleyard;
- the training of employees to respond to the emergency until the emergency services arrive, and
- provision of first-aid on-site.

On a regular basis the Saleyard Manager will arrange for the testing of alarms and rehearsal of the procedures. The procedures are to be documented and made available to employees and third party users. An extract of the procedures to be displayed on the Saleyard notice board. The emergency exit signs are to be included in the maintenance program. Notices indicating the emergency procedures and maps showing the assembly area to be displayed in prominent places.

Children at the Saleyard

A Saleyard is a workplace and like all workplaces has a range of potential hazards, some life threatening, which a child would not recognise nor appreciate. It is preferable that children are not brought into the Saleyard. However, it is recognised that on occasions it is unavoidable. A child must be accompanied by a responsible adult at all times, no exceptions, even to the toilets and canteen. It is not permitted for children to be unaccompanied. Accompanied means in range of touch. Failure to comply with this requirement is a breach of a condition of entry to the Saleyard. The Saleyard Manager will keep the issue of child attendance at the Saleyard under review and, in consultation with employees and third party users, monitor the compliance.

Canteen Facilities

The Saleyard Operator will review the requirements for on-site welfare facilities. As considered necessary a canteen for the use of the public may be provided. The canteen is a place of work and as such will be covered by the OHS Act 1986. The Canteen leasee will ensure legislative compliance in regard to hazard identification, risk assessment, safe working procedures and safe food handling for their business.

**END OF SECTION THREE
SALEYARD OPERATING PROCEDURES**

SECTION FOUR CONSULTATIVE ARRANGEMENTS

Naracoorte Lucindale Council will undertake consultation with third party users in regard to the making of decisions which affect their health, safety and welfare at work.

The Third Party User Group will meet on a quarterly basis to provide an opportunity for representatives to come together in a co-operative way to advise Council on all matters relating to the operation, maintenance and development of Naracoorte Regional Livestock Exchange to the standard of Best Practice, including National Saleyard Quality Assurance and European Union compliance and improve the systems for managing health and safety.

For consultation to be meaningful, the people actually doing the work that may be affected by an OHS issue must have an opportunity to express their views. Time should be made available for employees and third party users to come together to consider the issues. Bringing people together is the first step in providing them with a meaningful opportunity to express their views.

Open communication between third party users, employees, and their employer is important for safety success. Saleyard employees and third party users should be encouraged to:

- ask questions;
- raise safety concerns;
- make safety recommendations;
- be a part of the problem-solving process.

The Saleyard acknowledges employees should help to shape decisions about OHS. However, the Saleyard also recognises that consultation does not remove the responsibility that rests with the employer to ensure the health, safety and welfare of their employees at work.

**END OF SECTION FOUR
CONSULTATIVE ARRANGEMENTS**

SECTION FIVE MANAGING CONTRACTOR SAFETY

Introduction

From time to time contractors are engaged by the Saleyard to undertake tasks on behalf of the Saleyard. Contractors can, by the nature of their activity, introduce hazards and risks into the Saleyard workplace. In addition hazards and risks that already exist at the Saleyard's workplace will affect contractors and their staff.

Naracoorte Lucindale Council has the objective of achieving a high level of pro-active Occupational Health, Safety and Welfare (OHS&W) management during the application of contracts.

The underlying principle of effective OHS&W management is that such issues must be identified, assessed and managed during all phases of the contract delivery, i.e. from concept to completion.

Naracoorte Lucindale Council's Contractor Management policy and procedures specifically addresses this requirement by seeking to:

- utilise only those Contractors who can demonstrate OHS Management System capability; and
- achieve a specific OHS&W issues focus, which will optimise safety management for the work force contracted by the Naracoorte Lucindale Council.

Key elements of the Naracoorte Lucindale Council OHS Contractor Management Policy are:

- a) When tendering work, tenders for contracts will only be accepted from potential Contractors that have appropriate systems to manage OHS&W relevant to the contract established or that can demonstrate a capability to establish appropriate systems relevant to the contract prior to commencing the Naracoorte Lucindale Council contract.
- b) A condition of each Contract will be the preparation of specific OHS&W management required by the selected Contractor, based on a relevant risk assessment, prior to the commencement of the Contract.
- c) OHS&W systems / work practices resulting from the above initiatives must be auditable.

**END OF SECTION SIX
MANAGING CONTRACTOR SAFETY**

SECTION SIX

SPECIFIC SALEYARD WORKPLACE PROCEDURES

This chapter sets out in detail a large number of workplace procedures developed to control the foreseeable hazards and risks at the Saleyards workplace. The procedures are intended to provide a guide to controlling risks at the workplace. It is essential that the procedures are reviewed in the light of the Saleyard workplace to ensure that they are adequate. It is not possible to foresee all the potential combinations of hazards and environments which could be faced by Saleyard employees and third party users. The specific workplace procedures have to be checked against the reality of the Saleyard as a workplace. In the light of the workplace it may be necessary to amend a procedure.

Terminology

In this chapter the following terms are used:

- Saleyard Operator refers to the body responsible for the organisation and operation of the saleyard facilities. The legal entity may be as a private operator under a corporate arrangement or alternatively a public sector body such as a council managed directly by the body or under power of delegation from the body.
- Saleyard Manager refers to the person with responsibility for day-to-day management of the facilities and operations. The Saleyard Manager is responsible for supervising the employees and for the administrative arrangements.
- Employees means a person employed by the Saleyard under the Award or under a Contract of Employment. It also includes part time, temporary and casual employees engaged to work on-site;
- Supervisor means an employee exercising a supervisory role including supervising the activities of the person. It also refers to employees supervising the activities of third parties on-site;
- Contractors are persons or legal entities engaged by the Saleyard. It also includes sub-contractors and employees engaged by the contractor to work on-site;
- Third parties users refers to persons or legal entities not directly employed by the Saleyard who carries out an activity related to Saleyards operations. Without limitation includes agents(buying and selling), employees of agents, persons attending the Saleyard on their own behalf for a purpose of selling or buying, and persons providing on-site services on behalf of agents or other parties;
- Transport Operators refers to persons or parties involved in the delivery or collection of animals and is generally included in the third party users category.

Order of Procedures

With regard the specific workplace issues they are set out in alphabetical order.

	Page
Accident and Incident Reporting and Investigation	32
Amenities on Saleyard Employees and Third Party Users	35
Animal Control Within Saleyard Complex	36
Asbestos Management	39
Client Aggression	40
Confined Spaces	41
Drugs, Alcohol and Medication in the Saleyard	42
Emergencies at the Workplace	43
Fences, Gates, Raised Walkways and Ramps Within Saleyard Complex	44
Firearms at the Workplace	48
First Aid	49
Hazardous Substances at the Workplace	50
Infectious Diseases	51
Livestock Transport Policy	52
Manual Handling	58
Passive Smoking	
Personal Protective Equipment	
Pesticides at the Saleyard	
Saleyard Lighting	
Saleyard Safety Audits and Inspections	
Security Alert	
Sun Exposure	
Working Alone	
Working Environments	
Workplace Violence	

ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

It is a legal obligation of the employer to notify SafeWork SA of any work-related injury that requires treatment as an inpatient in a hospital immediately after the injury (disregarding any time taken for emergency treatment or to get the person to hospital).

This legal obligation under Regulation 418 does not lie with the hospital, doctor ambulance or worker.

If you are reporting work-related injuries or incidents to SafeWork SA the 24 hour Emergency Telephone number is 1800 777 209.

If you are unsure whether or not to report any work-related injuries or incidents to SafeWork SA contact the SafeWork SA Help Centre on 1300 365 255.

The following are required to be immediately notified to SafeWork SA -

- A work related death;
- An injury that:
 - requires admittance to hospital as an inpatient
 - is from exposure to any substance that causes acute symptoms; or
- is a dangerous occurrence

Examples of 'dangerous occurrences' include:

- the collapse, overturning or failure of the load-bearing capacity of cranes, hoists or scaffolding
- the damage to, or malfunction of, other major plant or equipment
- the collapse of a floor, wall or ceiling of a building used as a workplace
- an electrical short, malfunction or explosion
- an uncontrolled explosion, fire or escape of gas, steam or other hazardous substance

Incidents/accidents

If the incident is not a notifiable occurrence, then reporting the incident should occur in accordance with Council's OHS Policies and Procedures.

Please refer to Council's Accident Investigation Policies and Procedures.

End of the Procedure on
ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

AMENITIES FOR SALEYARD EMPLOYEES AND THIRD PARTY USERS

RESPONSIBILITIES

The Saleyard

The Saleyard is to ensure that to the extent practical Saleyard employees have access to amenities which include toilets, rest rooms, shelter sheds, seating, dining rooms, change rooms, provision of drinking water, lockers and washing facilities. In considering the provision of amenities the Saleyard is to take the following into consideration:

- the nature of the work to be undertaken at the Saleyard;
- the size and location of the place of Saleyard;
- the number of men and women at the place of work;
- the duration of the activity;
- access to the Saleyard on-site amenities and other accessible amenities in the immediate locality.

The Saleyard is to ensure there is in place a system for the provision, maintenance and cleaning of all amenities provided on-site.

Saleyard Manager

The Saleyard operator is to ensure that amenities, as determined, are provided on-site. Saleyard Manager is also to ensure arrangements are in place for the maintenance and cleaning of amenities.

Saleyard Managers are to keep under review the provision of Saleyard amenities to ensure they are adequate both for employees and third parties. In particular, they are to ensure the amenities are clean and in good working order as well as fit for the purpose.

Supervisors

As required supervisors are to arrange for repair and cleaning of workplace amenities. Supervisors to keep under review the use of amenities and to report on maintenance and cleaning requirements as necessary

Employees

Employees are to ensure the amenities are used for the intended purposes and not misused or damaged. Employees are to cooperate with supervisors to ensure the amenities are kept in good order. As required employees are to report to the supervisor any defects or requirements for repair or cleaning.

Third Party Users

The Saleyard as a public operation will provide amenities for the use of third parties. Third parties must use co operate with the Saleyard and only the amenities in accordance with the accepted use and in accordance with any directions or notices. Third parties are to report to the Saleyard Manager or an employee any defects in the amenities which comes to their attention. It is a condition of use that third parties use the amenities at their own risk.

End of the Procedure on
AMENITIES FOR EMPLOYEES AND THIRD PARTIES

ANIMAL CONTROL WITHIN SALEYARD COMPLEX

PURPOSE

To comply with occupational health and safety good practice and the general employer's duties regarding the management of potential hazards from animals in the Saleyard.

BACKGROUND

The Saleyard employees and third party users, including transport operators are involved in a range of workplace situations in which they are required to control animals. In considering its obligations the Saleyard recognises its employees and third party users can be placed at risk due to inappropriate animal control procedures. It is recognised that there is a high level of unpredictability about animal behaviour and that the environment of the saleyard will tend to increase this. As a commitment to a safe Saleyard it is important that employees and third party users adopt and follow procedures for the handling of animals which reduce the risk of injury to the person. Proper animal control measures will also reduce the stress and potential injury to the animals. While cattle may present the more obvious risk the procedures for animal control should not under-estimate the risk present by sheep mustering.

RESPONSIBILITIES

The Saleyard

The Saleyard to identify all situations in which employees and third party users, while undertaking their duties, could be placed at risk through exposed to the potential risk animals. The Saleyard is to develop and adopt animal control procedures to address the potential hazards to employees and third party users from animal handling and the movement of animals while in the Saleyard. The procedures are to include the loading and unloading of animal undertaken by third party users. Copies of the procedures are to be available to employees and third parties as well as extracts publicly displayed at the ramps.

Saleyard Manager

It is the responsibility of the Saleyard Manager to ensure that there is in place a plan to manage the hazards associated with animals. In consultation with employees and third party users to develop detailed procedures for animal control. In particular the saleyard Manager will take all practical steps to physically separate employees and third party users from the animals. The Saleyard Manager will liaise with the third party users as to the development and enforcement of the procedures. It is the responsibility of the Saleyard Manager to ensure information on the procedures is made available to employees and all third part users. All Saleyard employees are to be trained in the correct procedures. Notices informing third party users are to be displayed at appropriate places. The Saleyard Manager is to ensure that any personal protective equipment identified as a risk control measure is available to employees.

Supervisors

Supervisors are implement the animal control measures and to keep the measures under review. Supervisors are in consultation with the Saleyard employees to monitor the location and movement of animals to ensure employees and third party users are not at risk from animals. It is the responsibility of the Supervisor to ensure that employees and third party users follow the adopted procedures and any identified personal protective is used in accordance with the instructions. Personal protective equipment is to be subject to regular inspection, cleaning

and maintenance in accordance with an appropriate Australian Standard and/or with the manufacturers instructions..

Employees

It is the responsibility of employees to be aware of the animal control procedures and to follow them at all times. As requested employees of the Saleyard are to participate in the hazard identification and risk assessment for animal control procedures. In accordance with their training and procedures employees of the Saleyard are to follow the procedures, report incidents and as required participate in the review of the animal control procedures. As required by a risk control measure employees are to wear any personal protective equipment. Employees are responsible for the cleaning and maintenance of personal protective equipment. Damage and repairs required to personal protective equipment to be notified as soon as practical to Supervisor.

Employees are to report all the following to their Supervisor

- incidents to any party, including themselves, involving injury or damage from physical contact with an animal;
- failure of third party users to follow adopted animal control procedures, and
- failure of third party users to wear appropriate personal protective equipment in accordance with an identified risk control measure.

Third Party Users

It is the responsibility of third party users to be aware of the animal control procedures and to follow them at all times. It is a condition of access to the Saleyard that the animal procedures be followed at all times. As requested third users of the Saleyard are to co operate in the hazard identification and risk assessment for animal control procedures. In accordance with their training and procedures third party users of the Saleyard are to follow the animal control procedures, report incidents and as required co operate in the review of the animal control procedures. As required by a risk control measure third party users are to supply and wear any personal protective equipment. Employers of third party users are responsible for the supply, cleaning and maintenance of personal protective equipment.

PROCEDURES

The Saleyard Manager to consult with employees and third party users to identify potential work-related activities and places where there is the potential for exposure to hazards from animals and their movement within the Saleyard complex.

- Undertake a risk assessment for the identified activities.
- In undertaking the risk assessment the following factors should be considered:
 - *type of animal and potential numbers*
 - *arrangements for the delivery and collection of animals*
 - *operation of loading equipment including ramps and gates*
 - *location of drafting pens and control gates*
 - *extent of exposure potential contact with animal during drafting*
 - *movement of animals before, during and after the sales*
 - *record of previous incidents at the Saleyard involving animals*

- *knowledge and experience of dealing with particular individuals known for aggressive behaviour towards The Saleyard employees*
 - *characteristics of the individual employee which could alter the risk assessment.*
- Implement control measures identified according to an agreed timeframe.
- Possible control measures include the following:
 - *provision of detailed and document animal control procedures*
 - *provision of personal protective equipment*
 - *provision of training of employees*
 - *reporting and analysis of incidents involving injury to person or animal*
 - *improved work organisation and physical design to reduce the likelihood of problems emerging*
 - *involvement of third party users to ensure adopted procedures are supported*
- Information, instruction, training and supervision of staff.
- Formally record and document the process.
- Review the process annually and make record.

These lists are not exhaustive and other factors and measures may need to be considered.

REFERENCES

Saleyards Operators' Association "Code of Practice for the Selling of Cattle and Bobby Calves in NSW Saleyards July 2003

Please refer to Council's Animal Control Procedures.

End of the Procedure on
ANIMAL CONTROL PROCEDURES

ASBESTOS MANAGEMENT

RESPONSIBILITIES

Naracoorte Lucindale Council has the responsibility of ensuring employees and other persons are not placed at risk due to the potential exposure of asbestos at a workplace or Saleyard premises. In particular, the Saleyard is to ensure the following matters are addressed:

- any work involving asbestos must be carried out in accordance with Council's Policies and Procedures, OHS Regulations and *Guide to the Control of Asbestos Hazard in Building and Structures*, National Occupational Health and Safety Commission 3002 (NOHSC) (1988), and *Code of Practice for the Safe Removal of Asbestos* (NOHSC) 2002 (1988);
- all employees are informed of the potential hazards and risks associated with asbestos;
- a register is prepared which provides details of the following:
 - location of all asbestos and material containing asbestos in The Saleyard premises;
 - the type of asbestos and condition of material;
 - any assessments concerning the asbestos that took place before the work is carried out;
 - details as of who carried out the work;
 - dates when the work was carried out.

Please refer to Council's Asbestos Management Policies and Procedures.

End of the Procedure on
ASBESTOS MANAGEMENT

CLIENT AGGRESSION

BACKGROUND

The Saleyard employees are involved in a diverse range of workplace situations in which they could be confronted with threats to personal safety or subject to harassment which amounts to psychological violence. In considering its obligations the Saleyard recognises its employees can be placed at risk due to inappropriate behaviour from non-employees. Any organisation which is involved in a service delivery function or the undertaking of a regulatory role has to take into account that from time to time some persons may be dissatisfied with the quality of the service or the exercise of the regulatory authority. It is to be anticipated that some dissatisfied persons may wish to express their views, sometimes very forcibly and occasionally with violence. As well as verbal complaints over the counter, a number of Saleyard employees, because of the particular services they are involved in, face a higher risk to their health and safety. For example Rangers enforcing legislation, issuing infringement notices, working alone and in isolated areas, working late at night or delivering a service to a client with a history of violence may face particular problems

RESPONSIBILITIES

The Saleyard

Naracoorte Lucindale Council is to identify situations in which employees, while undertaking their duties, could be placed at risk through aggression from clients at the Saleyard. Clients refer to third party users who are not employees of the Saleyard.

Saleyard Manager

It is the responsibility of the Saleyard Manager to ensure that risk assessments are undertaken and that risk control measures are implemented and reviewed.

Please refer to Council's Violence in the Workplace Policies and Procedures.

End of the Procedure on
CLIENT AGGRESSION

CONFINED SPACES

A confined space is an enclosed or partially-enclosed space which is not designed primarily as a work place. The space should be at atmospheric pressure, may have an atmosphere with potentially harmful contaminants and unsafe oxygen levels and may have restricted access and egress. Examples of confined spaces include storage tanks, space under a weighbridge, opened topped spaces, pits, and pipes,. Refer to the OHS Regulation 2001 clause 66 for the definition of a confined space.

Any work involving confined space must be carried out in accordance with Naracoorte Lucindale Council's Policies and Procedures, OHS Act 1998 and OHS Regulations.

Please refer to Council's Confined Space Policies and Procedures.

End of the Procedure on
CONFINED SPACES

DRUGS, ALCOHOL AND MEDICATION IN THE SALEYARD

The use and abuse of drugs and alcohol in the workplace is estimated to be costing employers in terms of time lost through injury, absenteeism and rehabilitation and in terms of money through lost production and workers compensation.

The use of drugs and alcohol leads to a range of problems. While failing to follow safe working procedures, workers may injure themselves. They are not in control of their actions and this in turn may lead to injury of others.

Alcohol consumption is more prevalent in some industries than others. A range of factors, not all work related, have been associated with drinking alcohol to excess or use of drugs. It is also recognised by the Saleyard that certain workplace stress factors may also be a contributory factor. It should be noted that medications such as pain relievers, tranquillizers and anti-histamines, may affect workplace performance and individual judgements if combined with alcohol or other drugs.

Employers have the right to investigate the use of drugs and alcohol as it affects work performance and compromises the safety of employees and others.

An additional consideration is the potential affect on workplace performance of prescribed medication self administrated by the employee. In most cases it would be anticipated that the prescription would alert the employee to possible affects such as drowsiness. However individuals can suffer an unforeseen adverse reaction to certain types of medication which could place themselves and perhaps others at the workplace at risk. The Saleyard and employees need to be alert to this possibility particularly with staff who may be working with the control and movement of cattle.

Naracoorte Lucindale Council Drug and Alcohol Policy and Procedures set out guidelines to provide control measures for potential hazards associated with the use of drugs, alcohol and medication in the workplace.

Please refer to Council's Drug and Alcohol Policies and Procedures.

End of the Procedure on
DRUGS, ALCOHOL AND MEDICATION IN THE SALEYARD

EMERGENCIES AT THE WORKPLACE

Naracoorte Lucindale Council is under a statutory obligation to make provision for the evacuation of persons in the event of an emergency at a place of work, as well as arrangement for emergency communication and appropriate medical treatment of injured persons.

Successful response to emergencies require pre-planning and training. Injury and property damage can be reduced and possibly avoided altogether, if emergencies have been planned for and detailed risk management systems have been put in place prior to the incident. While fire might be considered the most obvious hazard there are a range of other hazards which could require the Saleyard employees and other persons at a Saleyard workplace to evacuate the immediate area. For example there could be a:

- leak of a hazardous or toxic substance from a nearby facility;
- escaped animal(s) within the Saleyard complex threatening the safety of employees or third party users;
- ruptured gas connection with the building or adjacent to the area;
- burst water main, causing flooding;
- security threat;
- fire in an adjoining building, or
- a nearby transport accident such as an overturned LPG tanker or truck with chemicals which has created a potentially dangerous situation.

Where the Saleyard has control over the affected workplace premises, then risk controls measures must be introduced. The Saleyard recognises it is difficult to predict all the circumstances in which an evacuation may be necessary. However, the obligation on the Saleyard is to ensure that irrespective of the circumstances which trigger the emergency, plans are in place to deal with the situation.

An additional consideration is that it is to be anticipated that during an emergency third party users may be at the Saleyard and the plans must make provision for their potential presence.

Please refer to Council's Emergency Management Policies and Procedures.

End of the Procedure on
EMERGENCIES AT THE WORKPLACE

FENCES, GATES, RAISED WALKWAYS AND RAMPS WITHIN SALEYARD COMPLEX

BACKGROUND

The Saleyard for operational reasons has to provide an extensive fencing, gates and raised walkways. The fences and gates provide the means to manage the movement and control of animals. Raised walkways facilitate the viewing and selling of animals on sale days. It is important for the safety of all persons that the fences, gates and raised platforms are well designed, properly constructed, and that there is in place an adequate inspection programme plus measures in place to maintain them. A reference to a fence includes a reference to a perimeter fence and restraining posts.

RESPONSIBILITIES

The Saleyard

The Saleyard is to ensure that there is in place adequate fences, gates, raised walkways and ramps for the safe operation of the Saleyard. The fences, gates, raised walkways and ramps are to be appropriately designed, correctly constructed and fit for the purpose. It is the responsibility of the Saleyard to ensure that there is in place an inspection and maintenance program for the fences, gates, raised walkways and ramps. Wherever practical the use of fences, gates, raised walkways and ramps should seek to provide a protective barrier between animals and their handlers.

In determining the fences, gates, raised walkways and ramps the Saleyard will consult with third party users.

Saleyard Manager

It is the responsibility of the Saleyard Manager to ensure that there is in place arrangements or the provision of fences, gates, raised walkways and ramps. An important consideration will be the maximum separation of animals and their handlers

The arrangements are to address the issue of inspections and maintenance. A system for the notification of defects and request for action is to be implemented.

It is the responsibility of the Saleyard Manager to ensure information on the procedures for inspection and maintenance of fences, gates, raised walkways and ramps is made available to employees and all third part users. All Saleyard employees are to be trained in the correct procedures for the use of gates, accessing raised walkways and ramps.

Notices informing third party users of the arrangements for the access to fences, gates, raised walkways and ramps are to be displayed at appropriate places.

The Saleyard Manager will liaise with the third party users as to the design, placement and use of fences, gates, raised walkways and ramps. On behalf of the Saleyard the Saleyard Manager will consult with third party users as to the provision, use and maintenance of fences, gates, raised walkways and ramps.

Supervisors

Supervisors are implement the inspection and maintenance program for fences, gates, raised walkways and ramps. As required it is the responsibility of the supervisor to keep the measures under review and to advise the Saleyard Manager of any special requirements. Supervisors are

in consultation with the Saleyard employees to monitor the use and maintenance of fences, gates, raised walkways and ramps to ensure that the procedures are adequate and observed. It is the responsibility of the Supervisor to ensure that employees and third party users follow the adopted procedures. Breaches of procedures are to be dealt with as soon as practical.

Employees

It is the responsibility of employees to be aware of the procedures for the use of fences, gates, raised walkways and ramps and to follow them at all times. As requested employees of the Saleyard are to participate in the hazard identification and risk assessment for the use of fences, gates, raised walkways and ramps. In accordance with their training and procedures employees of the Saleyard are to follow the procedures, report incidents and as required participate in the review of the maintenance requirements. As required by a risk control measure employees are to wear any personal protective equipment.

Employees are to report all the following to their Supervisor

- incidents to any party, including themselves, involving injury or damage from physical contact with a fence gate or raised walkway;
- failure of third party users to follow adopted risk control procedures, and
- defects in a fence, gate or raised walkway which could present a risk to Saleyard employees or third party users.

Third Party Users

It is the responsibility of third party users to be aware of the procedures for the use and accessing fences, gates, raised walkways and ramps and to follow them at all times. It is a condition of access to the Saleyard that the procedures be followed at all times. As requested third users of the Saleyard are to co operate in the hazard identification and risk assessment for procedures. In accordance with their training and procedures third party users of the Saleyard are to follow the procedures, report incidents and as required co operate in the review of the risk control measures. As required by a risk control measure third party users are to supply and wear any personal protective equipment. Employers of third party users are responsible for the supply, cleaning and maintenance of personal protective equipment.

PROCEDURES

The Saleyard Manager to consult with employees and third party users to identify the operational requirements for the provision of adequate and appropriate fences, gates, raised walkways and ramps.

- Undertake a risk assessment for the potential operational use of fences, gates, raised walkways and ramps
- In undertaking the risk assessment the following factors should be considered:
 - *potential for strike injuries from the use of fences, gates, raised walkways and ramps*
 - *potential for being struck by a gate*
 - *potential for being caught and trapped by a gate*
 - *potential for being caught and trapped between a fence and a gate*
 - *potential for being caught and trapped by an animal between a fence and/or gate*

- *potential for slips trips and falls at the same level*
- *potential for slips trips and falls between different levels level*
- *there are adequate slipouts within the pens*
- *type of animal and potential numbers*
- *arrangements for the delivery and collection of animals*
- *operation of loading equipment including ramps and gates*
- *location of drafting pens and control gates*
- *extent of exposure potential contact with animal during drafting*
- *movement of animals before, during and after the sales, and*
- *record of previous incidents at the Saleyard involving fences, gates raised walkways and ramps*
- Implement control measures identified according to an agreed timeframe. The following factors to be taken into consideration:-
 - *regular inspection program of fences, gates, raised walkways and ramps*
 - *a program of maintenance for the fences, gates, raised walkways and ramps*
 - *provision of handrails on the raised walkways*
 - *a system for the notification of defects and maintenance needed*
 - *a system for the undertaking actions requested by the defect notification systems*
 - *a system for the reviewing of requests have been actioned*
 - *information to employees and third party users as to the defect notification system*
- Possible control measures include the following:
 - *provision of information on the risk control measures for the use*
 - *a program for the inspection of fences, gates, raised walkways and ramps*
 - *reporting and analysis of incidents involving injury to person or animals from the use of fences, gates, raised walkways and ramps*
 - *improved work organisation and physical design to reduce the likelihood of problems emerging*
 - *involvement of third party users to ensure adopted procedures are supported*
- Information, instruction, training and supervision of staff.
- Formally record and document the process.
- Review the process annually and make record.

These lists are not exhaustive and other factors and measures may need to be considered.

FIREARMS AT THE SALEYARD

PURPOSE

To comply with occupational health and safety good practice and the Saleyard's duties required under the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001 with regard to the issue, use and custody of firearms at the Saleyard complex.

BACKGROUND

For purposes related to animal welfare Saleyard employees are from time to time required to have access to firearms. With regard to the supply and use of firearms the Saleyard acknowledges that in addition to the specific issues of occupational health and safety there are also the general considerations with regard to the supply, custody and use of firearms. In providing employees with firearms the Saleyard has to take into consideration the particular requirements of *The Firearms Act 1996* and the *Firearms (General Regulation) 1997*.

Note – a reference to a firearm is to be taken to include a reference to ammunition for the firearm.

- a reference to custody of a firearm refers to Saleyard supplied vehicles as well as premises;
- a reference to *The Firearms Act 1996* is to be taken to include a reference to *The Firearms (General) Regulation 1997*.

Please refer to Council's Firearms Policies and Procedures.

End of the Procedure on
FIREARMS AT THE WORKPLACE

FIRST AID AT THE SALEYARD

RESPONSIBILITIES

The Saleyard

The Saleyard is to ensure there is in place arrangements to keep under review the first aid requirements and facilities for the complex. The review is to take into consideration the number of trained first aid personnel, levels of skills and the location of the trained personnel. The Saleyard is also responsible for ensuring there is in place arrangements for the provision and maintenance of first aid kits.

A Saleyard complex with more than 25 employees is to have a trained first aid person designated for the workplace.

Please refer to Council's First Aid Policies and Procedures.

End of the Procedure on
FIRST AID

HAZARDOUS SUBSTANCES AT THE WORKPLACE

RESPONSIBILITIES

Saleyard

The Saleyard is to ensure there is in place arrangements to keep under review use of hazardous substances at the Saleyard complex. In particular the responsibilities of Saleyard with regard to hazardous substances is to ensure there is in place a system for the use of the substances which does not place at risk the health and safety of employees or third party users at the workplace. With regard to the system the Saleyard is to ensure there are appropriate measures in place to comply with the following statutory obligations:

- ensure suppliers provide current MSDS;
- ensure containers are labelled appropriately stating health and safety information;
- ensure carcinogenic substances prohibited under law are not available at the Saleyard;
- arrange when required health surveillance;
- maintain a register of hazardous substances;
- keep a record of risk assessments;
- ensure staff are trained in the proper use of hazardous substances;
- review first aid arrangements to ensure any special requirements for the use of a particular hazardous substance are in place
- ensure that any special emergency equipment is available as required.

Please refer to Council's Hazardous Substance Policies and Procedures.

INFECTIOUS DISEASES

PURPOSE

To comply with occupational health and safety best practice and Saleyard's general duties under the Occupational Health, Safety and Welfare Act 1986 with regard to infectious diseases.

RESPONSIBILITIES

Naracoorte Lucindale Council is to ensure there is in place an appropriate policies and workplace procedures to effectively manage safely the potential hazard from an infectious disease. In developing the policies and procedures the Saleyard, in consultation with employees, will seek to ensure the following matters are addressed:

- the potential range of infectious diseases which would reasonable be expected to pose a threat be identified;
- a risk assessment is undertaken with regard to the identified hazards;
- appropriate risk management control measures are developed for employees;
- employees are informed about the correct risk management procedures;
- employees have access to inoculations as an appropriate risk control measure;
- to provide medical assistance and support for employees who fall victim to a workplace related infection.

The Saleyard will keep under review the potential for infections that may be introduced by third party users. The Saleyard will ensure that third party users have access to appropriate information on measures to control the risk of infections.

Please refer to Council's Communicable Diseases Policies and Procedures.

REFERENCES

Code of Practice for Health Care Workers at Risk of the Transmission of Human Immunodeficiency Virus and Other Blood-borne Pathogens in the Workplace.

End of the Procedure on
INFECTIOUS DISEASES

Livestock Transporters in Saleyards

Purpose

To comply with occupational health and safety good practice and the saleyard operators duties under the Occupational Health, Safety and Welfare Act 1986 regarding the delivery and collection of livestock within the confines of the saleyard.

Background

There is a wide range of livestock transporters who are involved in the operations of the saleyard through the delivery and collection of stock. The transporter may be undertaking the transportation of stock under contract for a third party or on their own behalf. While the livestock transporters are not employees or contractors of the saleyard operator nevertheless, the saleyard is a place of work under the control of the saleyard operator. Therefore, irrespective of whether a party is transporting stock on their own behalf or under a contract for a third party there is no difference in the obligation of the saleyard operator to ensure safe work practices. The Occupational Health, Safety and Welfare Act 1986 provides for no exemptions for private transporters.

The Occupational Health, Safety and Welfare Act 1986 apply to all persons who are at a place of work. Under the legislation the saleyard operator has to ensure the safety of all persons undertaking work in a workplace under their control. In particular, the saleyard operator must ensure persons do not place themselves or others at risk while undertaking the work related tasks in the saleyard.

Condition of Entry

It is considered to be a condition of entry that livestock transporter follow all reasonable directions regarding safe work practices. It is also a condition of entry that any vehicles or plant used by a livestock transport is safe and fit for the purpose of delivery and collection of livestock when properly used in accordance with the safe working procedures. If the saleyard operator is of the view that a particular vehicle or plant is unsafe for the purposes of delivery and collection of livestock subject to reasonable notice it can be refused permission to be used within the confines of the saleyard.

Responsibilities

Saleyard Operator

The saleyard operator is to ensure there is in place appropriate safe working procedures to manage all the on-site risk arising from the delivery and collection of livestock by transport operators. In developing the safe working procedures the saleyard operator is to ensure the following are addressed:

- appropriate vehicles and livestock crates are being used;
- traffic movement within the confines of the saleyard;
- access to delivery and collection ramps;
- protection from direct contact with livestock;
- safe work practices and equipment for working at heights;
- provision of adequate lighting;
- rules for working after hours;

- notification of emergency procedure;
- protection from zoonoses;
- use of livestock implements;
- designation of parking areas;
- general traffic management plan;
- access to and use of truck wash;
- removal and disposal of dead animals from the loading area.

In developing the above safe working procedures the saleyard operator will consult with the Saleyard Users Group.

Saleyard Manager

The saleyard manager is to ensure the policies and safe working procedures are in place to meet the saleyard operator's statutory duty. In consultation with the livestock transporters and the saleyard's own employees they are to ensure the livestock transporters are provided with information regarding safe working procedures to be followed within the confines of the saleyard. Saleyard managers will co-operate with livestock transporters to ensure they are not placing themselves or others at risk to their health and safety.

It is considered to be a condition of entry and use of the saleyard that the saleyard manager be satisfied that the livestock transporters are complying with saleyard procedures. The saleyard manager will take steps to monitor the livestock transporters. As considered necessary, the saleyard manager will report to the Saleyard Users Group on livestock transportation issues.

Employees of Saleyard

Employees of saleyard operators are to be made fully aware of the hazards associated with the delivery and collection of livestock. As required, employees are to co-operate in the hazard identification and risk assessment particular to their saleyard. In assisting livestock transporters, saleyard employees are to carry out their work related activities in a safe manner in accordance with the approved safe working procedures. As required employees are to undertake training to carry out work related tasks in a safe manner.

Livestock Transporters

Livestock transporters are to be aware of their obligations under the Occupational Health, Safety and Welfare Act 1986. They are to be aware of their own responsibilities for themselves, employees and other persons who may be effected by their work related activities within the confines of the saleyard. It is a condition of entry to the saleyard that livestock transporters are to undertake a hazard identification and risk assessment for all work related activities associated with the delivery and collection of livestock.

Livestock transporters are to document their risk control measures and, on request, make them available to the saleyard manager or saleyard employee. The saleyard manager may request, from the livestock transporter, the review of a risk assessment and a risk control measure. Before requesting such a review the saleyard manager must have formed the view that the present risk assessment and/or risk control measures are inadequate or deficient to ensure the safety of persons at the saleyard. If requested the livestock transporter is to undertake the

review. It is the responsibility of the livestock transporter to ensure all their work related activities within the confines of the saleyard are undertaken in a safe manner in accordance with appropriate risk control measures.

Procedures

The saleyard manager is to ensure there are adequate arrangements in place for livestock transporters to manage the workplace risks arising from the delivery and collection of livestock. In developing safe working procedures the saleyard manager will address the following:

- consult with saleyard employees and livestock transporters regarding the potential hazards, assessment of risks and proposed risk control measures;
- complete a hazard identification and risk assessment on the following work related activities:
 - traffic movement within the confines of the saleyard;
 - reversing to ramps;
 - direct contact with livestock;
 - safe work practices and equipment for working at heights;
 - provision of adequate lighting;
 - delivery of stock after working hours;
 - working alone;
 - notification of emergency procedure;
 - protection from zoonoses;
 - use of livestock implements.

Development of Risk Control Measures

In developing the risk control measures the saleyard manager shall take into consideration the following:

Traffic movement within complex

- a traffic management plan for sale days and non-sale days to be available;
- traffic management plan to be made available on public notice board;
- adequate signpost indicating speed limits and directions;
- Australian road rules apply;
- traffic calming measures to be considered to restrict speed;
- wherever possible pedestrians to be separated and protected from traffic;
- clearly designated parking and waiting areas;
- livestock transporter to have a system for checking currency of licenses of drivers.

Reversing to ramps

- clearly indicated ramp to facilitate approach in all weather and poor lighting conditions;
- delineate access routes to ramps by line marking or other physical barriers
- review rear visibility of access to ramps;

Direct contact with stock

- review situation to consider barriers to eliminate contact with stock upon opening rear access gate on vehicle;
- do not enter livestock crate to force animals to leave;
- recognise the un-predictability of animals and the effect of travel on temperament;
- identify an escape route leading to a safe area;
- keep access to escape route clear at all times .

Working at heights

- wherever possible work is to be undertaken at ground level;
- climbing up the sides and over livestock crates is to be avoided as much as possible;
- any climbing to work at height must only be undertaken in accordance with Division 2.13.1 of the OHS Regulation 1995;
- the livestock transporter must ensure risks associated from a height are controlled by an appropriate risk control measure;
- if the livestock transporter determines that a full arrest device is the appropriate risk control measure it is the responsibility of the livestock transporter to ensure it is installed on their vehicle and in good working order in accordance with the minimum conditions set in the Regulations;
- any persons using the equipment must have received adequate training in the assembly, maintenance and proper use of the system;
- the livestock transporter must ensure adequate provision is made for the rescue of a person whose fall is arrested by the full arrest system.

Poor visibility

- measures to determine adequate lighting for after sunset deliveries and collections;
- activation of system in adverse conditions;
- programme for maintenance of system;
- system for notifying defect and failures;
- system for replacement of failed bulbs and other parts.

After hours delivery

- development of guidelines regarding accessing after hours for non-emergency stock delivery and collection in accordance with OHS Regulations;
- guidelines on procedures for emergency stock welfare delivery;
- procedures for notification of arrival and departure of vehicle.

Emergency procedures

- review the arrangements for delivery and collection of stock that could require emergency action;
- review the measures to enable a person in need of assistance to communicate this need at any time a delivery or collection could take place;
- on a regular basis a rehearsal of the emergency arrangement;
- ensure all livestock transporters are informed of the arrangements;
- provide copies of the arrangements to all livestock transporters;
- keep the arrangement under review.

Use of Implements to Manage Stock Mobility

- identification of implements in use;
- assessment of risks from contact with the implement;
- measures to restrict use;
- measures to limit potential hazards;
- appropriate first aid response.

Zoonoses

- *review the possible exposure to infection;*
- *identify the risk control measures to avoid contact with infected livestock;*
- *review measures to sanitise any areas or surfaces that could be contaminated;*
- *adopt the AQUIS guidelines for control of the infection.*

Provision of Information

The saleyard manager will ensure saleyard employees receive information, instruction and training on the risk control measures.

The livestock transporter to ensure they, and any employees or other persons engaged by them to transport stock to or from the saleyard, are provided with the relevant information, instruction and training on the adopted risk control measures.

Documentation of Risk Control Measures

The saleyard manager is to ensure the risk assessments and risk control measures are documented and available to saleyard users. The livestock transporter is responsible for the documentation of their own risk control measures. Upon request they are to be made available to the saleyard manager.

Review of Risk Control Measures

The saleyard manager is to review, from time to time, the risk control measures. A review must take place if there is a change to the work regime equipment or environment that alters a risk assessment.

Livestock transporters are to review their risk control measures on a regular basis or when there is a change to a risk assessment or a change of work regime, equipment or working environment.

The above suggested risk control measures are not intended to be exhaustive for any saleyard. There will be additional factors and conditions relevant to your saleyard that is not specifically addressed above.

MANUAL HANDLING

Manual handling means any activity which requires the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

Naracoorte Lucindale Council is to ensure there is in place an appropriate policies and risk management procedures to effectively control the potential hazards from manual handling at the Saleyard and seek to ensure the following matters are addressed:

- to the extent it is practical, the Saleyards workplace hazards from manual handling will be eliminated.
- if it is not possible to eliminate the hazard the Saleyard is committed to promoting workplace practices to control the risk from the hazard to the lowest possible level.

In controlling the risk the Saleyard will take into consideration the following:

- seek to modify the design of the objects to be handled to reduce the risk;
- review the workplace environment to ensure appropriate practices are in place;
- if possible provide mechanical aids;
- ensure staff are trained in correct manual handling techniques and the correct use of mechanical aids.

With regard to team lifting the Saleyard considers it appropriate only in the following circumstances:

- where no other handling techniques or suitable mechanical aids are appropriate;
- not to use team lifting techniques would create a greater risk to an individual employee;
- members of the team have been trained in the correct team lifting techniques.

The Saleyard will consult with third party users to ensure that they are aware of the arrangements to control the risk of manual handling injury.

Please refer to Council's Manual Handling Policies and Procedures.

End of the Procedure on
MANUAL HANDLING

PASSIVE SMOKING

PURPOSE

To comply with occupational health and safety good practice and the Saleyard's duties required under the OHS Act 1986 requiring the control of risks from smoking and exposure to environmental tobacco smoke in the workplace.

BACKGROUND

Passive smoking, or environmental tobacco smoke as it is frequently known as, is the combination of sidestream smoke and exhaled mainstream smoke. The smoke from the tobacco product which is emitted directly into the air is the sidestream smoke. Mainstream smoke is the smoke which has been inhaled from the tobacco produce and then exhaled into the atmosphere.

Research has revealed that Environmental Tobacco Smoke (ETS) contains approximately 4000 chemical compounds including 43 known carcinogens. ETS is not simply unpleasant, it has been determined by the courts to be harmful to the health of persons exposed. The Saleyard recognises it is under an obligation to protect employees at the workplace from exposure to passive smoking irrespective of whether the activity is being undertaken by an employee or non-employee. The commitment of Saleyard is to provide a smoke free workplace environment for employees and third party users of the Saleyard premises.

Employers not only have duties under the OHS Act 1986 in ensuring the safety of staff by having smoke free environments, they must also have regard to the Smoke Free Environment Act 2000 which relates to designated public places often include workplaces. Employers who allow smoking to continue may be liable to prosecution and could face workers' compensation claims under statutory law.

The Saleyard acknowledges that while the use of tobacco products is not an illegal activity, nevertheless, the obligations to ensure a safe workplace must take precedence. Another consideration is that although an activity such as smoking is legal, this does not translate into an absolute right to undertake the activity at the Saleyard or any work location. The policy and procedures with regard to non-smoking apply to the Saleyard's complex. While a large part of the Saleyard complex is in the open air and ETS may be quickly dispersed there will be areas used as a workplace location which are not in the open. Particular attention has to be to inclosed areas such as offices and selling rings. Included in workplaces are motor vehicles owned, leased or under the control of the Saleyard.

Third Party Users

It is to be anticipated that a number of third party users while on-site may wish to use tobacco products. It is possible that in the past this would not have presented a difficulty and that an absolute prohibition of the use of tobacco products would be both unpopular and difficult to enforce. The obligation on the Saleyard is to ensure that the third party users do not use products that place employees or other third party users of the Saleyard at risk. ETS has been determined to be a health risk and there is an obligation on the Saleyard to manage the risk – irrespective of the views of the employees or third party users.

RESPONSIBILITIES

Saleyard

Naracoorte Lucindale Council is to ensure there is in place an appropriate policies and workplace procedures to ensure employees have a smokefree workplace environment. In particular the Saleyard will develop an appropriate policy in relation to smoking and the use of tobacco products at the Saleyard complex, on-site premises and motor vehicles. In adopting the smokefree policies and procedures the Saleyard will consult with third party users.

Saleyard Manager

The Saleyard Manager is, on behalf responsible for ensuring that there are in place the policies and procedures to meet the Saleyard's statutory obligations under the legislation. In particular the Saleyard Manager, in consultation with employees, is to ensure Saleyard employees are provided with information, with regard to the potential hazards associated with smoking at the Saleyard and in vehicles.

The Saleyard Manager, on behalf of the Saleyard, is to ensure that there is a review of the risk management control measures. In developing the risk control measures the Saleyard Manager is to consult with third party users to ensure that they are aware of the obligations of the Saleyard to control the use of tobacco products within the Saleyard complex. It is the responsibility of the Saleyard Manager to ensure that appropriate public notices are displayed within the Saleyard complex informing employees and third party users as to the control a tobacco products within the Saleyard complex.

Supervisors

Supervisors are to ensure that employees are aware of the non- smoking policies of the Saleyard. There is an obligation to ensure that the non-smoking procedures are followed by employees and that, as required, supervisors take the necessary action to bring it to the attention of employees. When necessary, the Supervisor is to take appropriate action to enforce the procedures with respect to employees and third party users. As required third party users are to be reminded of the Saleyard policies and procedures for the control of tobacco related products.

Employees

Employees are to be aware of the policies and procedures for the control of tobacco related products at the workplace. It is required of all employees that they observe the policies and procedures for the control of tobacco related products within the Saleyard complex. In particular, employees are to observe the non-smoking procedures within the saleyard complex. The policies and procedures for the control of tobacco related products apply to motor vehicles and are to observed at all times irrespective of the numbers of employees or other persons in the vehicle. Employees are to bring to the attention of their supervisor breaches of the non - smoking policies.

Third Party Users

Third party users are to be aware of the policies and procedures for the control of tobacco related products within the Saleyard Complex. It is a condition of access that third party users observe the policies and procedures for the control of tobacco related products within the Saleyard complex. In particular, third party users are to observe the non-smoking procedures within the saleyard complex.

PROCEDURES

The Saleyard Manager is responsible for ensuring that there are in place the policies and procedures to meet the Saleyard's statutory obligations under the legislation to manage the potential risks to health from ETS. In particular the Saleyard Manager, in consultation with employees, is to ensure Saleyard employees are provided with information on the potential workplace hazards from the use of tobacco and tobacco products at the workplace. In developing the procedures the administrative will address the following:

- Consult with staff about smoking in the workplace.
- Complete a risk assessment for smoking in the workplace (refer to main risk assessment section).
- Factors which should be included:
 - *proximity of the source of Environmental Tobacco Smoke*
 - *the cigarette tar levels*
 - *numbers of cigarettes being smoked*
 - *the size of the room*
 - *number of persons exposed*
 - *the duration of the exposure.*
- Implement control measures identified according to an agreed time frame.
- Possible control measures may include:
 - *prohibition of smoking in all inclosed working areas*
 - *limited breaks for persons to smoke outside the inclosed work area*
 - *clear signage indicating non-smoking workplace areas*
 - *place non-smoking signs at the workplace*
 - *ensure that in all Saleyard's public areas, such as offices and depots, the non-smoking signs are in place*
 - *instruct staff about the importance of bringing the non-smoking requirement to the attention of persons intending to use a tobacco product*
 - *if an employee or non-employee is observed to be in breach of the non-smoking requirement they are to be requested to either cease the smoking or to immediately leave the area*
 - *if the person refuses to comply with the request the matter is to be brought to the attention of the Supervisor or Saleyard Manager as soon as practical*
- the Supervisor or Saleyard Manager is to take appropriate steps to resolve the matter. in resolving the matter the Supervisor or Saleyard Manager is to ensure the non-smoking environment is protected.
- an employee who refuses to comply with a non-smoking direction may be subject to disciplinary action.

The above procedures apply, without exception, to the following places:

- all Saleyard's places of work that are enclosed areas irrespective of number of employees at the workplace;
- inside all the Saleyard's buildings irrespective of the use of the building;
- within the confines of any storage area;
- inside all vehicles owned or leased by Council, irrespective of the number of persons or views of the persons in the vehicle;
- an employee is not permitted to smoke at any time in any circumstances in a Council motor vehicle even if they are driving unaccompanied
- while operating any plant or equipment;
- within any confined space;
- adjacent to any products or materials of an inflammable or explosive nature.

With regard to the control measures employees cannot alter or remove a procedure or procedures to facilitate their voluntary use of a tobacco product. Lack of objection to the use of a tobacco product at the workplace is not to be interpreted as voluntary acceptance of the risk presented by passive smoking.

- Assistance for staff attempting to give up smoking.
- Provision of information, instruction, training and supervision.
- Formally record the process.
- Review annually and formally record.

These lists are not exhaustive and other factors and measures may need to be considered.

Please refer to Council's Smoke Free Workplace Policies and Procedures.

End of the Procedure on
PASSIVE SMOKING

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

To comply with occupational health and safety good practice and the Saleyard duties under the OHS Act 1986 and the OHS Regulation 1995 with regard to the provision and use of personal protective equipment

BACKGROUND

Naracoorte Lucindale Council as an employer has a duty to provide appropriate personal protective equipment (PPE) for a work activity where it has been determined as a result of a risk assessment that it is an appropriate control measure. In addition the Saleyard as the employer must also inform staff of its limitations, instruct and train in its use, maintain the equipment, ensure it is clean and hygienic, provide storage facilities and identify areas of work where PPE must be worn. With regard to the use of PPE as a risk control measure the Saleyard must comply with the requirements of the OHS Regulations 1995. In particular the Saleyard must first consider the suitability of the other risk control measures. Therefore, before adoption of PPE as a control measure the Saleyard needs to address the following:

- is it possible to eliminate the hazard;
- if elimination is not possible is it possible to substitute a lesser hazard;
- if substitution is not possible is it possible to isolate the Saleyard employee from the hazard;
- if isolation is not possible is it possible to control the hazard by the use of engineering means, e.g. guards, lock-out switches etc;
- if engineering means are not possible or completely effective is it possible to control the hazard by the introduction of administrative means, e.g. job rotation, increased training;
- is it possible to use a combination of the risk controlling measures to control the hazard to an acceptable level.

PPE may be used at a Saleyard workplace as an appropriate risk control measure unless it can be demonstrated that it is the last resort measure.

Please refer to Council's Personal Protective Equipment Policies and Procedures.

End of the Procedure on
PERSONAL PROTECTIVE EQUIPMENT

PESTICIDES AT THE SALEYARD

BACKGROUND

Given the nature of activities at a Saleyard there is an obligation on the Saleyard operator to take steps to ensure that there is in place a program for the control of weeds within and adjoining the Saleyard complex. A concern is that noxious weeds may be introduced into the Saleyard and become the source of a larger infestation. There is an obligation on the Saleyard operator to take regular steps to control weed infestation. The use of pesticides as a weed control measure is covered by the Pesticides Act 1995 and the Pesticides Regulation 1995. The Pesticides Act and Regulation covers the environmental issues and aspects of training. An extract from the Pesticides Act 1999 defining a pesticide is set out at Appendix 1. Pesticides means a relevant pesticide within the meaning of the Pesticides Act 1999, which in general refers to any substance or gas which is used for the purpose of controlling pests.

Pesticides

In considering the risk management procedures for pesticides reference must also be made to the risk management procedures for hazardous substances. Not all pesticides are hazardous substances, though many are. Therefore, with regard to a particular fumigant or pesticide it will still be necessary to check the supplied information to determine if it has also been labelled as a hazardous substance. An additional consideration which is not addressed in the health and safety risk management procedures is the importance of observing environmental protective measures. Applying a fumigant or a pesticide is considered to be scheduled work and requires the relevant certificate of competency. A reference to a pesticide is to be considered to be a reference to a herbicide.

RESPONSIBILITIES

Saleyard

The Saleyard is to ensure there is in place an appropriate policies and workplace procedures to effectively manage safely the use of pesticides at the workplace. In particular with the use of pesticides the Saleyard is to ensure the following matters are addressed in the plan;

- the register of pesticides used by the Saleyard ;
- employees or persons hold the appropriate certificates of competency to carry out the tasks associated with the use of pesticides at the workplace
- the Saleyard is to maintain all registers and records as required under the OHS Regulation 1995 and Pesticides Act 1999;
- ensuring suppliers of substances provide the appropriate documentation before the substance is used at the workplace;
- there is available the appropriate first aid measures.

A record of the use of pesticides is to be compiled and retained by the Saleyard.

End of the Procedure on
PESTICIDES AT THE SALEYARD

SALEYARD LIGHTING

PURPOSE

To comply with occupational health and safety good practice and the Saleyard's duties as required under the Occupational Health and Safety Act 1986 and OHS Regulation 1995 regarding the levels of lighting in the Saleyard as a place of work.

BACKGROUND

The operational demands on a Saleyard require it to be available for use at varying times of the day and night and adequate lighting must be provided to allow for safe work. The Saleyard lighting must be adequate to allow employees and third party users to undertake the tasks of unloading and loading animals plus control their movements in a manner which does not place the animal handler at risk. There should be adequate lighting to enable persons and also animal to move safely around the Saleyard and be sufficient to allow for safe access or egress, including emergency exits. Inadequate can contribute to incidents which could cause injury to employees and third party users as well as injury to animals.

RESPONSIBILITIES

Saleyard

Saleyard is to ensure lighting at the workplace is adequate to permit saleyard employees and third party users to work in safety. In particular, Saleyard is to ensure is of sufficient quality to enable the safe movement of animals within the complex. The Saleyard is also responsible for ensuring all entrances and exits, including emergency exits, are adequately illuminated. It is the responsibility of the saleyard to have in place a system for the checking and maintenance of the lighting. The saleyard acknowledges that third party users should not be placed at risk through inadequate saleyard lighting.

Saleyard Manager

The Saleyard manager is responsible for ensuring the risk control procedures are implemented within the complex. In consultation with employees the Saleyard Manager will undertake a risk assessment for the provision of lighting at the Saleyard complex. In particular Saleyard Managers are responsible for ensuring there is in place an arrangement to check on the adequacy of lighting in loading and unloading areas. The arrangement is also to include provision for regular testing, maintenance and replacement of defective parts.

The Saleyard Manger is to consult with third party users as to the adequacy of the saleyard lighting arrangements.

Supervisors

Responsible for ensuring tasks are carried out according to procedures. Supervisors are responsible for regular monitoring of Saleyard illumination to ensure it is adequate for safe working during the potential hours of operation. As required supervisors are to undertake or arrange for regular inspections of the Saleyard to ensure the lighting arrangements are adequate.

Employees

Responsible for carrying out all activities in a safe manner with regard to any training undertaken. In accordance with the OHS Regulations, the employee is to notify the Saleyard of

any matter which could affect the capacity of the Saleyard to comply with its statutory duties to ensure a safe workplace under the OHS Act 1986 and OHS Regulation 1995. Employees are to advise supervisors of any defects or repairs required to the lighting at the Saleyard.

Third Party Users

Third party users are to be aware of the potential hazards of working in adequately illuminate conditions. In particular they are to be aware of the Saleyards risk control measures and the procedures for illuminating the saleyard after hours.

Third party users are to advise the saleyard employees are Manager of any defects or repairs required to the lighting at the Saleyard.

PROCEDURES

On behalf of the Saleyard the Saleyard Manager is to:

- Consult with employees and third party users about lighting in the Saleyard
- Complete a risk assessment for activities at varying times to reflect the operational requirements (refer to main risk assessment section).
- Factors to be included should consider interior as well as exterior:
 - *number and placement of the major lighting source*
 - *hours of operation and the different requirements*
 - *adequacy of lighting in amenities*
 - *cleaning and maintenance of the lights*
 - *loss of lighting due to power failure*
 - *replacement using inadequate wattage*
 - *accessibility to lighting*
 - *system for the notification of defects.*
- Implement the control measures identified according to an agreed time frame
- Possible control measures may include:
 - *check lighting levels in accordance with AS1680:1990 Interior Lighting*
 - *position light to side rather than in front to avoid reflection of work stations.*
 - *position work stations between rows of lights*
 - *position computer screens and operations away from window*
 - *purchase computer screen with matt/light diffusing surface*
 - *provide antiglare screens*
 - *clean lights at regular intervals*
 - *replace flickering tubes*
 - *safe systems for provision of adequate lighting for repair/maintenance work,*
 - *procedure for access and replacement of high level lighting*

- *reposition of lighting in storage facilities to prevent blockage*
- *emergency lighting on separate system and the use of motion sensors.*
- Provision of information, instruction, training and supervision.
- Formally record the process.
- Review annually and formally record.

These lists are not exhaustive and other factors and measures may need to be considered.

End of the Procedure on
SALEYARD LIGHTING

SALEYARD SAFETY AUDITS AND INSPECTIONS

PURPOSE

To comply with occupational health and safety good practice and Saleyard's duties under the Occupational Health and Safety Act 1986 and the OHS Regulation 1995, regarding the review and audit of Saleyard workplace procedures and systems.

BACKGROUND

An audit involves the review of the physical infra-structure and systems of work operating in the Saleyard complex and it is a requirement that a review of workplace safety systems is carried out as part of the risk management process.

Completing an audit ensures the identification of safety issues, familiarity of systems, implementation of improvements, employee and third party users involvement and commitment to health and safety. A Saleyard workplace safety audit may be undertaken with regard to the Saleyard's physical infra-structure as well as the Saleyard operations as workplace activities. It is a means of monitoring the level of compliance with the risk management control measures adopted by the Saleyard to manage the identified hazards. The Saleyard workplace health and safety audit can also be used as a benchmark for further improvement in promoting a safer Saleyard.

RESPONSIBILITIES

Saleyard

The Saleyard is to ensure there is in place an arrangement for the conduct of Saleyard safety audits and inspections. The workplace safety audits and inspections are to assist the Saleyard to determine the effectiveness of the risk control procedures and to identify any shortcomings in the procedures. A schedule of inspections is to be determined and followed. The report of the safety inspections is to be made available to employees and third party users.

Saleyard Manager

The Saleyard Manager is responsible for ensuring the following procedures are implemented within the Saleyard complex. In particular, Saleyard Managers are to ensure there is in place a program of regular workplace safety audits which identifies and measures the safety performance of all the Saleyards operations. With regard to determining the frequency of workplace safety audits, in consultation with employees, managers will have regard to the following:

- the severity of the workplace hazards;
- the number of employees and other persons exposed to the workplace hazards;
- the extent to which the risk control procedures need to be kept under regular review.

The Saleyard Manager is to ensure that persons undertaking the Saleyard safety audits have the knowledge and skills to undertake the safety audit. It is also the responsibility of Saleyard Manager to ensure reports of workplace safety audits are reviewed and, if indicated in the report, appropriate remedial measures implemented within the appropriate timeframe.

On behalf of the Saleyard the Saleyard Manager is to consult with third party users to ensure that where appropriate their on-site activities are included in the Saleyard safety audit. As required the Saleyard Manager is to review the audit reports with third party users and to arrange with them to undertake any remedial action which was identified in the report as their responsibility.

Supervisors

Responsible for ensuring tasks are carried out according to procedures. In consultation with Saleyard employees and the Saleyard Manager, supervisors are to prepare a schedule of workplace safety audits. As required by the schedule, supervisors are to arrange for the workplace safety audits to be undertaken. The report of the audits is to be referred to the following:

- the Saleyard Manager;
- the OHS Representative;
- the employees at the workplace or those involved in the activity, and
- third party users.

The report of the workplace safety audits is to be discussed with the employees and other interested parties including third party users.

Employees

As required, Saleyard employees are to co-operate with the undertaking of Saleyard workplace safety audits. In particular, employees are to assist the workplace safety audit by providing:

- information or evidence which indicates the workplace hazard risk assessments require revision;
- information or evidence relating to incidents involving injury;
- information or evidence relating to damage to property from a workplace hazard which the organisation should be aware of;
- information or evidence of near misses which could have resulted in injury or damage to property;
- changes to the system of work within the Saleyard which requires a review of the current risk management procedures.

In accordance with the OHS Regulations, an employee is to notify the Saleyard of any matter which could affect the capacity of the Saleyard to comply with its statutory duties to ensure a safe workplace under the OHS Act 1986 and OHS Regulation 1995.

Third Party Users

As required, third party users, including contractors engaged on behalf of the Saleyard, are to co-operate with the undertaking of Saleyard workplace safety audits. In particular, third party users are to assist the workplace safety audit by providing:

- information or evidence which indicates the workplace hazard risk assessments require revision;
- information or evidence relating to incidents involving injury;

- information or evidence relating to damage to property from a workplace hazard which the organisation should be aware of;
- information or evidence of near misses which could have resulted in injury or damage to property;
- changes to the system of operations within the Saleyard which requires a review of the current risk management procedures.

PROCEDURES

The Saleyard Manager on behalf of the Saleyard is to ensure that there are arrangements in place. In developing the policies and procedures the Saleyard Manager will address the following:-

- Consult with staff about the workplace audit and inspection process.
- Designate staff to carry out audits and inspections.
- Determine the frequency of audits and inspections based on the risks involved and review regime within the procedures. These may be determined by referring to risk assessments carried out and considering whether a process has changed, will change or circumstances have arisen to require an audit or inspection such as an accident or incident.
- The following factors are to be taken into consideration:
 - *inspection of plant and equipment prior to each use/shift – daily.*
 - *inspection of plant and equipment as determined by regulation and license.*
 - *inspection of plant and equipment in accordance with any schedule as determined by the appropriate manager.*
 - *inspection of Saleyard complex and review of procedure using checklist – monthly.*
 - *audit of system of saleyard operations*
 - *review of procedures for specific Saleyard locations units –weekly to 12 monthly.*
 - *external independent audit of Saleyard’s infra-structure and operations – 1 to 2 yearly.*
- Implement the changes or additional control measures identified as part of the audit or inspection process according to an agreed time frame.
- Provision of information, instruction, training and supervision in the inspection and audit process.
- Formally record and document the review process and make available to staff.

SECURITY ALERT

PURPOSE

To comply with occupational health and safety good practice and the Saleyard's duties required under the OHS Act 1986 and the OHS Regulation 1995 regarding the requirement to undertake a risk assessment on the threat of a security alert and develop and implement appropriate procedures to control any assessed risks. Note that a reference to a security alert also includes a bomb threat

BACKGROUND

The majority of organisations will have developed a range of contingency plans to respond to potential emergencies they may face. As part of the response to potential threats the Saleyard acknowledges it could be subject to a security threat including a bomb threat.

In the present day climate the risk of a bomb threat or a security alert occurring is increasing. No matter who initiates the attack the threat is serious and requires an immediate planned response.

Note – in this procedure a references to a Bomb Alert also include a reference to a Security Alert

RESPONSIBILITIES

The Saleyard

The Saleyard is responsible for developing and implementing an emergency action plan in the event of a security threat. In determining a response to a security threat the Saleyard is required to take into consideration the general duty of care owed to employees and third party users on the Saleyard complex, as well as the potential for workplace violence. While the Saleyard should undertake an assessment of the risks of a security threat it needs to be emphasised that while warnings may prove to be a hoax this should not be grounds for complacency. All threats need to be taken seriously until it can be determined it is a hoax.

Saleyard Manager

The Saleyard Manager is responsible for ensuring appropriate procedures are developed and implemented at the Saleyard complex. The procedures will also include the measures necessary to ensure an orderly evacuation from the Saleyard complex. The Saleyard Manager will consult with employees as to the following:-

- the potential for a security alert;
- the capacity to respond;
- how to respond and procedures for the prompt and orderly evacuation from the Saleyard complex;
- development and display of public notices alerting third party users as to the need to be vigilant, and
- liaison with the emergency and response agencies.

The Saleyard Manager will ensure that Saleyard employees have been instructed as to the potential security alerts and the appropriate responses. As considered necessary the Saleyard Manager will arrange for consultation with third party users as to the potential for security alerts within the Saleyard and the responses.

SUN EXPOSURE

Naracoorte Lucindale Council is to ensure there is in place an appropriate policies and workplace procedures to effectively manage the potential for work related sun exposure hazards. In particular, the Saleyard is responsible for ensuring all employees are aware of the potential hazards associated with exposure to the sun. It is the responsibility of the Saleyard to establish systems of work to reduce the amount of time workers spend in the sun. The Saleyard will ensure all employees are provided with information, instruction and training with regard to the hazards of exposure to the sun.

Please refer to Council's Inclement Weather Policies and Procedures.

WORKING ALONE

BACKGROUND.

It is acknowledged that from time-to-time a number of Saleyard's employee and third party users will be required, by necessity, to work alone. While Saleyard employees and third party employees working alone could be at risk, the risks to for certain activities could be considered greater, e.g. a driver after a long trip working alone to unload a large number of cattle late at night in adverse weather conditions, Saleyard employees and third party users employees face specific but a different range of hazards as a consequence of working alone. The procedure is intended to cover both employees, third party users and contractors working alone.

RESPONSIBILITIES

Saleyard

The Saleyard is to ensure there is in place appropriate policies and workplace procedures to effectively manage the potential for hazards arising from Saleyard's employees, third party users and contractors working alone. In particular, the Saleyard is responsible for ensuring all persons working alone are aware of the potential hazards. The Saleyard will review the Saleyard workplace operations to ensure the requirements for employees working alone are kept to a minimum. The Saleyard also recognises that before employees are required to work alone there is in place appropriate risk management procedures.

The Saleyard acknowledges that there is a need to consult with third party users and contractor to ensure that they are not a risk due to working alone within the Saleyard complex.

The risk management procedures for Saleyard employees working alone are to apply to third party users and contractors engaged on behalf of the Saleyard where there is a requirement for the contractor is required to work either alone or in remote locations.

Please refer to Council's Working in Isolation Policies and Procedures.

End of the Procedure on

WORKING ALONE

WORKING ENVIRONMENTS

BACKGROUND

Under the Occupational Health and Safety Act 1986 Naracoorte Lucindale Council has a duty to protect the health and safety and welfare of all employees. The OHS Regulation 2001, refer to Clauses 47 and 48, requires that any hazards to the workforce arising from a hot or a cold working environment are to be eliminated. If it is not possible to eliminate the hazard then the Saleyard must adopt appropriate risk management control measures to ensure the health and safety and welfare of Saleyard employees.

With regard to working in either a hot or cold environment the following factors need to be taken into consideration:

- daytime outdoor work requiring physical activity in hot weather conditions (e.g. animal movement, Saleyard maintenance);
- work requiring high physical energy in a humid environment (clearing carcasses or animal control);
- work in cold weather (Saleyard maintenance);
- work adjacent to plant which may be either hot or cold;
- working in environments with inadequate temperature or ventilation controls.

Saleyard employees who primarily work outside may be exposed to hot or cold environments. They may suffer from heat stroke or hypothermia depending on the weather and factors associated with the work being carried out.

An office worker may experience discomfort when air conditioning breaks down in the summer. This is highly unlikely to lead to a life threatening condition but may impact on the productivity of employees.

When work activities take place outside it is important to take account of the weather and in particular the risks involved when it rains. It is recognised that a normal work task may become increasingly hazardous as surfaces become wet and equipment used is exposed to damp conditions. In adverse weather conditions it may be more difficult to control animals. As well as the obvious discomfort an employee's health and safety could be at risk through inappropriate work practices in wet weather.

Please refer to Council's Inclement Weather Policies and Procedures.

End of the Procedure on
WORKING ENVIRONMENTS

WORKPLACE VIOLENCE

RESPONSIBILITIES

Naracoorte Lucindale Council is responsible for

- in consultation with employees, to develop and circulate to employees information on what constitutes inappropriate behaviour at the workplace;
- make provision for a confidential system for the lodging and investigation of complaints about inappropriate behaviour by Saleyard employees with their peers;
- arrange to keep under review workplace practices to prevent inappropriate practices emerging.

Saleyard Manager

Saleyard Manager it to provide employees with information on appropriate workplace behaviour. Consult with employees as to the potential source of workplace violence. Develop in consultation with employees procedures to manage the risk. It is the responsibility of the Saleyard Manager to arrange and resource any training which has been identified as part of a risk control measure.

Please refer to Council's Violence in the Workplace Policies and Procedures.

End of the Procedure on
WORKPLACE VIOLENCE

List of Amendments

<i>Date</i>	<i>Authorised by</i>	<i>Minute Reference</i>
28 June 2011	Council	Resolution
	Council	
	Council	

**Appendix A - Message from Mr Ron Penny – Executive Officer, Saleyard Operators Association
10th February 2006**

The 2006 edition of the Occupational Health and Safety Manual Saleyard Operators New South Wales introduces an additional policy to cover the livestock transportation issues. During 2005 the issue of livestock transportation of animals arose as the result of an inspection by WorkCover inspectors of the Casino Saleyard operated by Richmond Valley Shire Council. The two major issues identified by the WorkCover related to:

- *the suitability of the vehicles for safe loading and loading of stock, and;*
- *the work practices of the drivers involved in the loading and unloading.*

The issue of the Improvement Notices, which were subsequently withdrawn, did raise the very important issue of the Saleyard Operators statutory obligations for the vehicle and equipment used by primary users within the saleyard. It is recognised that the saleyard operator was, for the purposes of the Occupational Health and Safety(OHS) Act 2000, in control of a workplace and therefore, had a legal obligation to ensure that any vehicles brought into the yard do not place persons at risk to their health and safety.

Suitability of vehicles

Persons delivering or collecting stock are not employees of the saleyard operators and for the most part, though not all, are transport contractors. In a number of instances, some farmers deliver their own stock to the saleyard. The SOA recognised and acknowledged that the design of most stock crates currently in use within the industry did not meet the higher standards now imposed by the OHS Act 2000. A concern raised with the SOA related to the extent a higher standard could be imposed on the professional transporters and place them at a competitive disadvantage. It was pointed out that it would be unfair to impose a minimum standard on one category of transport contractor yet ignore other categories. There was also a strong opinion within the industry which supported the view that a farmer should not be denied the opportunity to deliver their own stock to a saleyard. It was considered by the SOA Executive that any changes to the design of vehicles and stock crates was a long term solution that required the wider involvement of industry partners and government agencies. However, it was considered that with some minor modifications it was possible to improve.

Work practices

The Improvement Notices raised the following driver work practices which were considered to need reviewing:

- climbing up the sides of a vehicle without adequate protection;

- truck driver climbing without adequate protection across the horizontal bars on top of the stock crates;
- opening rear doors on stock crate without an adequate protection zone;
- persons entering the stock crates without an adequate protection area.

A major challenge for SOA is that the transportation of stock and the persons employed in the activity of loading and unloading are not under the direct control of the Saleyard Operator. While it may be possible to enforce safe work practices on employees of the Saleyard Operator enforcing them on other employers' employees becomes a more challenging proposition.

Seeking a solution

The SOA recognised the issues of vehicle and stock crate design and safe loading and unloading work practices related not just to saleyards but had wider implications for the transportation of stock in general. It was considered by SOA that any solution pursued in the saleyard should be capable of being adopted and implemented throughout the livestock transport industry. To facilitate this approach the SOA convened a number of meetings involving livestock transporters, farmers and government regulatory authorities to seek a common approach. The result of this was the development of a livestock transporters policy which has now been incorporated in the Occupational Health and Safety Manual. The new policy is included in the update and can be found in Section 7 under *Livestock Transporters in Saleyards*.