



Site Induction

BRAIDWOOD SALEYARDS

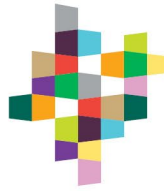


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Introduction

Queanbeyan-Palerang Regional Council (QPRC) is committed to providing a safe work environment at the Braidwood Saleyards for all users including Council workers, agents, buyers, suppliers, contractors and visitors to the site.

This induction aims to ensure that all users are aware of the safety systems in place at the saleyards to protect the safety and wellbeing of all people and animals on site.

Safety is the shared responsibility of all users of the facility.

QPRC Officers and Management

The Saleyards Manager is available by phone on 02 6285 6020. Further contact details are available on a sign at the canteen.

During a sales event, several QPRC officers will be in attendance and their directions must be followed. One officer will be appointed as the Saleyards Manager on duty and have ultimate operational responsibility for the venue at that time; please ask QPRC officers if you wish to identify and/or speak with the Saleyards Manager.

Management of the Braidwood Saleyards is the responsibility of the QPRC's branch of Economy, Events and Arts. Where the Saleyards Manager can not be contacted or further information is required, please contact QPRC on 1300 735 025.

Variations to this Site Induction

It is anticipated that periodic updates will be made to this induction manual and saleyards users will need to familiarise themselves with updated versions and sign relevant documents to ensure the register remains current.

QPRC is appreciative to users of the saleyards for their understanding and cooperation with our commitment to maintain a safe facility.

Hours of Operation

Monthly cattle sales are scheduled for the first Friday of each month (except in January, and on public holidays). Additional sales may be held on an ad hoc basis, dependent on demand.

The hours of operation for the sales are:

The day prior to the sale: until 7pm for the load-in of livestock
Sale day: from 7am for the load-in and weighing of livestock
from 10.30am for public sales

Conditions of Entry

Signs displaying the Conditions of Entry can be found at various locations around the facility, including on the walls of the canteen and administration building. All persons on site must comply with these conditions, and all other signage, at all times.

Health and Safety

QPRC is committed to the provision of high standards of occupational health and safety to ensure that employees, third party users and visitors are, so far as reasonably practicable, safe from risks.

All parties using or visiting the Braidwood Saleyards are responsible for working together to ensure the environment remains safe.

Employee and third party user responsibilities include:

- taking reasonable care of their own health and safety,
- taking reasonable care that any acts or omissions do not adversely affect the health and safety of other persons,
- complying with reasonable instructions, so far as reasonably able, given by Council Officers,
- cooperating with any reasonable policy or procedure of QPRC in relation to health and safety in the workplace,
- participating in consultation processes on WHS matters, as well as expressly providing any feedback to the Saleyards Manager,
- reporting hazards, incidents and near misses as soon as reasonably practicable, and
- taking all responsible precaution to protect other workers or visitors from risks to their health and safety.

Incident Reporting

QPRC has an Incident Report Form that is to be completed by anyone involved in an incident, injury, illness, damage, hazard identification or near miss at saleyards. This form can be found in the Administration Office.

In the event of such an incident, you must:

- take appropriate, immediate action to minimise the risk of further injury or damage,
- seek medical treatment and/or call 000 if required,
- notify the Saleyards Manager on duty as soon as possible,
- complete an incident report, and
- cooperate in any subsequent investigation.

Maintenance

Maintenance, cleaning or safety issues that are identified by users of the saleyards must be reported to the Saleyards Manager immediately. The Saleyards Manager will log the maintenance issue for follow-up by relevant Council officers.

Chain of Responsibility

The aim of Chain of Responsibility (CoR) is to ensure that everyone in the supply chain shares responsibility for preventing breaches of the Heavy Vehicle National Laws (HVNL).

Under CoR laws, persons named as a part in the chain of responsibility and who exercise (or have the capability to exercise) control or influence over any transport task, have a responsibility to ensure HVNL are complied with.

Users of the Braidwood Saleyards have a duty to understand and act in accordance with their responsibilities under CoR obligations.

For more information:

<https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility>

High Risk Work

High risk work includes any work associated with, but not limited to:

- confined spaces,
- construction,
- working with live electrical services,
- working at heights, and
- the use of high risk plants such as:
 - elevated work platforms,
 - cranes, and
 - forklifts.

All operators of high risk plant or conducting high-risk work must have valid licenses and their competency verified before commencing work.

Safe systems of work must be in place for all work undertaken at the Braidwood Saleyards. All high risk work requires a documented Safe Work Method Statement (SWMS). SWMS must be current, specific to the high risk work task being performed and be readily available for inspection by the Saleyards Manager, or other Council Officers.

All workers, contractors and visitors must comply with Braidwood Saleyards requirements when conducting high risk work. This may include, but is not limited to, transport operators, including producers who transport their own livestock, truck wash users and agents.

Confined Spaces

Confined spaces at Braidwood Saleyards include:

- the underground effluent tanks on the corner of Saleyards Lane and Gillamatong Lane, and
- under the scales at the weigh station.

If entry is required to undertake work, only trained and authorised individuals may enter the confined space and only after completing a risk assessment, taking into consideration:

- the need to enter the confined space,
- the scope of works required,
- the nature of the confined space, and
- appropriate risk mitigation measures.

Confined space entry permits and documented confined spaces work plans apply to entry of any confined sites at Braidwood Saleyards.

Truck Wash

The Truck Wash is located on Sandholes Road and is open 24 hours per day, 7 days per week, with an Avdata key required for access.

The following safety procedures must be followed when washing trucks:

- eye protection must be worn at all times when using the truck wash,
- vehicles are only to be washed out in the approved area, and
- all users must follow the conditions of use on the sign at the truck wash.

Ramps and Raised Walkways

Raised walkways

- Once a sale has commenced, raised walkways (also known as catwalks) are provided for use by agents, their staff, Council Officers and authorised personnel only.
- No other persons are permitted to use raised walkways after the commencement of a sale without express permission from the Saleyards Manager.

Ramps

- Ramps may be used by truck drivers, agents and their staff, consignors/consignees and QPRC officers.

Dogs

No dogs are permitted within 5 metres of any working areas including the administration building, canteen, lanes, ramps and pens.

All dogs must be controlled on a leash at all times and their owners are responsible for promptly cleaning up and disposing of their dog's waste in a proper manner.

Slips, trips and falls

At the venue, care must be taken at all times, including in the car park, walkways, roadways, raised walkways, and ramps, as there may be uneven surfaces, barriers, animal waste, and pooled liquids.

Raised walkways and access points present a hazard as they may:

- be varying sizes, heights and widths,
- uneven,
- slippery when wet, and/or
- narrow.

Three points of contact should be maintained when using ramps, raised walkways and access points.

Personal Protective Equipment (PPE)

When in the yards and working areas, users are required to be in suitable clothing that aligns with the weather conditions and does not pose a safety risk

For all outside activities, users should:

- wear weather-appropriate attire,
- wear a hat with appropriate sun protection, and
- apply sunscreen, which is available at the administration building.

Infectious diseases

You may be exposed to animal blood or bodily fluids, including faeces, which may increase your risk of contracting zoonotic diseases such as, but not limited to, Q fever.

Users must wash hands and arms thoroughly with warm, soapy water after any contact with animals. Washing facilities are available in public amenities located in the canteen building.

Users of the Braidwood Saleyards should consider mitigation measures such as:

- vaccination against Q fever,
- wearing a properly fitted P2 mask (available from pharmacies and hardware stores),
- covering wounds with waterproof dressings,
- ensuring that animal urine, faeces, blood and other fluids are washed from equipment and surfaces, and
- appropriate removal and washing of clothes, shoes and personal accessories after engaging in high risk activities.

Users of the Braidwood Saleyards should consider medical advice from a qualified practitioner regarding infectious diseases and their individual health circumstances.

Further information on Q fever from NSW Health is available here:

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/q-fever.aspx>

Livestock handling

A person handling livestock at the Braidwood Saleyards must do so in a manner that is appropriate to the species and class, and to aim to avoid pain, injury, fear and/or distress for the animal.

Livestock are unpredictable and inappropriate handling may result in, or contribute to, severe harm to yourself and others.

The Saleyards Manager, or other Council Officers, may report inappropriate livestock handling procedures and/or animal welfare concerns to the relevant authorities and government agencies.

Impermissible handling activities

A person handling livestock at Braidwood Saleyards must not:

- lift or drag livestock by only the head, ears, horns, neck, tail or hair,
- lift livestock off the ground by a single leg,

- lift livestock by mechanical means unless the animal is supported or secured as appropriate,
- throw livestock,
- drop livestock, except from a height which allows the animal to safely and comfortably land standing on its feet,
- punch or kick livestock,
- strike livestock in an unreasonable manner or with excessive force,
- force, prod push or excessively handle livestock which have no room to move, or
- drag livestock which are unable to stand, except in an emergency to allow safe handling, lifting, treatment or humane killing, or to mitigate against or respond to some other emergency situation.

Procedures for livestock handling

- Potential hazards should be eliminated by the physical separation people and livestock whenever possible,
- Where physical separation is not possible, risk control measures should be implemented,
- Gates and pens should be secured at all times, except during the approved and safe movement of livestock,
- Animal welfare requirements, including fit to load procedures, should be complied with at all times.

General advice

When working with livestock, it should be noted that:

- livestock may not like to enter dark or enclosed areas, and may be reluctant to enter the lower decks of trucks,
- saleyards users must remain alert and aware at all times,
- all working areas should be inspected to ensure that they are free from obstacles, in good working order, that pens are available and safely accessible before unloading,
- users should ensure that appropriate gates are closed and secured,
- there should not be a gap between the ramp and truck, and
- livestock should be loaded and unloaded slowly, with animals remaining calm.

Fit for Sale

An animal is not fit for sale if it is:

- unable to walk on their own by bearing weight on all legs,
- severely emaciated,
- visibly dehydrated,
- showing visible signs of severe injury or distress,
- suffering from conditions that are likely to cause increased pain or distress during transport, or
- blind in both eyes.

Fit to Load Checklist

Users of the Braidwood Saleyards are responsible for understanding their own role and legal obligations in loading and transporting livestock. Meat and Livestock Australia provide the following checklist:

The animal:

- | | |
|---|---|
| <input type="checkbox"/> can walk on its own by bearing weight on all four legs. | <input type="checkbox"/> can see well enough to walk, load and travel without impairment or distress (e.g. it is not blind in both eyes). |
| <input type="checkbox"/> is free from visible signs of severe injury or distress or conditions likely to further compromise its welfare during transport. | <input type="checkbox"/> is not in late pregnancy or too young to travel (refer to the Standards to determine limits for late pregnancy). |
| <input type="checkbox"/> is strong enough to make the journey (i.e. not dehydrated or emaciated). | <input type="checkbox"/> has had adequate access to water prior to loading to meet the maximum time off water standards. |

SOURCE: Meat & Livestock Australia, 2019, Is the Animal Fit to Load: A national guide to the pre-transport selection and management of livestock, <<http://publications.mla.com.au>>.

Traffic

There is regular traffic movement of passenger and heavy vehicles at Braidwood Saleyards, which creates a risk to the health and safety of users.

All users should:

- remain alert for the movement of vehicles,
- pay attention to, and obey, traffic signage, and
- when driving, keep within the 10km/h speed limit and watch for pedestrians.

With respect to parking:

- only stock delivery trucks and authorised personnel are permitted to drive and park their vehicles at the perimeter of the yards on Saleyards Lane, and
- all other vehicles must park in the designated car park accessed via Gillamatong Lane.

Manual tasks

Tasks involving any of the following may be considered hazardous:

- repetitive movement,
- high or sudden impact force,

- repetitive or sustained force,
- requiring sustained and/or awkward posture,
- exposure to vibration, or
- pushing, pulling, lifting and carrying.

Users of the Braidwood Saleyards should consider the following when conducting potentially hazardous manual tasks:

- assess the task before commencing to identify and control potential risks,
- avoid unnecessary risks when moving large, bulky or awkward items,
- consider alternative methods other than manual handling such as mechanical aids.

Hazardous Substances

Hazardous substances are not generally stored on site at the Braidwood Saleyards and should not be brought onsite without the prior approval of the Saleyards Manager.

Workers are required to adhere to Council policy for using, handling, generating and storing hazardous substances and materials.

Any spills of hazardous substances and materials should be immediately reported to the Saleyards Manager.

Any person involved in using hazardous substances or materials must have familiarised themselves with the relevant Safety Data Sheets and use appropriate Personal Protective Equipment.

Relevant documentation including Safety Data Sheets are located in the Administration Office.

Electrical Hazards

Electrical repairs must only be undertaken by a qualified electrician with the approval of the Saleyards Manager.

Any faults or concerns with regards to electrical equipment should be reported immediately to the Saleyards Manager.

Fatigue

Fatigue is a state of mental and/or physical exhaustion that impacts a person's ability to perform work safely and effectively. Fatigue may increase the risk to health and safety because of a lack of alertness, slower reaction times and impairing the ability to make decisions appropriately.

Users of the Braidwood Saleyards must ensure that they manage fatigue effectively through measures such as:

- taking appropriate time to recuperate and be fit for their tasks,
- avoiding behaviours and practices that contribute to fatigue which could place themselves, and others, at risk, and
- recognising the signs of fatigue and taking appropriate action.

Drugs and Alcohol

- All persons attending the Braidwood Saleyards must not be affected by alcohol or any drug.
- No alcohol, or any drug that may pose a risk to health or safety, may not be consumed or in the possession of a person attending Braidwood Saleyards.
- The Saleyards Manager may direct removal of an individual from the saleyard on the basis of this policy.

Smoking/Vaping

Smoking and vaping are prohibited:

- indoors, or under any roofed area,
- within five metres of any
 - entry or exit point of a building, and
 - working area including pens, ramps, raised walkways, lanes.
- near any flammable or combustible materials.

A designated smoking zone is located behind the canteen building.

Persons under 16 years

The Braidwood Saleyards is a workplace with a range of potential hazards. It is recommended that persons under sixteen years of age are not in attendance at the saleyards.

Where a person under sixteen is in attendance, the following applies:

- a person under sixteen must be supervised by a responsible adult at all times,
- this applies to all locations at the venue, including the canteen, administration building, pens, lanes, ramps and the car park.

Where a person under sixteen is in the buyers' lanes with a responsible adult, they must remain within arm's reach at all times.

Mobile phones

Mobile phones must not be used for any purpose when:

- driving vehicles or operating plant,

- handling stock,
- using loading ramps,
- by pedestrians in the car park or around parked or moving vehicles.

Mobile phones must only be used whilst on the catwalks or in the lanes for essential purposes related to the sale, or in the event of an emergency.

Acceptable Behaviour

QPRC maintains a good-faith relationship with users of the Braidwood Saleyards; inappropriate behaviour of any nature, actual or apprehended, will not be tolerated, and users may be excluded from the venue. Any perceived or suspected harassment, bullying, or discrimination should be immediately reported to the Saleyards Manager.

Harassment

Harassment is unlawful and occurs when someone is made to feel intimidated, insulted or humiliated because of their race, skin colour, national or ethnic origin, age, gender, disability, sexuality or any characteristic specified under human rights legislation.

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature that makes a person feel humiliated, intimidated or offended. It can involve physical contact, verbal remarks or non-verbal contact of a sexual nature.

Bullying

Bullying: is repeated, unreasonable and inappropriate behaviour, either physical, verbal, social or psychological, directed towards an individual or a group and which intimidates, offends, degrades, insults or humiliates and/or creates a risk to the health and safety of an employee. Bullying can be either

- intended, where actions were intended to humiliate, offend intimidate or distress whether or not the behaviour did in fact have that effect, or
- unintended, where actions were not intended to humiliate, offend, intimidate or cause distress, but did cause that effect.

Discrimination

Discrimination is unlawful and occurs when someone, or a group of people, is treated less favourably than another person or group because of a specified attribute such as their race, colour, national or ethnic origin, sex, gender identification, transsexuality, pregnancy, relationship status, carer status, age, physical attribute or functionality, organisation affiliation; sexuality, religious or political conviction or any other characteristic.