

## Singleton Beef & Land Management

### Risk Management Plan – Singleton Cattle Educational Day – 14<sup>th</sup> June '19

**General Description:**

*Students from primary and secondary schools attend a practical / educational day conducted by the Singleton Beef & Land Management Association Inc on a not for profit basis.*

*The activities include listening to workshops on different parts of the Beef Cattle industry, making short speeches and attending other related presentations.*

*Students are under the direction of their teachers at all times and the activity is approved by parents as part of their respective school's agricultural curriculum*

**Location of the Work:**      *Singleton Agricultural Show Grounds*

**Date:** 14th June '19

**Specific Description of Type of Work to be Done:**

*See attached HAZAN*

**Details of Specific Training to be Given:**

*All committee members and guest speakers are required to attend a pre-activity briefing as per the attached notes*

*All teachers are required to read and acknowledge the attached briefing prior to the commencement of activities*

*The president of the committee or his delegate must conduct a briefing to all students prior to activities commencing.*

**Proposed Method of Monitoring/Review:**

*Any committee member who identifies a hazard whether contained in this document or not is to put in place an effective control(s) and notify the president and /or secretary.*

*The committee will review the effectiveness of the controls in this document at the first meeting following the 14<sup>th</sup> June, 19.*

(Date)

(Signature of Committee President)

## HAZAN COVER SHEET

The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an accident occurring where persons may suffer injury or illness or where there may be loss or damage to property. This HAZAN is limited in scope to those activities at the Singleton Show Grounds. A consultative process has been used to prepare this document.

|                      |   |                     |                                  |
|----------------------|---|---------------------|----------------------------------|
| <b>REFERENCE NO:</b> | 1 | <b>DESCRIPTION:</b> | Singleton Cattle Educational Day |
|----------------------|---|---------------------|----------------------------------|

|              |                             |   |  |
|--------------|-----------------------------|---|--|
| <b>DATE:</b> | 14 <sup>th</sup> June, 2019 | <b>PERSONNEL INVOLVED<br/>IN HAZAN:</b> | L. Ball, G. Ball, N. Nelson, J.Cox, J. Walsh |
|--------------|-----------------------------|---|--|

[illegible]

# HAZAN WORKSHEET

| TASK/ACTIVITY       | POTETIAL HEALTH, SAFETY HAZARDS  | CONTROL MEASURES  | CHECKED |
|---------------------|--|---|---------|
| 1. Unloading Cattle | 1.1 Animals cause injury to personnel or themselves                                  | <ul style="list-style-type: none"> <li>• Minimum number of personnel to be in the unloading / drafting area (no students)</li> <li>• Area to be checked as secure and free from hazards eg rubbish prior to unloading</li> <li>• Where possible loads are not to be mixed</li> <li>• Cattle are to be screened at their property of origin for temperament</li> </ul> |         |
|                     | 1.2 Vehicle interaction causes damage to vehicles or injury to personnel / livestock | <ul style="list-style-type: none"> <li>• All vehicles to be operated by licensed personnel only</li> <li>• All vehicles to be parked in the nominated / separate car and truck parking areas</li> <li>• All vehicles to be secured when not in use</li> </ul>   |         |

## HAZAN WORKSHEET

| TASK/ACTIVITY                     | POTETIAL HEALTH, SAFETY HAZARDS                                     | CONTROL MEASURES  | CHECKED |
|-----------------------------------|---|---|---------|
| 2. Drop off / Pick Up of students | 2.1 Vehicle interaction with pedestrians causes injury to personnel | <ul style="list-style-type: none"> <li>Two committee members to act as marshals in a designated pick- up / set down area</li> <li>Students not to congregate in this area</li> </ul>  |         |
| 3. Judging Activities             | 3.1 Students injured by cattle                                      | <ul style="list-style-type: none"> <li>Students to keep all body parts outside of pen area</li> <li>Students not to sit on gates or rails</li> <li>Students to behave calmly around cattle</li> <li>Teachers to supervise students and correct behaviour as required</li> </ul> |         |

# HAZAN WORKSHEET

| TASK/ACTIVITY          | POTETIAL HEALTH, SAFETY HAZARDS                | CONTROL MEASURES   | CHECKED |
|------------------------|--|--|---------|
| 4. Parading Activities | 4.1 Students injured by cattle                 | <ul style="list-style-type: none"> <li>• Inexperienced handlers to be accompanied by an experienced handler at all times whilst leading cattle</li> <li>• Correct / sound equipment for the leading and restraint of led cattle to be used eg. nose rings or clamps</li> <li>• Route to and from cattle preparation area to be kept free of other students and obstacles</li> <li>• All students to be briefed on cattle 'strike zones'</li> </ul> |         |
| 5. Cattle Preparation  | 5.1 Students injured by cattle                 | <ul style="list-style-type: none"> <li>• Experienced handlers to prepare cattle, observers to stand outside of the 'strike zone'</li> <li>• All students to behave calmly around cattle</li> <li>• Committee members to ensure adequate space between animals undergoing preparation</li> <li>• Teachers to supervise students and ensure appropriate behaviour</li> </ul>   |         |
|                        | 5.2 Injury to students due to faulty equipment | <ul style="list-style-type: none"> <li>• All electrical equipment to be tested and tagged</li> <li>• Earth leakage units to be used in conjunction with all portable electrical equipment</li> </ul>   |         |

# HAZAN WORKSHEET

| TASK/ACTIVITY | POTETIAL HEALTH, SAFETY HAZARDS                 | CONTROL MEASURES  | CHECKED |
|---------------|---|---|---------|
| 6. General    | 6.1 Students approached by unauthorised persons | <ul style="list-style-type: none"> <li>• Students advised at pre-activity briefing to call for help</li> <li>• Students not permitted to leave the activity without permission of their teacher</li> <li>• Teachers and Committee members and parents to provide supervision</li> </ul> |         |
|               | 6.2 Exposure to elements                        | <ul style="list-style-type: none"> <li>• Students to be reminded to wear hats and other clothing as appropriate</li> <li>• Potable water to be available at all times</li> </ul>  |         |

**HAZAN WORKSHEET**

| TASK/ACTIVITY | POTETIAL HEALTH, SAFETY HAZARDS | CONTROL MEASURES | CHECKED |
|---------------|---------------------------------|------------------|---------|
|               |                                 |                  |         |
|               |                                 |                  |         |

## **Brief to Students**

### **Background**

I would like to welcome all participants to the 2019 Singleton Cattle Educational Day and thank the committee and all sponsors for their efforts in preparing what promises to be another successful event

Before we proceed I will highlight some important safety points that will enable the committee to reduce the risk of everyone involved.

### **Cattle**

- Using led Steer describe the animals strike zone and emphasis that all personnel should avoid this area at all times
- Students are not to put any body parts through the rails on pens with cattle
- Students are not permitted to sit on rails or gates

### **General**

- No student to leave the area without the permission of their teacher
- Highlight stranger danger issue
- Students to obey the directions of the marshals in the pick-up area
- Point out location first aid assistance can be obtained
- Point out location for potable water
- Location of marshalling area in the event of an emergency

We will now move on with the general instructions for today's activities



## **Brief to Teachers**

This briefing is important for the smooth and safe running of today's activities.

Teachers are directly accountable for the safety of their students and are requested to ensure that students behave in a responsible and calm manner around the livestock provided by the volunteers.

All the cattle have been vetted for temperament but their behaviour is not always predictable and the committee wishes to maintain its good record i.e. no accidents to date.

### **Cattle / Handling**

- Teachers are to reinforce the need for students not to enter the 'strike zone'

### **General**

- No student to leave the activity without permission of their teacher/ teacher to keep appropriate records
- Teachers to enforce appropriate protective clothing eg hats and other suitable clothing / footwear
- Teachers to assist marshals in the pick-up area to manage students and prevent hazardous behaviour

## **Brief to Committee Members**

- Provide a copy of the HAZAN (must sign the master copy)
- All vehicles to be parked in the designated areas and secured
- Location of First Aid

SBLM