

**Beef industry**

**Contractor management handbook**

**Beef Industry Safety Advisory Group (BISAG)**

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The Contractor Management Handbook has been produced by the Beef Industry Safety Advisory Group (BISAG) as guidance material for working with contractors to promote a safer paddock to plate workplace. The BISAG is an industry group comprised of Queensland beef producers who are working collaboratively with Workplace Health and Safety Queensland.

# Introduction

This handbook outlines what is required as a minimum standard across the agricultural industry for contractors working on properties.

## Definition of a contractor

A contractor is someone who supplies and operates their own plant as part of their contract, such as earthmoving equipment, trucks, quad bikes, motorbikes, bob cat, back hoe, prime movers; and who works mainly/substantially for labour only, quotes for the job, provides their tools of trade, rectifies defects at their own expense and subcontracts/employs labour. They operate as a registered business; have an ABN and public liability insurance policy. Details are to be completed in Appendix 2. For more information please visit [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au).

## General obligations

Work Health and Safety (WHS) laws require a partnership approach between companies/producers and contractors to deliver effective safety systems and cultures. Contractors have a responsibility to ensure that they have safe systems of work in place. Equally, companies/producers must ensure that their contractors have safe systems of work in place and that contractors are being inducted to the site and made aware of site hazards. Both parties must ensure that they consult and communicate with each other to ensure that all work is carried out safely.

## Contractor requirements

All contractors must ensure that they proceed to the office immediately upon arriving to site, and/or contact the site manager/supervisor and must participate in a site induction before commencing work, unless otherwise advised.

Site emergency procedures must be discussed prior to the commencement of work.

Contractors shall instruct their sub-contractors and employees about workplace health and safety relating to specific tasks they are engaged to undertake.

Contractors should make arrangements to control the risks of work conducted in isolation, as per WHS laws. Contractors should discuss these arrangements with the property manager during the induction to the property.

It is necessary for all contractors to provide a copy of the following to the company for which they are working (refer to Appendix 1: Contract details):

- registered business name and ABN
- appropriate competency/licensing for any machinery being operated
- copies of public liability and workers' compensation and any other insurance requested by the company
- appropriate licensing for any qualifications they hold, which are relevant for the task they are performing
- list of employees/sub-contractors (Refer to Appendix 2: Sub-contractor/employee register)
- documents that outline how the contractor will safely manage hazards associated with the work they have been engaged to do for example a job instruction (refer to Appendix 3 for job instruction template). These are also known as safe work procedures (SWP), job safety analysis (JSA), safe work instruction (SWI), standard operating procedure (SOP), or for tasks involving construction, demolition or high risk activities a safe work method statement

(SWMS) (see also Appendix 4: Risk assessment. The hirer/employer can assist in completing these documents).

Additionally, contractors must ensure that all incidents and hazards are immediately reported to the site manager, and all notifiable incidents are sent to the regulator within the legislated timeframe. (Refer to Appendix 5 for the Incident notification form).

## 1. Drugs and alcohol

All workers (including contractors and contracting teams/subcontractors) must ensure they are in a fit state at all times whilst performing work onsite. This includes adhering to site and company policies regarding drugs and alcohol. Any person taking over-the-counter or prescription drugs that may impair their ability to work safely must discuss this with the property manager before commencing work.

## 2. Bullying and harassment

Contractors should put strategies in place within their own teams to address the risk of bullying and harassment. Allegations of bullying or harassment occurring onsite will be investigated in line with company policies.

## 3. Biosecurity

Biosecurity risks must be discussed with the site manager prior to commencing work in relation to pests and zoonotic diseases e.g. seed contamination or the Hendra virus. Come in clean – go out clean.

## 4. First Aid and emergency equipment

Contractors must ensure that they have adequate numbers of trained first aiders in their teams (and that they maintain currency of first aid training). Contractors must also ensure that they have emergency equipment such as first aid kits, fire extinguishers and appropriate communication, such as two-way radios, on all their machinery and in all their vehicles.

Contractors must ensure their workers are familiar with the location and use of this equipment.

## 5. Personal protective equipment

Contractors must provide their workers with personal protective equipment ('**PPE**') in line with their risk assessment of the task to be undertaken and know best practice. They must also ensure that their workers wear/use it correctly. The PPE is to be appropriate for the particular work to be undertaken and shall comply with current statutory or Australian Standard Specifications.

Contractors are responsible for using additional PPE if directed by management and maintaining it in serviceable order. PPE also includes sunscreen, sunglasses and hats.

## 6. Mustering/stock camps

All contractors engaged in the mustering or the handling of cattle will follow safe and established cattle handling procedures and work at the direction of the site manager.

It is necessary to ensure that staff are well aware of the risks associated with mustering, including terrain and animal behaviour.

Site managers can alert contractors of any hazards in the paddock that are being mustered. Please ensure that you discuss this with your team, and provide them with relevant information on how they should interact within the team to best muster the paddock, including:

- terrain – rough ground, timber, gullies and ant hills
- methods of communication
- managing extremes of temperature, e.g. heat stress and hypothermia
- emergency/first aid procedures
- how to interact with aircraft, bikes, horses and cattle.

Please ensure that all staff are aware of the requirements for the mode of transport they will be utilising during the muster – e.g. motorbikes or horses.

## 7. Motorbikes, quad bikes and side-by-sides

All operators must have undergone training and be deemed competent to operate motorbikes, quad bikes or side-by-sides. Choose the right vehicle for the task to be completed.

Contractors must ensure that they are aware of any hazards and inform their staff of these risks, consulting with them on the best way to mitigate that risk.

All motorbikes, quad bikes and side-by-sides must undergo regular maintenance and be in good working order.

Operators need significant experience in various terrain or conditions depending on the power and type of quad bike being used. Operators should:

- be trained or have sufficient experience before operating a quad bike, particularly when riding on steep slopes, at speed or with attachments
- never allow passengers on the quad bike unless it has been specifically designed to carry two people
- wear personal protective equipment, such as an approved standard helmet, gloves and eye protection
- ensure equipment or liquids being carried or towed are correctly secured and do not suddenly change the weight, balance, steering or braking dynamics by distributing additional weight to the side, front or back. Refer to manufacturers load carrying specifications
- ensure an appropriate license is held, unless a competency assessment has been completed. License requirements must be observed for work conducted on public roads.

### 7.1 Helmets

Motorbike and quad bike operators must ensure that they wear appropriate personal protective equipment (PPE), including helmets, at all times.

Select a helmet that complies with the relevant design standards. The helmet should meet the requirements for on-road and off-road use and must be securely fastened.

## 7.2 Other PPE

Eye protection is recommended to prevent eye injuries and prevent branches, bugs, dust or sand hitting your face and distracting you. Gloves may provide protection from abrasions and help to keep your hands from getting sore, tired or cold. Sturdy, closed in footwear is required (preferably boots that come up past your ankle with strong uppers for gear changes).

## 7.3 Speed and terrain

Ensure speed is moderated, and appropriate for the terrain and conditions on which it is being operated. Encourage riders to adopt a 'safety first' and 'speed-appropriate' riding style. This includes getting into the habit of assessing the terrain before choosing to ride over it.

Terrain can change in wet weather and require different skills and greater vigilance to operate a quad bike. Be aware of potential obstacles in your path (logs, anthills, drains etc.).

# 8. Horse safety

## 8.1 Horse and rider skill level

- Contractors are responsible for ensuring they have horses of known breeding and temperament.
- Contractors are responsible for ensuring their staff are trained and assessed competent in the aspects of horsemanship that align with their job tasks.
- Contractors must ensure their horses are graded and that riders are allocated to horses that match their level of experience and competency.
- A helmet must be worn if deemed necessary by the contractor/employer/management.
- Appropriate clothing and protective equipment is worn e.g. riding boots, long sleeved shirt, long pants and wide brimmed hat.

## 8.2 Terrain/hazards

Property owners must discuss with contractors the location of hazards and terrain when working with horses, such as aircraft use whilst mustering, anthills and other obstacles.

## 8.3 Contractor requirements for horses

- Arrangements for keeping horses on site must be agreed between the property owner and contractor, including access to fresh water and food.
- Contractors must ensure working horses are healthy, fit and correctly shod if required.
- Contractors must ensure all riding gear is suitable, sound and kept in good order and repair.

# 9. Cattle handling/yards

All contractors engaged in the mustering or the handling of cattle will follow safe and established cattle handling procedures and work at the direction of the site manager. Raise any concerns with the site manager before commencing work.

All chemical storage, use and administration must be in accordance with the safety data sheet and WHS legislation.

## 9.1 Livestock and general carriers

- All drivers and operators must wear appropriate work boots.
- Plan and allow sufficient time to reduce fatigue when driving long distances. Contractors whose work is subject to fatigue management legislative requirements must ensure that these requirements are met, and made available immediately upon request.
- Drivers must contact the site manager on or before arrival to receive dispatch or delivery instructions.

## 9.2 Animal welfare

- Contractors must adopt best practice procedures for the welfare of cattle.
- Abuse of animals by any contractor will not be tolerated, and non-compliance with this policy may be deemed a breach of contract.

# 10. Aircraft

## 10.1 General aviation safety

- Contractors must hold appropriate qualifications and certificates as required by the Civil Aviation Safety Authority of Australia (CASA) for particular flying operations e.g. mustering endorsement.
- Property owners are to ensure landing strips and helicopter landing areas are well maintained and suitable for the aircraft using them.
- Re-fuelling points are identified and fuel arrangements are to be discussed with site management.

## 10.2 Passengers

- Contractors and site managers are to reach agreement on the carrying of passengers based on both company's policies and the proposed activities. Passenger should be restricted to essential or key personnel.
- Pilots must ensure that passengers have been properly instructed on aircraft safety, including:
  - Passengers must stay clear of blades and no-go zones until the pilot gives you a signal to approach.
  - Always approach and leave a helicopter from the front where the pilot can see you, ensuring that you are always be aware of the main rotor blades and tail rotor.
  - Never approach an aircraft until the engine has been shut down and the pilot has indicated it is safe to approach.

## 10.3 Contractor pilot requirements for aircraft

- Contractors are responsible for all aspects of aircraft maintenance as per CASA guidelines.
- Contractors are responsible for pilot fitness for work as per CASA guidelines.
- Contractors shall supply their employees with all appropriate personal protective equipment and shall ensure that it is well maintained and used correctly.
- Some managers may request that no passengers are carried during mustering activities. Please ensure that your pilots are aware of this requirement if it is implemented.

## 11. Vehicles

Contractors must ensure:

- vehicles are in roadworthy condition, registered and appropriate for the task being undertaken
- seat belts must be worn by all persons, with no exceptions
- operators hold a current licence to operate a vehicle
- passengers are not carried on the back of trucks and utes or any other vehicle not designed to carry passengers
- any speed limits are adhered to, and operators drive in a manner that is appropriate to the environment in which they are driving
- there are strategies in place for managing workers who work in isolation
- all workers have sufficient provisions at all times, including water, fuel, working radio, and a first aid kit
- vehicles are regularly maintained.

## 12. Plant and equipment

Contractors **MUST** ensure control measures are in place to control hazards before operating or repairing machinery.

Ensure that plant and machinery is:

- appropriate for the task being completed
- only operated by workers assessed as competent to operate it and who hold the necessary certification or licence if required
- fitted with approved ROPS and/or FOPS and seat belt mounting points
- seat belts are fitted to mounting point and worn by operators
- fitted with appropriate guards where required such as on PTO outlets, drive shafts and master shield on tractors
- well maintained to manufacturer's specifications
- fitted with steps and handrails where necessary to prevent falls.

Appropriate personal protective equipment (PPE) must be worn when required e.g. hearing protection when operating a chainsaw.

## Appendix 1: Contract details

(To be completed and signed by the Contractor and returned).

Administrative requirements - Contract details	
Employer/Hiring company name	ABN:
Contractor name	ABN:
Property address:	
Contractor's postal address	
Phone number:	Mobile:
Fax:	E-mail:
Payment terms agreed to: (from invoice)	7 days                      14 days                      30 days
Bank name:	
Account name:	
BSB:	Account no:
Workers comp policy no**:	Expiry date:
Public liability policy no**:	Expiry date
<b>** COPIES MUST BE PROVIDED WHEN RETURNING THIS DECLARATION OR PAYMENT MAY BE DELAYED **</b>	

.....  
 Name of authorised signatory for contractor  
 hirer/employer

.....  
 Name of authorised signatory for  
 hirer/employer

.....  
 Authorised signatory for contractor

.....  
 Authorised signatory for hirer/employer

.....  
 Date

.....  
 Date



### Appendix 3: Work instruction

The Contractor acknowledges that they will operate in accordance with this Work Instruction, and will discuss with the property manager prior to deviating from this procedure

Work instruction template (Contractors)	
<b>Business name:</b>	
<b>ABN:</b>	
<b>Contact:</b>	
<b>Date of risk register completion:</b>	
<b>Description of task:</b>	
<b>Plant and equipment involved (e.g. grader, forklift, vehicle)</b>	
<b>Personal protective equipment required (e.g. helmet, hat, gloves)</b>	
<b>Prerequisites (e.g. licenses, training required)</b>	
<b>Procedure</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

## Information: Conducting a risk assessment

Employers must do whatever is *reasonably practicable* to eliminate or minimise health and safety risks arising from your business or undertaking.

The easiest way to manage risk is to consider the three elements: workers, processes and methods of work they will be performing and the environment in which it will be done.

This process is known as *risk management* and involves the four steps set out in the *Managing risks at work code of practice 2011*:

- identify hazards – find out what could cause harm.
- assess risks if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
- control risks – implement the most effective control measure that is reasonably practicable in the circumstances.
- review control measures to ensure they are working as planned.

### How to identify hazards

A hazard is anything that has the potential to cause injury, illness or damage to health.

To find hazards in your workplace:

- look at work performed by each staff member
- note any hazards linked to these tasks
- talk to your staff and other producers/growers
- ask what causes problems, incidents, injuries or near misses
- inspect the workplace for hazardous items/activities
- examine tools, equipment, machinery and vehicles
- review manufacturer's information on equipment, machinery and products
- review any regulatory requirements and codes of practice
- look at your injury and incident records and those of your industry sector.

### **Workers must be consulted when deciding on how to control the risks.**

By drawing on the knowledge and experience of your workers, more informed decisions can be made about how the work should be carried out safely.

Their experience in completing tasks will help to choose appropriate control measures and their involvement will increase their acceptance of any changes that need to be made to their job.

### How to assess risks

In thinking about how each hazard may cause harm, you should consider:

- the effectiveness of existing control measures and whether they control all types of harm
- how work is actually done, rather than relying on written manuals and procedures that mention infrequent or abnormal situations
- how things are normally meant to occur.

Consider maintenance and cleaning, as well as breakdowns of equipment and failures of health and safety controls.

### **Work out the likelihood of harm occurring.**

The likelihood that someone will be harmed can be estimated by considering the following:

- How often are people exposed to the hazard?
- How long might people be exposed to the hazard?
- How effective are current controls in reducing risk?
- Could any changes in your organisation increase the likelihood?
- Are hazards more likely to cause harm because of the working environment?
- Could the way people act and behave affect the likelihood of a hazard causing harm?
- Do the differences between individuals in the workplace make it more likely for harm to occur?

You can rate the likelihood as one of the following:

- Certain to occur – expected to occur in most circumstances
- Very likely – will probably occur in most circumstances
- Possible – might occur occasionally
- Unlikely – could happen at some time
- Rare – may happen only in exceptional circumstances.

The level of risk will increase as the likelihood of harm and its severity increases. It is mandatory to complete (and keep a copy for future reference) of risk assessment forms for all the identified hazards, such as confined spaces and hazardous chemicals.

Templates for risk assessment forms and a risk register are attached or can be found at: [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au).

### **How to control risks**

Once all the hazards are listed and the level of risk assessed, you need to decide how each hazard will be controlled. The items with the highest level of risk need to be addressed first.

The ways of controlling risks are ranked from the highest level of protection to the lowest, in the hierarchy of risk control. If the hazard cannot be eliminated, you must minimise the risk by putting control measures in place. There may be more than one control method and there may be a combination of controls. You may need to use the best solution at the time while developing a more effective control, which may take more time and resources.

#### **Hierarchy of risk control**

Level 1

- Eliminate the hazard.

Level 2

- Substitute the hazard with something safer.
- Isolate the hazard from people.
- Reduce the risks through engineering controls.

Level 3

- Reduce exposure to the hazard using administrative actions (safe work procedures).
- Use personal protective equipment (PPE).

**Note that PPE is the lowest level of control and other controls should be considered first.**  
PPE is often used in conjunction with other control measures.

### Risk rating tables

**Table 1: Consequence**

Level	Descriptor	Description
5	Catastrophic	Fatality
4	Major	Unable to undertake normal duties for 5 days or more or significant property damage
3	Moderate	Lost time injury or illness (1-5 days off work) or property damage
2	Minor	Minor injury requiring medical treatment (< 1 day off work)
1	Insignificant	Trivial injury first aid treatment only

**Table 2: Likelihood**

Level	Descriptor	Description
5	Certain to occur	Expected to occur in most circumstances ( <b>daily-weekly</b> )
4	Very likely	Will probably occur in most circumstances ( <b>weekly-monthly</b> )
3	Possible	Might occur occasionally ( <b>monthly-yearly</b> )
2	Unlikely	Could happen at some time ( <b>yearly – 2 yearly</b> )
1	Rare	May happen only in exceptional circumstances ( <b>every few years</b> )

**Table 3: Risk rating matrix**

LIKELIHOOD		CONSEQUENCE				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Certain to occur	5	5. Medium	10. High	15. High	20. Urgent	25. Urgent
Very likely	4	4. Medium	8. Medium	12. High	16. Urgent	20. Urgent
Possible	3	3. Low	6. Medium	9. Medium	12. High	15. High
Unlikely	2	2. Low	4. Medium	6. Medium	8. Medium	10. High
Rare	1	1. Negligible	2. Low	3. Low	4. Medium	5. Medium

**Table 4: Risk rating priority and timeframe**

Risk rating	Priority	Action required
16-25	Urgent	Stop the job immediately and remedy before resuming work
10-15	High	Remedy within 24 hours or cease task until interim control measures are applied
4-9	Medium	Remedy within 1 month or cease task until interim control measures are applied
2-3	Low	Re-assess within 6 months or when work environment, work task or plant changes
1	Negligible	Remedy if practicable

#### Risk control (removing the hazard or reducing the risk)

Elimination is the first choice in controlling hazards. Where elimination is not practicable, substitution, isolation and engineering controls should be considered next. Administrative controls and personal protective equipment should only be used when other control measures have been considered but are not practicable.

1	<b>Elimination</b> of the hazard
2	<b>Substitution</b> of the hazard with something posing a lesser risk
3	<b>Isolation</b> for example, isolate noisy work in soundproof room
4	<b>Engineering</b> for example, use a mechanical aid
5	<b>Administrative</b> for example, a work procedure or training
6	<b>Personal protective equipment</b>

## Appendix 4: Risk assessment template

Risk assessment					
Station		Yard		Date	
Task		Paddock		Risk Ass. no	
<b>Associated documents/forms</b>					
-	-	-	-	-	
<b>External notification/certificates/ registrations required:</b> <input type="checkbox"/> None: <input type="checkbox"/> Other:		<b>Experience required for the task:</b> <input type="checkbox"/> None <input type="checkbox"/> Learner <input type="checkbox"/> Experienced		<b>Training required to do the work outlined in this task:</b> <input checked="" type="checkbox"/> Verification of Competency <input checked="" type="checkbox"/> Low tension stock handling	
<b>Level of supervision required</b> <input type="checkbox"/> None <input type="checkbox"/> Partial <input type="checkbox"/> Direct(for learner riders) <b>Frequency of communication with supervisor :</b>		<b>Plant and equipment used in the task:</b> <input type="checkbox"/> Water bottle <input type="checkbox"/> First aid kit <input type="checkbox"/> Hand tools <input type="checkbox"/> Cattle yards <input type="checkbox"/> Tack and saddlery		<b>PPE required for this task</b> <input type="checkbox"/> Helmet <input type="checkbox"/> Boots <input type="checkbox"/> Close fitting clothing <input type="checkbox"/> Gloves(optional) <input type="checkbox"/> Safety glasses <input type="checkbox"/> Sunscreen <input type="checkbox"/> Saddle bag <input type="checkbox"/> Wide brimmed hat	
<b>Workers involved in activity - (print name, date and sign)</b>					
<b>Name of supervisor or manager:</b>					
<b>Name and position of other workers :</b>	1.		2.		
	3.		4.		
	5.		6.		
<b>All persons involved in the tasks will make sure they have had this risk assessment discussed with them before starting work</b> <ul style="list-style-type: none"> <li>✓ This risk assessment will be regularly reviewed and updated.</li> <li>✓ This risk assessment does not specifically consider animal welfare and additional legislation and/or policies and assumes a level of prior knowledge.</li> <li>✓ Daily Pre start meetings will be undertaken to identify, control and communicate any foreseeable hazards.</li> <li>✓ STOP the task immediately if an incident or near miss occurs. Review and change this risk assessment to help reduce the likelihood of incidents reoccurring.</li> <li>✓ Any changes to this risk assessment need to be approved by the station manager and communicated to the workers.</li> <li>✓ A record of this risk assessment and all associated documents is to be kept and will be checked during site safety audits.</li> <li>✓ Report all incidents and near misses to reduce the likelihood of it happening again.</li> </ul>					

Step	Task – <i>Break the whole job down into steps</i>	Hazards from each step	Risk rating	Hazard control measures using the hierarchy of control	Residual risk rating	Responsibility for implementation
	<b>Task</b>					
1.						

## Notes:

### Crush zones

- Stand well back or up close to avoid being kicked, decide how you will do the task. Don't underestimate the speed, reach and accuracy of an animal's kick. Stand well back and out of range, unless you are working close to the animal, then you turn side-on and get right in against it. Space between you and the animal allows a kick to hit you.
- Don't put yourself in harm's way or in the line of fire.
- When working around machinery or mechanical plant like the crush make sure that you can't get caught between the parts or hit by the handles and levers.

### Struck by objects or entanglement

- Never place yourself between the animal and yard rails or fences as this becomes a trapping space.
- Do not lean over an animal's head or bend down over it.
- Hold the ropes in a way that won't catch your arms or fingers if the horse baulks.
- If you always think about something as about to happen you have a chance to stop it. Don't put yourself in the line of fire.
- Stay clear of branches and trees that could knock you off the horse or trip it over.
- Don't rush or hurry what you're doing.

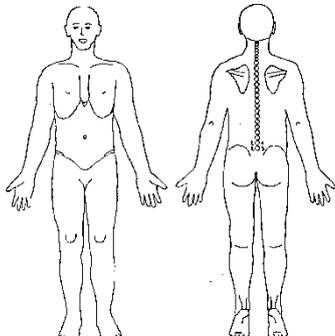
### Right PPE for the job

- Sturdy boots with non-slip soles and a reinforced toe to reduce the risk of crushing of the foot. Gumboots should also have toe caps to avoid toe crush injuries.
- A good strong pair of trousers and leggings can reduce the severity of kicking injuries.
- Take off your watch or loose jewellery if you're working in the yard.
- Roll your sleeves down in case you're rubbed against fences or timbers.
- Wear sunglasses and a broad-brimmed hat when exposed to the Sun's rays and wear glasses that fit well to stop dust irritating your eyes.
- Learners and inexperienced riders, or experienced riders riding colts or drafting cattle on horseback should wear a correctly adjusted and fitted helmet which meets the Australian and New Zealand Standard *AS/NZS 3838 Helmets for horse riding and horse related activities*. A legionnaire style helmet shade should be worn with a helmet.

## Slips, trips and falls

- Look where you can put additional grab rails on trucks, tractors, walkways etc.
- Look where you can put additional steps – i.e. safe truck trailer access.
- Try using non-slip tape/matting to make surfaces less slippery.
- Use marking paint or tape to highlight falls risk areas – e.g. steps, platform edges and use mesh, or other non-slip materials for the treads on any new steps.
- When using steps and ladders make sure they are made by professional manufacturers and can take the appropriate weight.
- Make sure lighting is good, for example around loading ramps where visibility may be poor in the early morning or in the evenings.
- Wear appropriate footwear that fits well and has good gripping soles.

## Appendix 5: Incident report form

Worker details								
Name				Employee No:				
Position/Title				Station/site:				
Address				Employee mobile phone no:				
Basis of employment	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual	<input type="checkbox"/> Other				
Incident description <small>Person involved in incident or reporting hazard to complete this section</small>								
Date that hazard was identified or incident occurred			/ /20__	a.m./p.m.				
Date hazard or incident reported			/ /20__	a.m./p.m. Name of person report made to:				
Actual location where incident occurred								
Event type	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Hazard	<input type="checkbox"/> Incident	Event outcome	<input type="checkbox"/> No injury	<input type="checkbox"/> Injury-no claim	<input type="checkbox"/> Workers compensation claim	<input type="checkbox"/> Plant/equipment damage
Medical outcome:	<input type="checkbox"/> First aid	<input type="checkbox"/> Medical treatment	<input type="checkbox"/> Hospital admission	<input type="checkbox"/> RFDS Evacuation	Mark where injuries occurred 			
Nature of injury:								
Immediate treatment given								
Will any further treatment or time off be necessary?								
Where is worker now?								
Consequence	<input type="checkbox"/> Insignificant: Trivial or first aid	<input type="checkbox"/> Minor: <1 day lost	<input type="checkbox"/> Moderate: 1-5 days lost or property damage	<input type="checkbox"/> Major: > 5 days lost or significant property damage				
Witness Name/s:								
What activity was being performed? <input type="checkbox"/> Administrative work <input type="checkbox"/> Driving Vehicle <input type="checkbox"/> Working at height <input type="checkbox"/> Manual handling <input type="checkbox"/> Other (specify): <input type="checkbox"/> Cooking <input type="checkbox"/> Riding Motorcycle <input type="checkbox"/> Welding <input type="checkbox"/> Using powered tools <input type="checkbox"/> Domestic <input type="checkbox"/> Riding ATV <input type="checkbox"/> Remote/isolated work <input type="checkbox"/> Using powered plant <input type="checkbox"/> Gardening <input type="checkbox"/> Working with cattle <input type="checkbox"/> Confined space work <input type="checkbox"/> Using chemicals <input type="checkbox"/> Tutoring <input type="checkbox"/> Working with horses <input type="checkbox"/> Electrical work <input type="checkbox"/> Manual task								
What happened e.g. what was the sequence of events that lead to the incident?								
Horse name					(Office use only) Horse ID			
Vehicle registration no.			Plant name		Asset ID			
Describe immediate action taken at scene of hazard/incident:			Describe what you think contributed to the hazard/ incident					
Did you stop work before end of shift?			<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what time? a.m./p.m.			
Worker signature:		Name of manager form forwarded to:		Date:				

Now give this form to your immediate supervisor

## Incident investigation report

*Investigation team to complete this section*

What information was gathered and reviewed during the investigation?

Site inspection       Witness interviews       Existing risk assessment

Interview with injured worker       Instructions/procedures       Manufacturer or supplier information       Other:

Technical expert input       Maintenance/test reports

Contributing factors:

<input type="checkbox"/> Risk assessment	<input type="checkbox"/> Lighting	<input type="checkbox"/> Cattle yard set up	<input type="checkbox"/> Housekeeping	<input type="checkbox"/> PPE
<input type="checkbox"/> Training	<input type="checkbox"/> Weather	<input type="checkbox"/> Cattle handling	<input type="checkbox"/> Plant/equipment	<input type="checkbox"/> Warning systems
<input type="checkbox"/> Supervision	<input type="checkbox"/> Noise	<input type="checkbox"/> Horse handling	<input type="checkbox"/> Guarding	<input type="checkbox"/> Emergency procedures
<input type="checkbox"/> Instructions	<input type="checkbox"/> Access/egress	<input type="checkbox"/> Vehicle condition	<input type="checkbox"/> Electrical integrity	<input type="checkbox"/> Other:
<input type="checkbox"/> Worker competency	<input type="checkbox"/> Terrain conditions	<input type="checkbox"/> Vehicle speed	<input type="checkbox"/> Chemical handling	
<input type="checkbox"/> Worker fatigue	<input type="checkbox"/> Wildlife	<input type="checkbox"/> Vehicle load	<input type="checkbox"/> Material handling	

Explain the sequence of events that led to the incident (if different to worker's report on page 1):

Explain what went wrong with any contributing factors to identify the root cause of the incident:

Have any similar incidents occurred at this site?  Yes  No (If yes, provide details)

### Identify the actions to prevent a reoccurrence of this event

*Use the Hierarchy of Control to select the most effective action/s: Elimination, Substitution, Isolation, Engineering, Administrative, PPE*

Date required	Corrective or preventative action taken or to be taken	Hierarchy of Control element	Person responsible	Date implemented

Consequence of hazard/incident recurrence	<input type="checkbox"/> Insignificant	<input type="checkbox"/> Minor	<input type="checkbox"/> Moderate	<input type="checkbox"/> Major	<input type="checkbox"/> Catastrophic
Likelihood of hazard/incident recurrence	<input type="checkbox"/> Rare	<input type="checkbox"/> Unlikely	<input type="checkbox"/> Possible	<input type="checkbox"/> Very likely	<input type="checkbox"/> Certain to occur
Risk rating	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> Extreme	<input type="checkbox"/> Critical

### Investigation team sign off

Supervisor:	Date	Worker:	Date
Other:	Date	Other:	Date

*Plus for incidents that had major or catastrophic consequences, the following signatures are required*

Site Manager:	Date	HR manager	Date
CEO	Date	HSE manager	Date