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MILLICENT STOCK TRANSFER FACILITY INDUCTION MANUAL

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PREFACE

As part of the Councils commitment to Occupational Health Safety & Welfare, this Stock Transfer Facility Induction Manual has been developed. This manual provides useful information about the Facility and adherence to WHS legislation, including policies and procedure for Users including personnel associated with agents and transporters.

It should be noted that to be eligible to engage in any onsite Saleyard activity, it is mandatory that all Users personnel satisfy the following requirements:

- ☐ Read and understand the contents of the Induction Manual
- ☐ complete a User Induction Training Session
- ☐ Complete the User Induction Agreement Form
- ☐ Agree to comply with relevant legislation, standards and saleyard policies and procedures.

1.0 INTRODUCTION

1.1 BACKGROUND

The safe and efficient operation of the Stock Transfer Facility presents a diversity of challenges to the operator. Occupational Health and Safety legislation places a statutory duty on the operator to provide a safe workplace, not just to employees and the operator, but to all people at the facility. In particular:

- ☐ all plant provided for use are used in a safe manner and do not place people at risk;
- ☐ there is in place a safe system of work and safe working environment which does not place other people at the facility at risk of harm or ill health, and
- ☐ information, instructions, and training is provided to ensure the appropriate knowledge and skills to undertake the tasks in a manner which is safe for themselves and others.

1.2 USERS

By the nature of its operation the Transfer Facility has a range of users. Included in the users are the following:

- ☐ Agent
 - ☐ Person delivering and collecting animals.
 - ☐ Transport operator.
 - ☐ Stock owners
 - ☐ Other
-

2.0 REQUIREMENTS

2.1 AGENTS

All agents and their employees or contractors, as a condition of operating on-site, will be required to be inducted into the safe working procedures to be followed on-site. It is a condition of entry that all procedures be followed.

2.2 DELIVERY OF ANIMALS

Animals may only be delivered to the Facility by prior agreement. The transport company is to ensure its employees have the knowledge and skills in animal husbandry to unload the animals. Drivers and people unloading are to wear the appropriate personal protective equipment including footwear.

2.3 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.

2.4 DURING UNLOADING DRAFTING AND PENNING

The risks arising from the unloading can arise from several 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 must ensure the physical movement of the animals does not place them personally at risk. 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, an easily 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 good condition and check all gates are secured.

2.5 TRAFFIC MANAGEMENT

There are a number of traffic hazards associated with the facility, the following is in place to minimize the risk.

- ☐ routes are clearly signposted.
- ☐ the flow of traffic minimises the potential for collision between vehicles.
- ☐ trucks to limit reversing to ramps only.
- ☐ speed restrictions are displayed.
- ☐ people working in the truck parking area to wear visibility vests.

2.6 CHILDREN AT THE STOCK TRANSFER FACILITY

The transfer facility is a workplace and like all workplaces has a range of potential hazards, some life threatening, which a child would not recognise nor appreciate. Children are not to enter into the Transfer Facility.

2.7 DOGS AT THE FACILITY

It is recognised that there is a special responsibility on all users of the Facility to ensure their working dogs do not place people or animals at risk. Users and visitors to the Facility are to ensure dogs are under effective control at all times. It is not appropriate to bring a declared dangerous dog into the facility.

3.0 USER RESPONSIBILITIES

3.1 ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

Users are responsible for the following: -

- ☐ reporting all accidents, incidents damage or near misses to the Council without delay.
- ☐ co-operating with the Council during any investigation.

3.2 DEAD ANIMALS

Dead animals are to be immediately reported to Council who will be responsible for arranging the removal and disposal. The user is responsible for the payment of the associated fees and charges in accordance with Council's fees and charges schedule.

3.3 ANIMAL CONTROL WITHIN THE COMPLEX

Users of the facility are to identify potential hazards and minimize the risk associated with animal control.

3.4 DRUGS, ALCOHOL AND MEDICATION

The use of drugs and alcohol is prohibited at the Facility. Users are not to place themselves or other persons at risk using medication, prescribed or otherwise.

3.5 FIREARMS

Any firearms left in a vehicle must be secured in accordance with the law. Any destruction of stock must require authorised use of firearm.

3.6 INFECTIOUS DISEASES

Users are to be aware of their responsibility not to introduce infections or infectious material, including animals into the complex. They are to be aware of the potential hazards associated with work related infectious diseases including the possibility of infection from animals.

Users are to report to the Council, as soon as practical, any incidence of infectious disease arising from contact with the Stock Transfer Facility.

3.7 LIVESTOCK TRANSPORTERS

Livestock transporters are to be aware of their obligations under the WHS legislation. They are to be aware of their own responsibilities for themselves, persons who may be affected by their work-related activities within the confines of the facility. It is a condition of entry to the facility that livestock transporters are to undertake hazard identification and risk assessment for all work-related activities associated with the delivery and collection of livestock. It is the responsibility of the livestock

transporter to ensure all their work-related activities are undertaken in a safe manner in accordance with appropriate risk control measures.

3.8 MANUAL HANDLING

It is the responsibility of users to be aware of the potential hazards associated with inappropriate manual handling techniques. Users are responsible for carrying out all activities in a safe manner.

3.9 NOISE

Users are to avoid the generation of noise above the acceptable levels, and ensure machinery and equipment is in good order and not generating excessive noise, especially after normal working hours.

3.10 PERMITS TO WORK

Users, including contractors, are to be aware of the requirement associated with the permit to work system at the facility. Users are not to commence work until all the requirements and arrangements for the issue of a permit to work are in place.

3.11 SETTLING PONDS

Users are to be aware of the potential hazards posed by the settling pond. Users are not to enter the settling pond areas.

3.12 WORKING AT HEIGHTS

Users are to be aware of the potential hazards from working at heights. Regarding working at heights users are responsible for carrying out all activities in a safe manner in accordance with Australian standards. Users are to check the condition of any safety equipment required to work at height before commencing the work and give consideration to the weather conditions at the time.

3.13 WORKING ALONE

Users should be aware of the increased risk of working alone and should only do so in a safe manner. It is also the responsibility of users to ensure all their equipment including communication equipment is tested before commencing work. It is the responsibility of the users to ensure they are aware of the specific operational hazards they could face when they are required to work alone.

3.14 HOUSEKEEPING

It is the responsibility of the users to always maintain good housekeeping practices.

3.15 FEES AND CHARGES

Users are responsible for the payment of all fees and charges associated with the transiting of livestock and in accordance with Council's fees and charges schedule.