

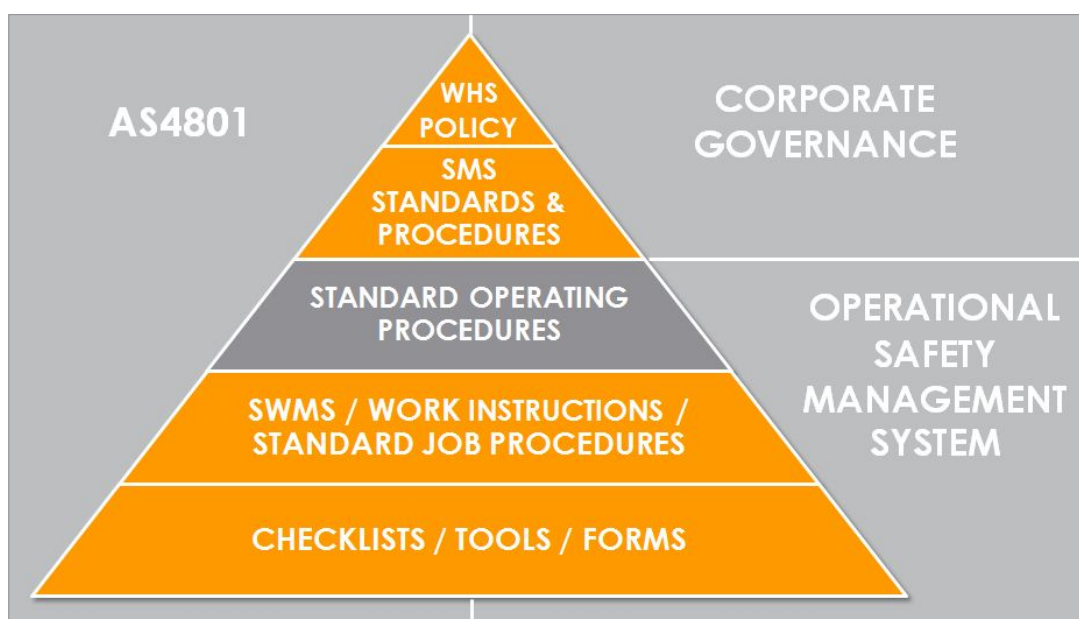
QUICK GUIDE

SAFETY Everyone. Everywhere. Every day

FLORA AND FAUNA

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DOC OWNER	Tom Foster	ACTIVE DATE	01/02/2017

1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for exposure of workers to flora and fauna to ensure arrangements at each QUU controlled worksite are in place, effective and meet QUU's Safety Management System (SMS) requirements.

This quick guide has been developed as an information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- WHS Hazard and Risk Management Procedure (PRO363)
- WHS Incident Reporting, Investigation and Escalation Procedure (PRO364)
- First Aid Standard Operating Procedure (PRO384)
- Infection Control Standard Operating Procedure
- Personal Protective Equipment Standard Operating Procedure (PRO424)
- Ground Disturbance Standard Operating Procedure (PRO419)

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. RISK ASSESSMENT	
(a) A Risk Assessment must be undertaken for each task that may lead to persons coming into contact with animals or plants that pose a risk of injury or harm.	Section 6.1 (PRO###)
(b) Control measures must be based on where employees are likely to work (e.g. bush), and the type of animal or plant species they are likely to encounter.	
2. GENERAL GUIDELINES	
(a) Before entering a property and commencing work on a new site, employees must conduct a visual inspection for animals and plants that may pose a potential risk in the work area (e.g. snakes or spiders).	Section 6.2 (PRO###)
(c) Employees must be provided with appropriate PPE where required (e.g. gators, gloves etc.).	
(d) First aid kits that are appropriate for the work area must be supplied to sites (including Snake Bite Kits where required).	
(e) Toolbox talks must incorporate animal and plant awareness where required to ensure employees and other persons on QUU worksites are adequately informed.	
(f) Employees must: <ul style="list-style-type: none"> • Not intentionally encourage wild animals with food or shelter; • Avoid contact with animals and not provoke any animals in any way; • Wear provided PPE and insect repellent where required; • Not intentionally remove or relocate plant substances from one location to another; • No not ingest any plant material; and • Inform their Supervisor if wildlife or potentially toxic/noxious plants are encountered. 	
3. BASIC PREVENTATIVE GUIDELINES	
(a) Still bodies of water (e.g. buckets, used tyres, equipment etc.) must not be left onsite, as this may encourage the breeding of mosquitos.	Section 6.3 (PRO###)
(b) Trees, bushes and grass must be trimmed and maintained.	
(c) Litter and waste build-up on site must be prevented.	
(d) Regular plant/animal/insect awareness training must be conducted.	
4. IMMUNISATIONS	
(a) Immunisations may be required by field employees, as identified through consultation with the Health Management Team and Qld Health. Refer to the Immunisation Matrix (REF191) for further information.	Section 6.4 (PRO###)
5. GENERAL INFORMATION ABOUT ANIMALS, PESTS & WILDLIFE	
(a) Interaction with dogs: <ul style="list-style-type: none"> • Before entering premises, workers must: 	Section 6.5.1 (PRO###)

AT ALL TIMES	REFERENCE
<ul style="list-style-type: none"> ○ Observe the property for signs of a dog; ○ Check if there is a warning on a property of a 'Dangerous Dog', and not enter without the permission of the owner and confirmation that the dog has been safely secured away from the work area; and ○ Make sure that they are not being challenged by a dog at the gate (in which case they must not enter). • While on premises, workers must not: <ul style="list-style-type: none"> ○ Approach dogs that are tied up; ○ Pat or grab hold of dogs; and ○ Turn their back to dogs that are not tied up or whose restraints allow them to reach the worker. • If attacked or bitten by a dog, workers must: <ul style="list-style-type: none"> ○ Not strike or hit the dog; ○ Shout for help and wait until the dog moves away; ○ Calmly and silently check to see if the dog has gone far enough away before seeking help; ○ Stay where they are (if the dog is still around) until it is safe to move; and ○ Report all incidents to their supervisor immediately and complete the appropriate QUU Incident Notification Reports. 	
<p>(b) Insects and spiders:</p> <ul style="list-style-type: none"> • QUU field workers must be issued with insect repellent in areas where there is a risk of being bitten by insects. This must be applied by workers prior to undertaking works. • Appropriate long trousers and long sleeved clothing and PPE such as gloves should be worn in addition to the application of repellents if required. • Care must be taken when moving or handling material/items that to ensure there are no insects or pests nesting in these items. 	Section 6.5.2 (PRO###)
<p>(c) Fire ants:</p> <ul style="list-style-type: none"> • QUU has an Approved Risk Management Plan (ARMP) for works undertaken in 'Fire Ant Restricted Areas'. • QUU must ensure that workers are given instruction on 'Fire Ant Restricted Area' locations and on the precautions to be taken when operating within these areas. 	Section 6.5.3 (PRO###)
<p>(d) Snakes:</p> <ul style="list-style-type: none"> • Workers must: <ul style="list-style-type: none"> ○ Wear boots, approved gators and trousers; ○ Be aware of where they are placing their hands and feet; ○ Not place hands or feet in or under logs, rocks, hollows, crevices or debris without checking first that there is no snake present; ○ Use a torch when walking on worksites at night; and ○ Must never approach, interfere with or handle snakes. 	Section 6.5.4 (PRO###)
<p>(e) Bats:</p> <ul style="list-style-type: none"> • Workers must not handle bats. 	Section 6.5.5(PRO###)

AT ALL TIMES	REFERENCE
<ul style="list-style-type: none"> If a sick, injured or orphaned bat is found: <ul style="list-style-type: none"> It must not to be touched; The sighting must be reported to a Supervisor; RSPCA QLD must be contacted to remove the bat. 	
<p>(a) Horses:</p> <ul style="list-style-type: none"> Workers must avoid touching horses, especially in areas where flying foxes are roosting or known to feed. If an encountered horse appears weak or uncoordinated: <ul style="list-style-type: none"> It must be avoided; The sighting must be reported to a Supervisor; and Biosecurity Qld or the Emergency Animal Disease Watch Hotline must be immediately contacted. 	Section 6.5.6 (PRO###)
6. TOXIC/POISONOUS PLANTS & FUNGI	
<p>(a) If it has been identified that there are potentially poisonous plants on a QUU worksite, workers will be provided information on this at site induction/toolbox talks</p>	Section 6.6.1 (PRO###)
<p>(b) Workers must avoid any plant that is identified as a potential risk to their safety.</p>	
7. PEST PLANTS/WEEDS	
<p>(a) Action must be taken to prevent the potential spread of established pest plants into new areas.</p>	Section 6.6.2 (PRO###)
<p>(b) The responsibility of controlling weeds rests with each individual QUU site.</p>	
<p>(c) Potential controls to prevent weed spreading include:</p> <ul style="list-style-type: none"> Any instructions provided in site Induction/Toolbox Talks regarding potential weeds on site and required actions must be adhered to. Designated roads and tracks must be stuck to, and weed-infested areas must be avoided. Equipment, boots, clothing, vehicles and machinery must be cleaned before leaving known weed-infested areas. Special attention should be focused on the undercarriage and tyres. Off-road vehicles must be cleaned by blowing, vacuuming or washing off dirt and seeds. Weeds or plant waste must not be dumped in any area outside the weed-infested site. Waste must be disposed of appropriately by transporting it safely to a waste disposal facility. 	
8. TRAINING & COMPETENCY	
<p>(a) QUU personnel must be provided with instruction and training on:</p> <ul style="list-style-type: none"> How to assess locations for the presence of animals or that may provide a risk to safety; and Common wildlife and plants that may be encountered in service areas, such as parks, gardens, roads, storage areas etc. 	Section 6.7 (PRO###)
<p>(b) QUU personnel must be provided with animal and plant awareness at site inductions where animal or plant risks have been identified.</p>	

6. REVIEW PROCESS

This document is to be reviewed every 12 months, or earlier if:

- There is an identified risk to business;
- A significant safety event occurs;
- Incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes;
- There are changes in associated legislation; or
- There is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.