

Student	
School	
Host Employer	

## PROPOSED WORK EXPERIENCE WITH ANIMALS

### SPECIAL APPROVALS

#### Workplace Guidelines for Students Working with Animals

#### These guidelines provide information for host employers, students, parents and schools

Secondary students undertaking workplace learning involving animals could be exposed to risks not found in other workplaces. To provide a safe and rewarding experience, host employers must recognise the hazards which could place a student at risk and considering the experience of the student. Activities must be carefully selected and planned, and the risks managed.

Workplaces where animals are housed, cared for and provided with medical treatment include:

- **veterinary practices**
- **zoos and wildlife sanctuaries**
- **farms and dairies**
- **animal parks**
- **animal shelters**
- **stables**
- **pet shops**
- **animal boarding facilities**

#### **IMPORTANT NOTES:**

- **NO** student under 15 years of age should be permitted to undertake work experience involving direct contact with animals. (There may be other activities in your workplace, however, that are both safe and suitable for a student aged under 15.)
- Riding of animals eg, horses, is not permitted under any circumstances.

#### What host employers should consider

##### Previous Experience and Confidence with Animals

Students should provide information about their experience with animals when they are being considered for work experience (see the Form [Proposed work experience with animals: Student Self Assessment](#), below). The school's Work Experience Coordinator will review this Form and sign off if satisfied the student understands the nature of the work experience, and the constraints which will apply in regard to contact with animals.

##### Providing Appropriate Induction and Supervision

Work experience students must be given a thorough induction briefing and must be adequately supervised while at your workplace. This means allocating responsibility for the student to a staff member. Supervisor(s) should be familiar with the summary of the student's prior experience with animals and must explain which activities and locations are prohibited. All staff must understand some tasks are not to be asked of the student.

Inform the student that **safety** is the most important consideration during their stay, that you have a legal duty of care for the student during the week, and in turn they must act to safeguard themselves by observing all requirements you have put in place to protect them.

##### Managing Potential Exposure to Animals

The student must understand that animal behaviour is unpredictable. Before exposing a student to any animal, a risk assessment must be conducted to establish the likelihood of the animal displaying potentially injurious behaviour. Protective measures that are currently in place may be suitable for trained staff but not for others with less experience – this should be considered before a student is asked to carry out a task.

There are some animals to which students must **NOT** be exposed (*ie*, come into direct contact with). These include any animal with a known history of behavioural problems, any animal with an injury or condition that is causing them pain or stress, and animals likely to be protective of their young.

Student	
School	
Host Employer	

The following table gives some examples of both suitable and unsuitable (prohibited) activities:

Examples of potentially suitable activities *	Examples of unsuitable (prohibited) activities
Grooming (brushing or combing only – the use of hydrobaths presents animal handling risks to which students should not be exposed).	Bathing an animal (eg, in hydrobath).
Exercising (only by walking the animal or supervising while the animal is allowed free movement for a set period – eg, animals boarded at veterinary practices).	Assisting with any medical procedure, including medicating an animal. This includes holding or restraining an animal while staff carry out the required task.
Feeding (this means placing food and water for animals, not hand feeding).	Handling (or being exposed to) any hazardous substance used in animal treatment – drugs, syringes, anaesthetics.
Cleaning cages or enclosures <i>provided animals have been removed from the area</i> or have been assessed as presenting negligible (or manageable) risk.	Carrying out any manual handling task that presents significant risk (eg, carrying/stacking food containers, lifting heavy animals into or out of cages or pens).
Observing medical procedures, provided these are not viewed as likely to be distressing for the student.	Using (or being exposed to) any hazardous plant or equipment, such as x-ray equipment used in radiology.

**\* Subject to satisfactory assessment of the animal and of the student's experience with animals, as well as their capability and confidence. Direct supervision must be provided – students must not be left alone with an animal.**

### What students and parents should consider

Hazards associated with animal handling and restraint are difficult to control. Animals of every species are unpredictable, and even people experienced in animal behaviour will occasionally suffer injury when a previously placid animal suddenly becomes aggressive (usually through stress).

The student's host employer has a duty of care to all persons in the workplace (staff, customers and visitors) but cannot guarantee complete absence of risk without separating the student from animals altogether. This would defeat the purpose – and remove the interest and enjoyment – of being placed in an environment where animals are present.

Parents can help a prospective host employer to plan suitable activities by providing information about the student's experience and capability with animals (eg, they may have a horse of their own and be confident in grooming and preparing feed). The Form below asks questions designed to give a host employer some background before they make a decision to accept a student for work experience. It's in their interest, and in yours, that the information provides a full and accurate picture.

### Role of the school in assessing student suitability

The school's Work Experience Coordinator should review the completed *Form Proposed Work Experience with Animals: Student's Self Assessment*. If this provides satisfactory evidence of relevant experience working with animals, it should be forwarded to the prospective host employer.

If the school has concerns about the student's suitability, the work experience should not go ahead.

### Procedure

Please forward the following forms, fully completed, to your diocesan representative who will forward to the Catholic Schools NSW Senior Manager: VET, for consideration: [voced@cnsnw.catholic.edu.au](mailto:voced@cnsnw.catholic.edu.au):

- *Student Self-Assessment Form* (pages 5-6 below)
- *Student Placement Record* (including Host Employer section fully completed and signed)

Student	
School	
Host Employer	

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### EMPLOYER RISK MANAGEMENT

The information provided below is for host employers of work experience students working with animals. It is designed as a tool to assist with task planning, and to develop appropriate induction, training and supervision to minimise any risk to students while they are 'at work'.

As a host employer, we ask you to consider the information below and if any further risk management activities are appropriate for your workplace, these should be noted on the *Student Placement Record* which you are required to complete and sign.

Hazards must be considered when allocating tasks. If a risk cannot be managed, students must NOT undertake the activity. Students must be given an induction addressing health and safety issues and must be supervised at all times.

The hazards described here are commonly encountered in workplaces where animals are housed and/or treated: these include veterinary practices, wildlife sanctuaries and parks, zoos, animal shelters, stables, boarding facilities, pet shops.

Workplace Hazards in Working with Animals			
Potential Hazard	Possible Harmful Effects	Possible Employer Action to Prevent Injury / Illness	Preventative Action Students Can Take
Animals <i>Even usually placid animals may inflict injury if under stress or in pain. Animal behaviour is difficult to predict and may change without warning</i>	Bites, mauling, scratches (smaller animals) <i>and</i> Impact injuries such as fractures, crushing, bruising (larger animals)	<ul style="list-style-type: none"> <li>• Allow only experienced and trained staff to handle or restrain animals</li> <li>• Instruct staff in safe animal handling, including recognising 'warning' signs</li> <li>• Label cages where an animal's behaviour gives reason for concern</li> <li>• Provide personal protective clothing</li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>Students must NOT handle animals unless the animal and the task have been assessed by their supervisor</i></b></li> <li>• Don't approach any animal unless assured by your supervisor that it's safe</li> </ul>
Autoclaves / sterilisers	Burns, scalding from steam	<ul style="list-style-type: none"> <li>• Ensure that only trained and experienced staff operate autoclaves</li> <li>• Ensure regular plant maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>Students must NOT be exposed to any dangerous plant or equipment</i></b></li> </ul>
Animal enclosures, stalls and cages	Cuts from metal edges, manual handling injury, risk of infection and disease if areas housing animals are not frequently cleaned and disinfected	<ul style="list-style-type: none"> <li>• Ensure regular cleaning and maintenance</li> <li>• Assess manual handling and redesign cages to minimise risk</li> <li>• Provide wash-up facilities, instruct staff in personal hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Don't open enclosures, stalls or cages for any purpose unless the task (and the animal) has been assessed by your supervisor</li> <li>• Wear gloves when cleaning</li> </ul>
X-rays (radiation)	Significant health risks, including cancers	<ul style="list-style-type: none"> <li>• Minimise potential for exposure to X-rays during radiography</li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>Students must NOT be exposed to radiography processes</i></b></li> </ul>

Student	
School	
Host Employer	

Potential Hazard	Possible Harmful Effects	Possible Employer Action to Prevent Injury / Illness	Preventative Action Students Can Take
Zoonoses (diseases caught from animals)	Diseases including hydatid disease, ringworm, Q fever	<ul style="list-style-type: none"> <li>Minimise potential for zoonotic infections – training, safe work practices, vaccination</li> </ul>	<ul style="list-style-type: none"> <li>Always wash up after contact with animals</li> <li><b>Students must NOT enter any workplace where Q fever has been reported</b></li> </ul>
Hazardous substances (drugs used in treatment, anaesthetics, cleaning chemicals)	Cytotoxic (cancer treating) and other drugs can cause illness. Short-term effects can include nausea, headaches	<ul style="list-style-type: none"> <li>Follow strict handling, labelling and storage procedures for all hazardous substances</li> <li>Provide protective clothing (such as gloves) for staff</li> </ul>	<ul style="list-style-type: none"> <li>Students must not medicate animals or handle any drugs used in animal treatment</li> <li>Wear rubber gloves when using cleaning chemicals</li> </ul>
Hazardous waste (soiled towels, swabs, syringes etc.)	Infectious diseases, cuts or 'needle stick' injuries; irritation to skin, eyes, nose or throat	<ul style="list-style-type: none"> <li>Treat all waste as hazardous</li> <li>Arrange for safe disposal into labelled containers</li> <li>Provide gloves where needed</li> </ul>	<ul style="list-style-type: none"> <li>Wear rubber gloves when handling soiled material</li> <li>Don't handle syringes</li> <li>Adopt good hygiene practices</li> </ul>
Housekeeping	Slips, trips and falls as a result of slippery surfaces or things left on the floor or on the ground	<ul style="list-style-type: none"> <li>Ensure that spills are cleaned immediately</li> <li>Keep work areas clear of items that could present impact hazards</li> </ul>	<ul style="list-style-type: none"> <li>Follow procedures for cleaning up spills</li> <li>Report any spills or obstacles</li> </ul>
Cuts	Infection	<ul style="list-style-type: none"> <li>Ensure tasks with potential risk of cuts are assessed</li> <li>Provide protective gloves</li> <li>Provide appropriate washing facilities</li> </ul>	<ul style="list-style-type: none"> <li>Wear protective gloves</li> <li>Wash hands immediately</li> <li>Seek first aid immediately if needed</li> </ul>
Manual handling	Musculoskeletal injuries (sprains and strains)	<ul style="list-style-type: none"> <li>Assess every manual handling task</li> <li>Use mechanical aids or team lifts</li> <li>Train workers in manual handling</li> </ul>	<ul style="list-style-type: none"> <li>Don't attempt any task if you think it may be difficult to do safely – ask for help!</li> </ul>
X-rays (radiation)	Significant health risks, including cancers	<ul style="list-style-type: none"> <li>Minimise potential for exposure to X-rays during radiography</li> </ul>	<ul style="list-style-type: none"> <li><b>Students must NOT be exposed to radiography processes</b></li> </ul>
Allergies to animals or insects or to animal feeds such as grasses	Allergic reactions: asthma or other respiratory illness, skin reactions	<ul style="list-style-type: none"> <li>Document any known allergies among staff members</li> <li>Prevent or minimise exposure – procedures must be established and followed by all workers</li> <li>Provide protective clothing</li> </ul>	<ul style="list-style-type: none"> <li>Follow safe working procedures</li> <li>Report any suspected allergic reaction to your supervisor, without delay</li> </ul>
Sexual harassment, workplace bullying	Emotional stress, fear and anxiety, physical illness	<ul style="list-style-type: none"> <li>Establish work place policy</li> <li>Provide staff briefings or training</li> </ul>	<ul style="list-style-type: none"> <li>Report any concerns immediately</li> </ul>

Student	
School	
Host Employer	

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### STUDENT SELF ASSESSMENT

**Students:** This Form should be completed and provided to your school's Work Experience Coordinator, to enable them to make an informed decision about your suitability for work experience with animals. If satisfied, they will forward the Form to your prospective host employer, who will make the final decision.

***It's important to understand that your contact with animals will be restricted to activities that do not present unacceptable risk. Your safety is your host employer's most important consideration.***

**NOTE:** Riding of animals eg, horses, is not permitted under any circumstances.

#### STUDENT INFORMATION

**Please provide information of any medical condition, medication, disability allergy (including animals eg, fur, saliva, or feed eg peanuts, wheat, grasses, hay), or other factors which are relevant to this application:**

**Is there any other information you think could be relevant in assessing your suitability?**

**What animals have you had at home, and what were/are your responsibilities in looking after them?**

Student	
School	
Host Employer	

### PREVIOUS EXPERIENCE WITH ANIMALS

**How would you describe your capabilities with animals?** For example: have you ever received instruction in approaching and/or handling animals (large or small), or in 'reading' animal behaviour?

**Have you had previous employment experience, such as a part-time, weekend or holiday job involving animals** (give details)?

**Have you ever been injured by an animal?** (If YES: what caused the incident, and how did you react? What would you do to prevent such an incident from happening again?)

**Are there animals in whose presence you don't feel comfortable or confident?**

### STATEMENT BY PARENT OR GUARDIAN

- The information provided here is accurate to the best of my knowledge.
- I have read the above table: *Workplace Hazards in Working with Animals*
- I am aware that working in an environment where animals are present may involve exposure to risk arising from the unpredictable nature of animal behaviour.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### STATEMENT BY SCHOOL REPRESENTATIVE

Reviewed by School Work Experience Co-ordinator:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward this completed form and accompanying Student Placement Record to your diocesan representative who will forward to the Catholic Schools NSW Senior Manager: VET, for consideration: [voiced@csnsw.catholic.edu.au](mailto:voiced@csnsw.catholic.edu.au).