

SNAKE HANDLING AND RELOCATION PROCEDURE



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1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. As such, this procedure outlines the process to eliminate and/or manage injury, damage or worse, to person and property as part of discovering a snake on a CQUniversity worksite in Queensland.

2 SCOPE

- 2.1 This procedure applies to employees, students, contractors and visitors undertaking CQUniversity operations and activities within Queensland only CQUniversity sites.

3 PROCEDURE

- 3.1 Snakes are known to inhabit some University worksites and surrounding landscape within Queensland. Snakes have and will continue to traverse and/or migrate into areas used by people.
- 3.2 To reduce the suitability of environments for snake occupation and population support, good housekeeping practices should be observed. These include, but are not limited to:
- prompt and adequate disposal of rubbish (e.g. food scraps, etc.)
 - prompt and adequate disposal of unused materials (e.g. scrap metal, tyres, etc.)
 - keeping external doors to buildings closed
 - maintaining grass at a low level
 - not having ground cover plants near walkways, and
 - controlling rodent populations.
- 3.3 Queensland's native wildlife is protected by the [Nature Conservation Act 1992](#).
- 3.4 A person removing or relocating wildlife in Queensland must have a [Damage Mitigation Permit](#) issued by the Department of Environment and Science. The University has been issued a Damage Mitigation Permit and will maintain currency.

- 3.5 University Operations employees and selected Security employees (at Rockhampton North campus only) have been trained and will maintain their currency, and as such approved by the University, as 'snake handlers'.
- 3.6 Any University approved snake handler requested to remove a snake, must have a qualified First Aid Officer accompany them during the removal and relocation process. A list of registered First Aid Officers for each area is available in the [Fire and Emergency Program \(FEP\)](#) online.
- 3.7 If any person on University property encounters a snake that causes concern, they are advised to:
- Remain calm and warn others who approach.
 - Notify University Security via:
 - the SafeZone App – Tap EMERGENCY; Tap ALERT SECURITY
 - 1331 from any CQUniversity telephone extension, or
 - call 0418 792 982.
 - If first aid is required, University appointed First Aid Officers are qualified to provide first aid as per the [First Aid Provision Procedure](#). Alternatively, if necessary, call emergency services on Triple Zero (000). University Security employees are qualified to administer first aid on the Rockhampton North campus only.
 - If an approved University snake handler cannot be provided, an alternative should be sought contacting a licensed removal specialist.
 - If a snake handler is required outside of Queensland campuses, contact the relevant State Department's Wildlife Services for referral to a reptile remover.
 - Provide information concerning the location and time that the snake was sighted and any other information that may be relevant.
 - If possible, and only if safe to do so, observe the snake from a safe distance.
 - If the snake is located in, or relocates to a room or a building, where possible, try to contain the snake within the location (e.g. close doors, windows, block escape routes like under doors with items such as a rolled-up towel or similar etc).
 - Use a sign to indicate 'No Entry' to the room, warn others who approach and remain near the location until a snake handler arrives.

Appointment of snake handlers

- 3.8 The Safety and Wellbeing Manager will adopt a formal risk management approach to determine the number of snake handlers required in the workplace and the level of facilities and services that are to be provided in each workplace.
- 3.9 Employees who are nominated and agree to undertake the role of a snake handler, will need to gain approval from their supervisor, and successfully complete a 'Venomous Snake Handling Course' and a senior first aid qualification, prior to being appointed as a snake handler.
- 3.10 Appointed snake handlers will be retrained in the 'Venomous Snake Handling Course' at least every two years, or as determined by competency. Appointed snake handlers who do not actively perform snake handling duties may be trained more regularly (i.e. yearly) to ensure they are still competent to respond to any snake handling and relocation events. This will be at the discretion of the Facilities Management Directorate.
- 3.11 Appointed snake handlers will undertake the role according to, and within the bounds of, their training and will provide a certified copy of their certification and re-certification to the Safety and Wellbeing Unit. Snake handlers will be appointed for the term of the currency of their qualifications and while the University maintains a current Damage Mitigation Permit in accordance with the [Nature Conservation \(Animals\) Regulation 2020](#) (Qld).
- 3.12 The University will be responsible for all costs associated with the provision of this training and with the provision of equipment for employees to undertake this role.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Individuals at University worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. They must comply with relevant instruction and cooperate with any reasonable legislation or policy document relating to health and safety at the workplace. For further information on an individual's roles and responsibilities for safety and health, refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.2 The Director People and Culture and Safety and Wellbeing Manager is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.3 Incidents involving snake handling are reportable to the Department of Environment and Science. The appointed snake handler will complete a Snake Removal/Relocation Report and report the event via the People and Culture Directorate's Service Management System (SDesk) as a biological hazard. Both the report and SDesk submission should occur within 24 hours of the incident. The Safety and Wellbeing Unit will ensure the report is entered into CQUniversity's Incident Reporting system.
- 4.4 The Safety and Wellbeing Unit will collate the reports and submit a Return of Operations Form to the Department of Environment and Science every three months.
- 4.5 Non-compliances with this procedure will be reported and investigated as an incident under the [Incident and Hazard Reporting and Investigation Procedure](#).

Records management

- 4.6 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.7 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[First Aid Provision Procedure](#)

[Incident and Hazard Reporting and Investigation Procedure](#)

[Nature Conservation Act 1992](#) (Qld)

[Nature Conservation \(Animals\) Regulation 2020](#) (Qld)

Snake Removal/Relocation Report

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

[Work Health and Safety Roles and Responsibilities Procedure](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Delegated Approval Authority	N/A
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Notes	This document was formerly known as the Safety Health Environment Workcover Sustainability (SHEWS) Snake Handling and Relocation Procedure (last approved 16/03/2016).