

SAFETY HEALTH ENVIRONMENT WORKCOVER SUSTAINABILITY (SHEWS) SNAKE HANDLING AND RELOCATION

(APPLIES AT QUEENSLAND SITES ONLY)

1 PURPOSE

CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable including eliminating or minimising, the risks associated with the appearance, handling and relocation of snakes (venomous and non-venomous).

2 SCOPE

This procedure applies to all CQUniversity staff, students, contractors and their staff, and all visitors whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site. This procedure has been identified as necessary at CQUniversity sites within Queensland only.

3 EFFECTIVE DATE 1 June 2016

4 LEGISLATIVE AUTHORITY

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2011](#)

[Nature Conservation Act 1992](#)

[Nature Conservation \(Wildlife\) Regulation 2006](#)

[Nature Conservation \(Administration\) Regulation 2006](#)

5 PARENT POLICY

[Work Health and Safety Policy](#)

6 PROCEDURE

Snakes are known to inhabit some CQUniversity worksites and surrounding landscape within Queensland. Snakes have and will continue to traverse and/or migrate into areas used by people.

The following information outlines information 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.

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
- Controlling rodent populations

Queensland's native wildlife is protected by the Nature Conservation Act 1992.

A Damage Mitigation Permit issued by the Department of Environment and Heritage Protection is required by a person undertaking the removal and relocation of wildlife. CQUniversity has been issued a Damage Mitigation Permit and will maintain currency.

CQUniversity Security personnel have been trained and will maintain their currency and as such approved by CQUniversity as Snake Handlers.

If you encounter a snake that causes concern:

- Remain calm and warn others who approach.
- Notify CQUniversity Security
 - via the SafeZone App – Tap EMERGENCY; Tap ALERT SECURITY
 - via 1331 from any CQUniversity telephone extension
 - or call 0418 792982
- If first aid is required as a result of someone being bitten by a snake that is or suspected to be venomous, CQUniversity Security staff are qualified to provide first aid. Alternatively, if necessary, please call emergency services, in the first instance.
 - via 000* (if using a CQUniversity telephone extension, dial 0 first for an external connection)
- If an approved CQUniversity snake handler cannot be provided, an alternative should be sought via the Queensland Department of Environment and Heritage Protection on phone number 1300 130 372.
- Provide information concerning the location and time that the snake was sighted and any other information that you believe 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 CQUniversity Snake Handlers:

CQUniversity National OHS 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.

CQUniversity staff who are nominated and agree to undertake the role of a snake handler, will need to gain approval from their supervisor and will need to successfully complete a 'Venomous Snake Handling Course' and a senior first aid qualification, prior to being appointed as a snake handler.

CQUniversity appointed snake handlers will undertake the role according to and within the bounds of their training and are required to retain the originals of their certifications for their own personal records, but will provide a certified copy of their certification and recertification to the OHS Unit. The period of appointment of a snake handler will be 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 (Administration) Regulation 2006

CQUniversity will be responsible for all costs associated with the provision of this training and with the provision of equipment for staff to undertake this role.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

- 7.1 CQUniversity management have a duty to exercise due diligence to ensure that CQUniversity complies with relevant legislation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

CQUniversity staff, students, contractors and their staff, and all visitors at CQUniversity 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 any reasonable instruction and co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

The OHS Unit of CQUniversity assists management and others to facilitate compliance, monitoring and review.

Please also refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).

Reporting

7.2 Every incident that involving snake handling is reportable to the Department of Environment and Heritage Protection. The Snake Handler will complete a CQUniversity Snake Removal/Relocation Report and a CQUniversity Incident Report and submit both to the OHS Unit within 24 hours of the incident.

The OHS Unit will collate the reports and submit a Return of Operations Form to the Department of Environment and Heritage Protection every three months.

Records Management

7.4 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

Other definitions in relation to this procedure can be located in the respective legislative documentation (e.g. respective Acts, Regulations, Codes of Practice, Guides)

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[CQUniversity Incident/Hazard Report](#)

Approval and Review	Details
Approval Authority	Vice-Chancellor and President (or delegate)
Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	Occupational Health and Safety Manager
Next Review Date	16/03/2019

Approval and Amendment History	Details
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