

Administering Medication To Animals Risk Assessment

| | | |
|-------------------|--------|--------|
| Business Name: | ABN: | |
| Business Address: | | |
| Contact Person: | Phone: | Email: |

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

| | | |
|------------|--------|-------|
| Full Name: | | |
| Signature: | Title: | Date: |

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

| | |
|---|----------------|
| Client: | SCOPE OF WORKS |
| Project Name: | |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Date Risk Assessment supplied to Project Manager: | |

| RISK MATRIX | | | | | | | | | |
|--|---|---------------|--------------------|------------|--|----------------|-----------------------------------|--|--|
| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION | HIERARCHY OF CONTROLS | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | Substitution Replace the hazard. | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review before work starts. | Isolation Isolate People from the hazard | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | Engineering Isolate the hazard | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records. | Administrative Change | |
| | | | | | | | | PPE | |
| Risk Rating & Required Action: | | | | | | | | Notes on Hierarchy of Controls: | |
| 4A Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required. | | | | | | | | Remember to apply controls in the preferred order shown by the coloured pyramid: | |
| 3H Review and approve additional controls before task starts. Senior supervisor sign-off needed. | | | | | | | | 1. Eliminate | |
| 2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions. | | | | | | | | 2. Substitute | |
| 1L Proceed, following standard operating procedures. Monitor and keep records. | | | | | | | | 3. Isolate | |
| | | | | | | | | 4. Engineering | |
| | | | | | | | | 5. Administrative | |
| | | | | | | | | 6. PPE | |
| Consequence Scale: | | | | | | | | Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable. | |
| Consequence | People (injury/illness) | | Project / Assets | | Compliance / Reputation | | | | |
| Catastrophic | Fatality or permanent total disability | | project shutdown | | Significant regulator intervention; criminal prosecution | | | | |
| Major | Serious injury/illness (hospital > 5 days) | | critical delay | | Improvement notice; major media coverage | | | | |
| Moderate | Medical-treatment injury; lost-time > 1 day | | moderate delay | | Minor breach; adverse client comment | | | | |
| Minor | First-aid only, no lost time | | negligible delay | | Isolated non-conformance | | | | |
| Insignificant | No injury | | no schedule impact | | Deviation caught and corrected on site | | | | |
| | | | | | | | | aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8. | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-------------------------------------|---|--------------|--|---------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Lifting heavy supplies, Spilled medication | 3H | <ul style="list-style-type: none"> - Use trolleys and lifting aids for heavy supplies - Wear appropriate personal protective equipment (PPE) - Ensure all medication is capped and secured before transport - Train staff in proper lifting techniques - Keep the area clear of obstacles - Wear non-slip footwear - Conduct a pre-trip risk assessment - Use clear labelling on supplies - Restrict access to authorised personnel only - Opportunistic cleaning of spills immediately | 2M |
| 2. Checking Medication Instructions | Misinterpretation of instructions, Incorrect dosage | 4H | <ul style="list-style-type: none"> - Double check instructions with a second team member - Use standardized forms for documentation - Ensure legible handwriting - Maintain open communication channels for verification - Confirm dosage with veterinary contact, if needed - Train staff during induction and ongoing refreshers - Use digital tools for instruction interpretation - Develop a checklist for medication preparation - Limit distractions during instruction review - Schedule tasks to ensure adequate time for preparation | 2M |
| 3. Handling Animals | Animal bites, Animal distress | 3H | <ul style="list-style-type: none"> - Use calming techniques prior to handling - Have a trained handler present - Use appropriate restraints or cages - Maintain updated records on animal temperament - Employ reward-based systems to reduce stress - Conduct training in animal behaviour and handling - Ensure a quiet and controlled environment - Treat animals gently and respectfully | 2M |

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| | | | <ul style="list-style-type: none"> - Develop emergency procedures for bites or escapes - Regularly review and update the handling protocol | |
| 4. Measuring Medication | Incorrect measurement, Spillage | 4A | <ul style="list-style-type: none"> - Use a calibrated syringe - Measure medication in a clean, dry container - Label the container with the medication name and concentration - Store medication in a secure, locked container - Dispose of unused medication properly - Wash hands after handling medication - Use personal protective equipment (PPE) when handling medication - Follow the manufacturer's instructions for storage and handling - Keep medication out of reach of children and pets - Check the expiration date of medication - Use the correct technique for measuring medication - Double-check the measurement - Record the measurement - Dispose of the syringe and container properly | 2M |
| 5. Administering Medication | Administering to wrong animal, Needle stick injuries | 3H | <ul style="list-style-type: none"> - Verify the animal's identity and species - Check the medication label and concentration - Use the correct technique for administering medication - Use PPE when handling needles and syringes - Dispose of needles and syringes properly - Wash hands after handling needles and syringes - Use a sharps container for disposal - Follow the manufacturer's instructions for disposal - Keep needles and syringes out of reach of children and pets - Check the expiration date of medication - Use the correct technique for administering medication - Double-check the measurement - Record the measurement - Dispose of the syringe and container properly | 2M |
| 6. Monitoring Post-Administration | Allergic reactions, Behavioural changes | 3H | <ul style="list-style-type: none"> - Monitor the animal for allergic reactions - Observe the animal for behavioural changes - Record the animal's response - Report any allergic reactions or behavioural changes to the veterinarian - Follow the veterinarian's instructions for monitoring - Keep the animal in a safe, secure environment - Use PPE when handling the animal - Wash hands after handling the animal - Dispose of any waste properly - Follow the manufacturer's instructions for disposal - Keep waste out of reach of children and pets - Check the expiration date of medication - Use the correct technique for administering medication - Double-check the measurement - Record the measurement - Dispose of the syringe and container properly | 1L |

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| | | | | |
| 7. Record Keeping | Data entry errors, Loss of records | 2M | | 1L |
| 8. Clean-up and Disposal | Exposure to hazardous waste contamination | 3H | | 2M |
| 9. Equipment Maintenance | Equipment failure, Inadequate cleaning | 3H | | 1L |

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| | | | | |
| 10. Training and Induction | Inadequate training, Inconsistent procedures | 3H | | 1L |
| 11. Incident Reporting and Review | Underreporting incidents, Inadequate incident analysis | 3H | | 1L |
| 12. Communication Protocols | Miscommunication, Failure to disseminate updates | 2M | | 1L |

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| | | | | |
| 13. Review and Update Procedures | Outdated procedures, Lack of compliance | 3H | | 2M |
| 14. Emergency Preparedness | Inadequate emergency plans, Non functional equipment | 4A | | 1L |
| 15. Staff Well-being | Stress, Fatigue | 3H | | 1L |

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SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.