



# Adult Course Risk Management Plan

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## 1. Purpose

This Risk Management Plan outlines how the Australian Agricultural Centre (AAC) identifies, assesses and manages risks associated with adult education, training and professional development courses. The aim is to ensure the health, safety and well-being of all participants, staff, contractors and visitors.

## 2. Scope

This plan applies to all adult courses delivered by AAC, including on-farm, workshop-based, field-based, digital and community programs.

## 3. Legislative & Compliance Framework

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017
- SafeWork NSW Codes of Practice
- Animal Welfare Standards and Guidelines
- CASA regulations (where applicable)
- Child Safe Standards (where children are present on site)

## 4. Risk Assessment Methodology

Likelihood	Consequence	Risk Rating
Rare → Almost Certain	Insignificant → Severe	Low / Medium / High / Extreme

Control measures follow the **Hierarchy of Controls**:

Elimination → Substitution → Engineering → Administrative → PPE

## 5. General Controls (All Adult Courses)

- Participant induction and safety briefing
- Sign-in and attendance records
- PPE provided and enforced
- Qualified trainers and supervisors
- First aid kits accessible
- Emergency Management Plan in place
- No alcohol or drugs permitted



## 6. Course-Specific Risk Management

### A. Cattle Handling

<b>Risk</b>	<b>Rating</b>	<b>Controls</b>
Crush injuries	High	Proper yard design, trained supervision
Animal behaviour	High	Low-stress handling techniques
Slips in yards	Medium	Non-slip surfaces, steel-capped boots

### B. Novice Wool Harvesting

<b>Risk</b>	<b>Rating</b>	<b>Controls</b>
Cuts from equipment	High	PPE, supervised use
Manual handling	Medium	Correct lifting techniques
Animal welfare	Medium	Experienced oversight

### C. Women in Ag (Workshops & Field Days)

<b>Risk</b>	<b>Rating</b>	<b>Controls</b>
Fatigue	Low	Regular breaks
Outdoor exposure	Medium	Weather planning
Emotional wellbeing	Low	Inclusive, supportive environment

### D. Chainsaw

<b>Risk</b>	<b>Rating</b>	<b>Controls</b>
Severe cuts	Extreme	Licensed trainers only
Kickback	High	PPE mandatory
Fatigue	Medium	Task rotation



### E. Pregnancy Testing (Cattle)

<b>Risk</b>	<b>Rating</b>	<b>Controls</b>
Crush injuries	High	Proper cattle restraint
Biological hazards	Medium	Gloves, hygiene protocols
Animal stress	Medium	Calm handling

### F. Artificial Insemination (AI Breeding Course)

<b>Risk</b>	<b>Rating</b>	<b>Control Measures</b>
Crush or kick injuries from cattle	High	Proper cattle restraint in yards/crush, experienced supervision, calm animal handling
Needle stick injuries	Medium	Safe handling and disposal of needles, training prior to activity
Biological hazards	Medium	Gloves and PPE worn, hygiene and biosecurity protocols followed
Animal stress or injury	Medium	Low-stress handling techniques, experienced instructors only
Manual handling strain	Medium	Correct lifting techniques, task rotation and breaks

### G. Wool Spinning

<b>Risk</b>	<b>Rating</b>	<b>Controls</b>
Repetitive strain	Medium	Ergonomic setup
Equipment injury	Low	Safety induction
Fire risk	Low	Electrical testing

### H. Fencing

<b>Risk</b>	<b>Rating</b>	<b>Controls</b>
Strain injuries	Medium	Manual handling training
Tool injuries	High	PPE mandatory
Terrain hazards	Medium	Site assessment



## **I. Working Dog School**

<b>Risk</b>	<b>Rating</b>	<b>Controls</b>
Dog bites	Medium	Trained instructors
Livestock stress	Medium	Controlled exposure
Handler fatigue	Medium	Rest breaks

## **7. Medical & First Aid**

- Participants disclose relevant medical conditions
- First aiders present
- First aid kits available
- Emergency services are contacted when required

## **8. Weather & Environmental Risks**

- Activities adjusted or suspended in extreme weather
- Hydration and shelter provided
- Ground conditions are assessed daily

## **9. Equipment & Plant Safety**

- Equipment inspected prior to use
- Faulty equipment removed from service
- Only trained participants operate the equipment

## **10. Emergency Management**

- Emergency Management Plan in place
- Emergency contacts displayed
- Evacuation routes identified
- Emergency Quick Guides are accessible

## **11. Incident Reporting & Review**



- All incidents and near misses recorded
- Notifiable incidents reported to SafeWork NSW
- Risk controls reviewed post-incident



## 12. Roles & Responsibilities

Role	Responsibility
AAC Management	Oversight and compliance
Trainers	Safe delivery and supervision
Participants	Follow instructions and PPE requirements

## 13. Approval & Review

Role	Name	Signature	Date
Course Coordinator	Jo Marshall		18/1/20 26
AAC Management	Jo Marshall		18/1/20 26

## 14. Review Schedule

Reviewed:

- After incidents
- Annually