



**WINTON SHIRE COUNCIL
WORKPLACE HEALTH AND SAFETY**

ANIMALS IN THE WORKPLACE POLICY

ANIMALS IN THE WORKPLACE - POLICY

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ANIMALS IN THE WORKPLACE - POLICY

POLICY

This policy has been developed to address the workplace health and safety requirements and outlines the underlying principles and guidelines for bringing animals into the workplace.

SCOPE

This policy applies to all employees of Winton Shire Council. This policy does not form part of any employee's contract of employment.

ROLES & RESPONSIBILITIES

The Chief Executive Officer (CEO) and Directors are responsible for ensuring that council employees understand and adhere to this policy. The CEO has primary responsibility for dealing with complaints and ensuring that the process is followed.

Responsibility of Council

To provide an environment that is conducive to work for all employees, contractors and visitors.

Ensure so far as is reasonably practicable, the health and safety of employees and other persons affected by its activities at the workplace and that risks are managed.

To take reasonable steps to assist employees, contractors and visitors who may have special requirements to enable access to Council facilities and services.

Responsibility of Managers and Supervisors

Within the scope of this policy, to approve or reject the request for animals to attend the workplace, considering:

- The circumstances that have led to the request,
- The likely impact on others (employees, contractors and visitors),
- The health and safety issues and risks to the animal and others, and
- The appropriateness of the animal in the workplace.

Responsibilities of Persons Who Bring Animals to the Workplace

- The animal must always be under the control of the owner whilst at the workplace,
- To safeguard the health and safety of the animal in their care whilst at the workplace,
- To consider the potential risk to the health and safety of others that may come from bringing animals into the workplace and to take reasonable steps to safeguard against those risks, and
- Be responsible for behaviours of the animal in their care so as not to endanger, inconvenience or otherwise disrupt the activities of employees, contractors, and visitors.

DEFINITIONS

The following definitions are provided for the purposes of interpretation and application of this policy.

Allergy – occurs when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens and are found in house dust mites, pets, pollen, insects, moulds, foods and some medicines.

Assistance animal – is an animal trained to assist a person to alleviate the effect of a person's disability.

Pet – a domestic animal kept for personal enjoyment, companionship and not trained to perform any disability-related function.

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Zoonoses – diseases of humans acquired from an animal source including but not limited to Brucellosis, Hydatid, Leptospirosis, Ornithosis and Q Fever.

Wildlife – native fauna (and sometimes flora) of a region.

Worker – a person is a worker if the person carried out work in any capacity for a person conducting a business or undertaking, including work as any of the following:

- An employee
- A contractor or subcontractor
- An employee of a contractor or subcontractor
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking
- A volunteer
- A student gaining work experience

Workplace - refers to any place where work is undertaken. This includes roadwork construction sites and any other site deemed under the **Work Health and Safety Act 2011** as a place of work.

POLICY STATEMENT

Winton Shire Council recognises that employees have animal responsibilities and acknowledges that those workers who are required to camp out during their duties will need to take their pet/s with them. Council also recognises that these animals are considered part of their family.

EXEMPTION TO THIS POLICY

Assistance animals are exempt from this policy. It must be noted; however, that should any of the abovementioned animals enter a Winton Shire Council building or facility, managers, supervisors and workers still have certain roles and responsibilities that they must comply with, as listed above in the roles and responsibilities.

The management of animals within Winton Shire Council which includes the impounding of stray animals and the boarding of animals are exempt from this policy.

PROCEDURE

Pets and Wildlife

Pets and wildlife are not permitted in Winton Shire Council buildings, facilities and motor vehicles or where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be, while at work. Exemptions to this will be a case by case basis and will require prior approval by the Supervisor before the animal is brought into the workplace. Exemptions could be a wildlife carer that needs to feed the animal regularly or a sick or injured pet that requires medical attention during the day while their owner is at work.

Pets and wildlife have the potential to become health and safety hazards as carriers for transmissions of zoonoses (disease) to humans and safety risk that may cause physical and psychological harm through aggression and unwanted contact with people.

Construction Sites and Camps

Pets and wildlife are not permitted on any Winton Shire Council construction site and this includes any vehicles or plant owned by Council. They will however be permitted within a Winton Shire Council camp provided the animal does not pose any health and safety risk to those who are also in the camp. Adjoining property owners are to be advised that there will be animals in staying in Council camps.

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Council will not take any responsibility for the animals if they are poisoned (e.g. 1080) while staying in Council's camps. The animal will not be allowed in the caravan/accommodation that is provided by Council. Approval must be obtained before taking the animal to site.

The transportation of animals to the camp site can be in a Council vehicle with prior permission. Animals must not be transported in the cab of the vehicle and must be securely attached to tray to prevent the animal from falling out.

All animals must be adequately cared for which includes the provision of shade, water and food. All faeces must be removed from the camp area daily to prevent the risk of disease and smell affecting those that are camping out.

All traces of the animal including faeces being in the camp are to be removed when camp is demobilised, or when the animal has left the camp.

Work Events and Social Occasions Involving Pets or Wildlife

From time to time, there may be work events or national events such as Bring Your Dog to Work Day may be arranged specifically for the attendance of workers and their pets. These one-off visits must be appropriately risk managed by the manager and supervisor in the workplace in consultation with workers.

Prior to any event or social occasion where a worker is intending to bring a pet or wildlife, the worker must notify and seek prior approval from their manager or supervisor. This will assist in managing any risks that may be posed to others.

Withdrawing Approval

Council reserves to withdraw the approval for the animals in the workplace if complaints are received regarding the animal such as a dog becoming aggressive or barking continuously. Before approval is withdrawn all complaints will be investigated to ensure that they are genuine and not are not vexatious.

COMMUNICATION

- All Council employees will have access to this policy.
- All Council employees will be provided with opportunities to be involved in the review of this policy.
- All Council employees will be provided with information from this policy at the time of employment and orientation.
- Changes/amendments made to this Policy document will be communicated to all employees.

ENFORCEMENT

The failure of any employee to comply with this policy in its entirety may lead to:

- Performance management - process which may involve refresher or further training, or
- Modification or termination of employment.

RELATED COUNCIL DOCUMENTATION

- Code of Conduct Policy
- Anti-Discrimination, Bullying and Harassment Policy
- Workplace Health and Safety Policy Statement
- Animals in the Workplace Approval Form

LEGISLATION, RECOGNISED AUTHORITIES AND OTHER SOURCES

The following legislative references were considered in the development of this Policy.

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- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Animal Management (Cats and Dogs) Act 2008
- Animal Management (Cats and Dogs) Regulation 2019
- Animal Care and Protection Act 2001
- Anti-Discrimination Act 1991(Qld)
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992 (Cth)

CEO DISCRETION

Where applicable, the CEO can apply their discretion as to the enforcement of the requirements outlined in this policy and any requests for variations to this policy.

REVIEW OF POLICY

This policy remains in force until amended or repealed by resolution of Council. This document will be reviewed biannually or as required.

RECORD OF AMENDMENTS and ADOPTIONS			
DATE	REVISION NO	REASON FOR AMENDMENT	ADOPTED BY COUNCIL
May 2022	V1.0	Preparation of new Policy for Safety Committee endorsement Endorsed by Safety Committee 11 May 2022	16 June 2022 with amendments