

# **Companion Volume User Guide: Animal Incident Management**

## **ACM Animal Care and Management Training Package**

Version 3.0

**TBC 2019**

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## User Guide: Animal Incident Management modification history

Release number	Release date	Author	Comments
1.0	TBC	Skills Impact	User Guide created to accompany AMC Animal Care and Management Training Package V3.0

### Acknowledgements

Skills Impact wishes to thank the organisations and individuals who contributed advice and feedback.

Particular thanks goes to those contributing resource materials to this User Guide:

- Emtrain Fire and Community Safety P/L (contributors Rod Stebbing, Eric Blast, MaryAnne Leighton)
- South Australian State Emergency Service (SASES)
- David King for assistance with Appendix 1: Terminology.

# Introduction

## About this Guide

This Companion Volume **User Guide: Animal Incident Management** supports the delivery and assessment of the Animal Incident Management (AIM) units of competency in the Animal Care and Management Training Package, Release 3.0.

It includes information about:

- animal incident management (new sector)
- interpreting the units of competency
- key terminology
- delivery advice
- topics covered in the AIM units
- designing assessments for simulated incident scenarios
- resources to support learning and assessment
- links to key legislative/regulatory information.

This **User Guide** is an additional companion volume developed by Skills Impact to support good practice implementation of the Animal Incident Management units. It is not endorsed in the same way as units of competency and qualifications, and as such, it can be updated at any time. In time, it will provide an opportunity to showcase best practice from RTOs and provide a forum for sharing information and resources. If you have any ideas, resources, case studies or feedback to contribute to this guide, please provide your feedback via the Skills Impact Continuous Improvement Feedback Register.

This **User Guide** should be read in conjunction with the **Companion Volume Implementation Guide** for the ACM Animal Care and Management Training Package, Volume 3.0. The Implementation Guide is a mandatory requirement for Skills Service Organisations to develop.

It is available at [vetnet.education.gov.au/Pages/TrainingPackages.aspx](http://vetnet.education.gov.au/Pages/TrainingPackages.aspx) and includes overview information about the entire Training Package, including a list of all units of competency, skills sets and qualifications.

It also includes key implementation advice for use by RTOs, including:

- unit and qualification coding
- mapping between previous and current versions of the qualifications and units of competency
- key work, training and regulatory/licensing requirements in the industry
- legislation requirements for all animal care sectors
- resources and equipment requirements
- access and equity considerations
- training pathways
- occupational outcomes of qualifications
- entry requirements for qualifications.

## Training Package developer's quality assurance process for Companion Volumes

Companion Volumes are developed in consultation with industry representatives, trainers and assessors, and representatives of Industry Reference Committees (IRCs) and Subject matter Experts (SMEs). These key stakeholder representatives provide and review content to ensure that information is relevant and useful.

The Companion Volumes undergo continuous improvement in response to feedback lodged on the Skills Impact website ([http://www.skillsimpact.com.au/contact/.](http://www.skillsimpact.com.au/contact/))

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## About Animal Incident Management

The Animal Care and Management Industry Reference Committee (ACM IRC) acknowledged the growing need for expertise in dealing with incidents involving large animals and supported the development of this new sector within the ACM Training Package V3.0. It is anticipated that this sector will expand as new skill areas and animal categories are added over time.

### Focus on safety and animal welfare

The units in this new AIM sector, aim to:

- raise awareness of the dangers involved in incidents involving large animals
- keep people safer when encountering an incident involving large animals
- equip individuals with the skills to assist or work with other responders as part of a team
- promote community confidence in the ability of those responding to an incident to safely manage the scene and the welfare of animals.

A range of industry sectors will see the benefits of:

- workers who are properly trained to address safety and minimise the risk of injuries in incidents involving large animal/s
- reduced loss of animals and improved animal welfare outcomes.

### Sectors the units can be used in

In addition to the ACM qualifications, it is anticipated that the units and skill sets will be used or imported into other training packages and used in a range of sectors, such as:

- emergency services
- cattle feedlots and saleyards
- transport companies – horses and livestock
- local government – animal control
- horse stud farms and agistment centres
- veterinary clinics with large animal clients
- farms and livestock properties
- animal recreation and sporting events – agricultural shows, eventing, horse racing, and performance horse sports.

### Skills covered

A range of identified skills have been included within the units of competency, covering:

- assessing the capacity within workplaces to safely respond to a range of incidents
- hazard identification and management at an incident involving a large animal
- incident scene safety and management systems
- containment and management of loose stock
- working with animals involved in various hazardous situations
- manual handling of compromised animals
- techniques for lifting large animals
- equipment use, care and maintenance
- supporting management of the animal casualty
- animal welfare; humane destruction and management of deceased animals.

Three skill sets have been created to address the following workplace roles:

- Induction – awareness of incidents involving large animals (ACMSS00018)
- Team member (ACMSS00019)
- Specialist (ACMSS00020).

## Legislative and regulatory requirements

State and territory jurisdictions are responsible for work health and safety (WHS), animal welfare and the prevention of cruelty to animals, the regulation of veterinary practitioners, stock diseases, poisons and therapeutic goods; transporting livestock and companion animal management legislation. Refer to Appendices 2.1 and 2.2 for further information.

RTOs delivering the Animal Incident Management units **must** refer to the relevant state/territory legislation and regulations in the development of their training and assessment strategies.

Animal incident management often involves the administration of sedatives and anaesthetics to restrain or contain a large animal. It may also involve animals being euthanased. These are 'restricted acts of veterinary science', within relevant State/Territory veterinary legislation, and must be performed by registered veterinarians or other authorised/licensed personnel.

The unit *ACMAIM404 Collaborate in planning sedation and anaesthesia of large animals in emergency field situations* describes the skills and knowledge required to contribute to assessing and evaluating sedation and anaesthesia needs of large animals in emergency field situations as part of a team responding to an incident. It does not include administering drugs for sedation or anaesthesia. The unit applies to experienced people responding to incidents in field situations where large animals are compromised or injured. They are required to work with others to plan and discuss sedation and anaesthesia needs of animals to assist with the safety of people and the care, recovery and welfare of animals in unpredictable and potentially dangerous situations.

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The administration of sedatives and anaesthetics, and performing euthanasia must be undertaken by a veterinarian or other licensed or authorised personnel according to the relevant state/territory regulations.

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Refer to *Appendix 2.3: Veterinary services regulations* for a list of the relevant regulations and websites to access them.

## Working with the units of competency and assessment requirements

The units of competency in the ACM Animal Care and Management Training Package are presented in the template from the *2012 Standards for Training Packages*. The information is organised into two main parts:

- unit of competency
- assessment requirements.

Below is an animal incident management unit of competency and associated assessment requirements, with the template fields explained.

### Units of competency

<b>ACMAIM202</b>	<b>Participate in an incident involving large animals</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to safely participate in a team responding to incidents involving a large animal. It covers identifying and monitoring common risks and hazards relating to large animal incident scenes and working safely with others around compromised or distressed animals.</p> <p>The unit applies to individuals who work or volunteer in environments or workplaces where they interact with large animals. They work with others to take responsibility for safety and respond to a range of potential incidents involving large animals in a work area.</p> <p>All work must be carried out to comply with workplace procedures, according to state/territory health and safety and animal welfare regulations, legislation and standards that apply to the workplace.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	<p>The prerequisite unit for this unit is:</p> <ul style="list-style-type: none"> <li>• ACMAIM201 Contribute to safety at incidents involving large animals</li> </ul>
<b>Unit Sector</b>	Animal Incident Management (AIM)

Identifies the work context and who the unit applies to.

A statement in the application field identifies important licensing/regulatory requirements.

Prerequisite units must be assessed before the main unit is assessed.

Elements define the essential outcome of the job task covered in the unit.

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Respond to an incident involving large animals	1.1 Assess incident scene and contribute to risk assessment of the scene 1.2 Participate in team briefing about incident operation, plan, objectives and own role 1.3 Confirm and clarify incident controller instructions about tasks 1.4 Discuss behaviour risks and control strategies associated with species at the incident scene 1.5 Select and fit personal protective equipment (PPE) suitable for the incident scene 1.6 Maintain safety requirements relating to hygiene and biosecurity according to organisational requirements 1.7 Prepare operational equipment and check condition and serviceability
2. Carry out allocated role and duties	2.1 Perform allocated tasks and role according to instructions 2.2 Monitor large animal behaviour at the scene and maintain situational awareness 2.3 Assist with controlling hazards, ensuring safety zones are maintained and escape routes identified
3. Apply basic animal handling skills	3.1 Observe and anticipate behavioural characteristics of large animal species and use appropriate handling methods 3.2 Approach large animal/s safely and in a manner that minimises stress and stimulation 3.3 Catch or contain loose animals using safe handling and basic restraint and controlling methods 3.4 Assist with animal extrication according to role and instructions
4. Assist with post-incident activities	4.1 Assist with reuniting animal/s to owners, moving animal/s to a safe holding area or handling deceased animal/s appropriately and according to instructions 4.2 Clean, decontaminate and store PPE and other equipment used at the incident scene 4.3 Report information required by relevant personnel according to incident operation and regulatory requirements 4.4 Participate in incident debriefing

Performance criteria specify the performance needed to demonstrate achievement of the element.

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Oral communication	<ul style="list-style-type: none"> <li>Listen attentively and ask questions to confirm or clarify information using appropriate technical terminology</li> </ul>
Navigate the world of work	<ul style="list-style-type: none"> <li>Recognise the purpose, main tasks, responsibilities and boundaries of own role</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Organise and prioritise own tasks, seeking assistance as required to achieve outcomes</li> <li>Anticipate animal behavioural responses to minimise hazards and risks</li> </ul>

Foundation skills highlight the skills that are **not** explicit in the performance criteria, but essential to the job task described in the unit

## Assessment requirements

The assessment requirements included in the updated templates, place an increased focus on assessment and include:

- performance evidence, including information about the frequency and volume of the tasks to be performed for assessment
- knowledge evidence – what candidates need to know to be able to perform the task effectively
- assessment conditions, that specify physical conditions, resources, specifications, and relationships that must be in place for the assessment to take place.

<b>TITLE</b>	<b>Assessment requirements for ACMAIM202 Participate in an incident involving large animals</b>
<b>Performance Evidence</b>	
An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.	
There must be evidence that the individual has:	
<ul style="list-style-type: none"> <li>• participated in a team responding to two different incident scenarios involving large animals, taking on a different allocated role in each scenario</li> <li>• caught or contained at least one large, live uncontained animal using safe handling and basic restraint and control methods.</li> </ul>	
<b>Knowledge Evidence</b>	
An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:	
<ul style="list-style-type: none"> <li>• types of incidents involving large animals and what can go wrong</li> <li>• own responsibilities under current health and safety and animal welfare regulations, codes and organisational policies and procedures</li> <li>• basic concepts of animal welfare including the Five Domains and Five Freedoms models</li> <li>• potential hazards and risks at a large animal incident scene including animals, environment and people</li> <li>• behaviours of large animals relevant to incident scenes, including: <ul style="list-style-type: none"> <li>• sensory perceptions and how senses can influence behaviour and reactions</li> <li>• common signs and body language of distressed large animals relevant to workplace or event site</li> </ul> </li> <li>• basic techniques for approaching, catching, handling and controlling large animals</li> <li>• key features of incident management system, including: <ul style="list-style-type: none"> <li>• allocated roles of team members</li> <li>• chain of command and communication</li> <li>• basic principles of working in a team at incident scene</li> <li>• basic sequence and steps to follow in a large animal incident</li> <li>• incident zones (hot, warm and cold) and personnel allowed in each</li> <li>• safe zones related to animals, including strike, kick, head butt and flight zones</li> <li>• briefing and debriefing the incident, including operational and critical incident stress</li> <li>• post-incident activities</li> </ul> </li> <li>• team member roles, duties and responsibilities, including: <ul style="list-style-type: none"> <li>• incident controller</li> <li>• veterinarian</li> <li>• safety officer</li> <li>• animal handler</li> <li>• haul team</li> <li>• responder, rescuer or team member, including spontaneous volunteers</li> <li>• media liaison</li> <li>• people/bystander/owner control</li> </ul> </li> <li>• safe working practices, including: <ul style="list-style-type: none"> <li>• personal protective equipment</li> <li>• hygiene and biosecurity procedures</li> <li>• basic manual handling techniques</li> </ul> </li> <li>• basic rescue equipment, including screening materials.</li> </ul>	

Performance evidence describes the practical tasks that must be demonstrated for assessment.

Knowledge evidence is what candidates need to know to be able to perform the job task effectively.

Assessment Conditions
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene - this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• live animals or large animal mannequin, equipment and incident scene scenarios to address the performance evidence requirements.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>

Assessment conditions specify the mandatory conditions under which the evidence must be gathered, and the mandatory assessor requirements

### Assessment methods

Units of competency and assessment requirements do not specify the method of assessment to be used to collect evidence – assessment methods are determined by the registered training organisation (RTO) and assessor when designing the assessment strategy. Knowledge evidence can be assessed in several ways, including through oral questioning (with an appropriate sheet to record the evidence provided), or through written assessment, which could be online or paper-based.

### Assessment conditions

Assessment of most AIM coded units of competency requires assessment to be carried out in a workplace setting or an environment that accurately represents workplace conditions or an incident scene. As most of the units involve carrying out activities associated with an incident scene a statement has been added indicating that the use of simulations and scenarios are appropriate where assessment would be unsafe, impractical or unethical.

The environment, resources and incident scenarios used for assessment must be as realistic as possible and include equipment and materials that would typically be available for incidents involving large animals.

### AIM units of competency

ACM Animal Care and Management Training Package Version 3.0 Units of competency	
Code	Title
ACMAIM201	Contribute to safety at incidents involving large animals
ACMAIM202	Participate in an incident involving large animals
ACMAIM301	Use manual techniques to safely move large animals
ACMAIM302	Perform technical large animal rescues
ACMAIM303	Move large animals to new locations
ACMAIM304	Transport injured large animals
ACMAIM305	Carry out casualty and post-rescue management of animals
ACMAIM306	Lead a team responding to a large animal incident
ACMAIM401	Coordinate large animal movement and evacuation
ACMAIM402	Develop a large animal incident response plan for an organisation
ACMAIM403	Undertake complex operations at incidents involving large animals

<b>ACM Animal Care and Management Training Package Version 3.0</b>	
<b>Units of competency</b>	
<b>Code</b>	<b>Title</b>
ACMAIM404	Collaborate in planning sedation and anaesthesia of large animals in emergency field situations

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## Delivery of Animal Incident Management units of competency

All RTOs must have a documented training and assessment strategy (TAS) for delivery of the units. When preparing the TAS for the AIM units it is recommended that RTOs note the following:

### Ensure safety when interacting with large animals

There are significant safety issues relating to interacting with large animals. RTOs are advised to use the guidance provided in the *Companion Volume: User Guide: Safety in Equine Training* available at VETNet –

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

This guide is focused on safety interacting with horses/equines. The main safety principles and duty of care requirements can be applied to other large animals.

### Prerequisite units

Prerequisite units must be assessed before the unit in which they appear is assessed. Training may be conducted concurrently, but assessment of the prerequisite unit must be completed before the assessment of the main unit occurs.

RTOs are advised to review any prerequisite units and include these in the delivery sequence and schedule.

The following table lists those units of competency with prerequisite units of competency. Note that if a chain of prerequisites applies, then these are shown in bracketed text in the 'Prerequisite unit code and title' column.

ACM Animal Care and Management Training Package Version 3.0 Units of competency with prerequisites	
Unit code and title	Prerequisite unit code and title
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals
ACMAIM301 Use manual techniques to safely move large animals	ACMAIM202 Participate in an incident involving large animals (which has prerequisite of ACMAIM201 Contribute to safety at incidents involving large animals)
ACMAIM302 Perform technical large animal rescues	ACMAIM301 Use manual techniques to safely move large animals (which has prerequisite of ACMAIM202 Participate in an incident involving large animals. Note that ACMAIM202 also has a prerequisite of ACMAIM201 Contribute to safety at incidents involving large animals)
ACMAIM306 Lead a team responding to a large animal incident	ACMAIM301 Use manual techniques to safely move large animals (which has prerequisite of ACMAIM202 Participate in an incident involving large animals. Note that ACMAIM202 also has a prerequisite of ACMAIM201 Contribute to safety at incidents involving large animals)

ACM Animal Care and Management Training Package Version 3.0 Units of competency with prerequisites	
Unit code and title	Prerequisite unit code and title
ACMAIM403 Undertake complex large animal incident operations	ACMAIM301 Use manual techniques to safely move large animals (which has prerequisite of ACMAIM202 Participate in an incident involving large animals. Note that ACMAIM202 also has a prerequisite of ACMAIM201 Contribute to safety at incidents involving large animals)

### Planning delivery of training

The AIM units cover a range of topics which may vary in the level of detail depending on the focus, context and purpose of the unit. There are some topics which are important to all units but may need to be customised to meet the requirements of the workplace context.

Clustered delivery and assessment can be an efficient use of time and resources, and be a better match to what really occurs in the workplace. It is important to introduce information in a well-structured, sequenced plan and clearly explain key terms and concepts as they are introduced.

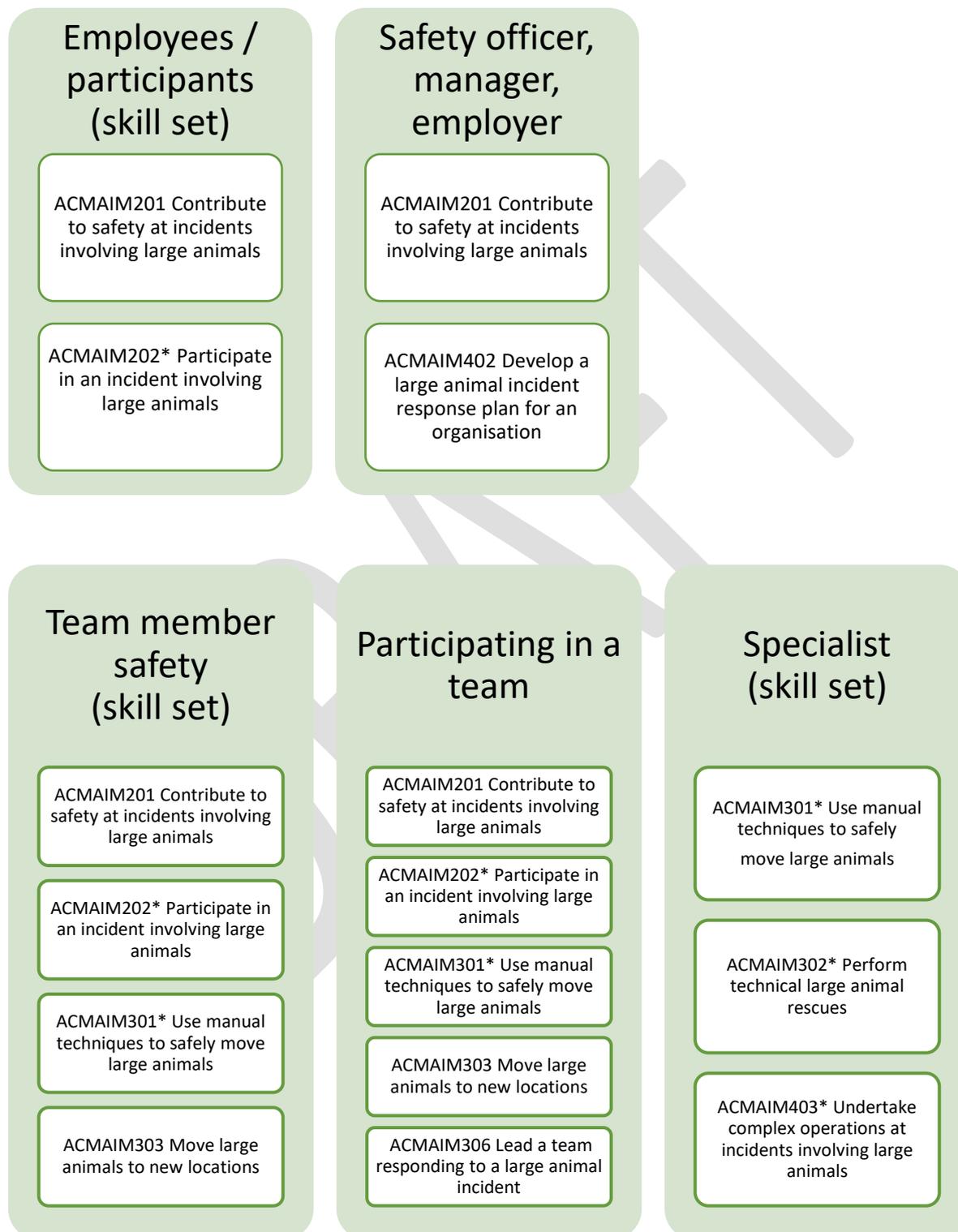
Sequencing is ordering the timing of when material will be presented to the learner. The way material is sequenced will impact the learners' comprehension. Complex or detailed information that is not sequenced appropriately is likely to decrease learner retention of information. Likewise, unfamiliar language and terminology needs to be introduced at an appropriate time, level of detail and within the learners' context to help them understand the concepts and topics. Careful consideration needs to be given to the Training and Assessment Strategy to address this.

### AIM Skill sets

ACM Animal Care and Management Training Package Version 3.0 Skill sets	
Code	Title
ACMSS00018	Large Animal Incident Awareness Skill Set
ACMSS00019	Large Animal Incident Team Member Skill Set
ACMSS00020	Large Animal Incident Specialist Skill Set

## Suggested delivery sequence for AIMS units for different roles

The following sequence is suggested for delivering training for the following roles. Some roles depicted are AIM skill sets. An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements.



## Topics covered in the AIM units

The knowledge specified in the AIM units has been grouped into topics to provide an overview of the content covered. It is not unit specific. Some units will require a basic overview while others will need more detailed coverage. It is intended as a guide for trainers and assessors only.

### Large animal incidents – safety, hazards and risks

Terms or topics	Description
Types of potential incidents involving large animals:	<ul style="list-style-type: none"> <li>▪ free animal (escaped / loose) that needs catching, restraining, containing or relocating</li> <li>▪ animal injured during event incident</li> <li>▪ animal trapped, confined or entangled, including in:               <ul style="list-style-type: none"> <li>○ in water or mud, deep holes, enclosed spaces, perched on ledges or cliffs</li> <li>○ in fences, harness, cattle grids, trees, hanging</li> </ul> </li> <li>▪ transport incidents, including:               <ul style="list-style-type: none"> <li>○ overturned vehicle, accidents</li> <li>○ vehicle collision including with floats and trailers</li> </ul> </li> <li>▪ building/shelter collapse</li> <li>▪ biosecurity incidents – quarantine and isolation</li> <li>▪ natural disasters – floods, fire, storms</li> </ul>
Hazards and risks	<ul style="list-style-type: none"> <li>▪ risk assessment including:               <ul style="list-style-type: none"> <li>○ structured processes</li> <li>○ dynamic risk assessment</li> <li>○ situational awareness</li> </ul> </li> <li>▪ weight and size of animal</li> <li>▪ behaviour of animals</li> <li>▪ companion or other animals in the vicinity; size of herd</li> <li>▪ environmental hazards:               <ul style="list-style-type: none"> <li>○ noise – impacting on the large animal</li> <li>○ weather</li> <li>○ geography / terrain</li> <li>○ poor light / darkness</li> <li>○ water</li> <li>○ biohazards such as sewage</li> </ul> </li> <li>▪ human behaviour – owners and bystanders</li> <li>▪ hygiene and zoonotic disease risks transferred through bites, scratches and contact with body fluids</li> <li>▪ potential for escalation</li> </ul>
Safe working practices	<ul style="list-style-type: none"> <li>▪ types and purpose of personal protective equipment (PPE)</li> <li>▪ keeping the scene free of obstacles and tripping hazards</li> <li>▪ minimising noise and stimulus for animals</li> <li>▪ basic manual handling techniques</li> <li>▪ handling deceased animals safely</li> </ul>
Hygiene and biosecurity practices	<ul style="list-style-type: none"> <li>▪ PPE for hygiene – gloves, eye protection</li> <li>▪ personal hygiene:               <ul style="list-style-type: none"> <li>○ hand washing</li> <li>○ covering cuts and abrasions</li> </ul> </li> <li>▪ biosecurity risks at animal incident scenes, including:</li> </ul>

Terms or topics	Description
	<ul style="list-style-type: none"> <li>○ zoonotic disease risk resulting from bites, scratches and contact with body fluids</li> <li>○ injuries from sharps / syringes</li> <li>▪ tool and PPE decontamination               <ul style="list-style-type: none"> <li>○ use of disinfectants and cleaning agents</li> <li>○ precautions handling chemicals</li> </ul> </li> </ul>
Zoonotic diseases	<ul style="list-style-type: none"> <li>▪ neurological diseases - Hendra virus, Lyssavirus, Kunjin virus</li> <li>▪ gastrointestinal diseases - Salmonella, Cryptosporidium, Clostridium spp</li> <li>▪ Q fever</li> <li>▪ Leptospirosis</li> <li>▪ Ringworm</li> </ul>
Safety guidelines relating to large animal incidents	<ul style="list-style-type: none"> <li>▪ safety of people comes first</li> <li>▪ animal welfare centred (rescue or recovery)</li> <li>▪ basic procedures to follow in response to a large animal incident               <ul style="list-style-type: none"> <li>○ seek help</li> <li>○ follow incident plan</li> <li>○ treat animal (veterinarian assistance)</li> <li>○ remove animal to place of safety</li> </ul> </li> <li>▪ ensure animal is restrained using a head collar and potentially chemically restrained</li> <li>▪ only release animal if there is a safe holding area</li> <li>▪ always have a safe escape route</li> </ul>

## Animal welfare

Animal welfare	<ul style="list-style-type: none"> <li>▪ the <i>state of the animal</i> and how it copes with its living conditions             <ul style="list-style-type: none"> <li>○ a good state of welfare is - healthy, comfortable, well nourished, safe, able to express innate behaviour, and not suffering from unpleasant states (e.g. pain, fear, distress).</li> </ul> </li> <li>▪ good animal welfare requires:             <ul style="list-style-type: none"> <li>○ disease prevention and veterinary treatment</li> <li>○ appropriate shelter</li> <li>○ management</li> <li>○ nutrition</li> <li>○ humane handling</li> <li>○ humane slaughter/killing.</li> </ul> </li> <li>▪ terms that cover how an animal is <i>treated</i>:             <ul style="list-style-type: none"> <li>○ animal care</li> <li>○ animal husbandry</li> <li>○ humane treatment</li> </ul> </li> </ul>
Animal welfare principles and frameworks	<ul style="list-style-type: none"> <li>▪ Five Domains</li> <li>▪ Five Freedoms</li> <li>▪ Quality of life indicators.</li> </ul>

## Legislation, regulations, codes and frameworks

Terms or topics	Description
Work health and safety	<ul style="list-style-type: none"> <li>▪ Refer to Appendix 2.1</li> </ul>
Animal welfare	<ul style="list-style-type: none"> <li>▪ Refer to Appendix 2.2</li> </ul>
Biosecurity	<ul style="list-style-type: none"> <li>▪ Refer to Appendix 2.2</li> </ul>
Veterinary practices	<ul style="list-style-type: none"> <li>▪ Refer to Appendix 2.3</li> </ul>

## Large animals – behaviour and anatomy

Term in unit of competency	Description
Types of large animal species	<ul style="list-style-type: none"> <li>▪ prey species motivated by fear – eg. horses (and cattle)               <ul style="list-style-type: none"> <li>○ horses – highly reactive/unpredictable when feeling threatened</li> </ul> </li> <li>▪ herd species – eg. cattle, sheep and horses               <ul style="list-style-type: none"> <li>○ cattle – herd animals that like to stay together – they are generally not used to being handled individually</li> </ul> </li> </ul>
Large animal behaviour	<ul style="list-style-type: none"> <li>▪ basic behaviours of prey and herd animal species:               <ul style="list-style-type: none"> <li>○ prey species motivated by fear – 'fight (kick, bite) or flight (run)' reactions</li> <li>○ herd behaviours – keep together, crowding of animals, anxiety when separated from herd</li> </ul> </li> <li>▪ large animal sensory perceptions and how senses can influence behaviour and reactions               <ul style="list-style-type: none"> <li>○ vision - prey animals have eyes on side of head</li> <li>○ maximises field of vision for food and signs of danger</li> <li>○ excellent middle and distant vision to detect movement, shape and size</li> <li>○ smell – horses have an acute sense of smell</li> <li>○ positives – may be coaxed by food / comforted by herd mate nearby</li> <li>○ negatives – strange smells can induce fear</li> <li>○ hearing – sensitivity to higher frequencies and loud noises – can lead to fear reaction</li> <li>○ touch – areas of sensitivity – grooming can relax cows and horses</li> </ul> </li> <li>▪ common signs and body language of large animals under threat               <ul style="list-style-type: none"> <li>○ horses – ears back, tail swish, nostrils dilated, tense stare, vocalisation, will stay quiet to avoid predators and then potentially explode</li> <li>○ cattle – position of the head, tail, ears and nostril; rolling eyes; snorting; pawing at the ground</li> </ul> </li> <li>▪ large animal behaviour hazards to people, including:               <ul style="list-style-type: none"> <li>○ butting – cattle, rams, goats</li> <li>○ biting – horses (stallions), pigs, goats</li> <li>○ kicking/striking – horses, llamas, cattle</li> <li>○ crushing – cattle, pigs, horses</li> <li>○ impaling/goring – bulls, deer</li> <li>○ spitting – alpacas, llamas</li> </ul> </li> <li>▪ animal flight zones and point of balance - used to make animals move</li> <li>▪ safe zones around large animals               <ul style="list-style-type: none"> <li>○ areas that are unsafe</li> <li>○ head – head butt/bite risk</li> <li>○ legs – kicking, rearing risk</li> <li>○ safer areas – near the animal's spine</li> </ul> </li> <li>▪ unpredictable and reactive behaviours, including:               <ul style="list-style-type: none"> <li>○ when frightened or distressed</li> <li>○ when being moved or lifted</li> <li>○ when under chemical restraint or in recovery phase</li> </ul> </li> </ul>
Safety considerations approaching large animals (horses)	<ul style="list-style-type: none"> <li>▪ stay calm, move slowly and confidently, act in a non-threatening, unhurried manner</li> <li>▪ ensure the animal is aware of your presence by speaking – talk in low rhythmic tones</li> <li>▪ avoid direct eye contact</li> </ul>

Term in unit of competency	Description
	<ul style="list-style-type: none"> <li>▪ never approach directly from the front or rear</li> <li>▪ work and stand 'spine side'</li> <li>▪ horses will sense fear or nervousness</li> <li>▪ animals do not think – they react</li> </ul>
Basic anatomy of large animals	<ul style="list-style-type: none"> <li>▪ approximate weight and size of large animals: <ul style="list-style-type: none"> <li>○ sheep 35-95 kg</li> <li>○ pigs 200-300 kg</li> <li>○ cattle 400-800 kg (bulls can be over 1000 kg)</li> <li>○ horses 150-700 kg (Clydesdales can be over 1000 kg)</li> </ul> </li> <li>▪ basic anatomy relevant to manual techniques, including: <ul style="list-style-type: none"> <li>○ problems faced when recumbent – on side or upside down</li> <li>○ where to place slings and straps to avoid injuries to animal - issues relating to limbs, chest and abdomen</li> <li>○ protecting the head and eyes</li> <li>○ problems pulling animals with ropes around the neck or pulling by the tail</li> </ul> </li> </ul>

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## Incident management

Term in unit of competency	Description
Organisation/workplace incident management plan	<ul style="list-style-type: none"> <li>▪ Written plan that identifies risks and response capabilities and actions (may be called <i>Pre-Incident Plan</i>)</li> </ul>
Incident management system	<ul style="list-style-type: none"> <li>▪ processes, decisions and actions taken to resolve an incident and support returning to normality using the AIIMS model</li> <li>▪ basic features of incident management system, including:               <ul style="list-style-type: none"> <li>○ team work – allocating roles</li> <li>○ communication and chain of command</li> <li>○ safety zones – hot, warm, cold – and personnel allowed in each</li> <li>○ safe zones related to animals</li> <li>○ briefing and debriefing of the incident</li> </ul> </li> <li>▪ overview of the principles and functional management of the Australasian Inter-Service Incident Management System (AIIMS)</li> </ul>
Basic sequence and steps for incidents involving large animals	<ul style="list-style-type: none"> <li>▪ receive notification of large animal incident</li> <li>▪ assess the risk and requirements</li> <li>▪ appoint animal handler</li> <li>▪ developing a plan for accessing the large animal</li> <li>▪ carefully approach and restrain the large animal</li> <li>▪ re-assess the incident requirements</li> <li>▪ develop an extrication plan in consultation with the vet</li> <li>▪ brief the team and appoint roles</li> <li>▪ discuss with veterinarian sedation or anaesthesia requirements</li> <li>▪ prepare to move the animal</li> <li>▪ move the animal</li> <li>▪ release large animal in the planned location</li> <li>▪ conclude the incident operation</li> </ul>
Incident action plan	<ul style="list-style-type: none"> <li>▪ describes incident objectives, strategies, resources, and other information relevant to the control of an incident</li> <li>▪ typically follows SMEACS format to suit briefing</li> </ul>
Team work	<ul style="list-style-type: none"> <li>▪ basic principles of working in a team for incidents involving large animals</li> <li>▪ team member roles, duties and responsibilities, may include:               <ul style="list-style-type: none"> <li>○ incident controller</li> <li>○ safety officer / safety advisor / observer</li> <li>○ animal handler</li> <li>○ team leader / operations officer (if required)</li> <li>○ responders / team members / haul team</li> <li>○ public / crowd control</li> <li>○ media liaison</li> <li>○ veterinarian</li> <li>○ animal rescue specialist (if required)</li> </ul> </li> <li>▪ specialist agencies or individuals</li> </ul>
Briefing	<ul style="list-style-type: none"> <li>▪ giving/receiving instructions about the incident</li> <li>▪ Situation, Mission, Execution, Administration, Command (SMEAC) – system or approach for giving instructions in the field</li> </ul>
External factors	<ul style="list-style-type: none"> <li>▪ managing the public / spectators</li> <li>▪ media communications and public relations               <ul style="list-style-type: none"> <li>○ social licence</li> <li>○ animal welfare groups</li> </ul> </li> </ul>

Term in unit of competency	Description
	<ul style="list-style-type: none"> <li>▪ incidents that are crime scenes – police, coroner</li> <li>▪ record keeping requirements, including for:               <ul style="list-style-type: none"> <li>○ State Work Health and Safety authorities</li> <li>○ Government agencies</li> <li>○ insurance companies</li> </ul> </li> </ul>
Incident debriefing	<ul style="list-style-type: none"> <li>▪ after operation/action debriefing               <ul style="list-style-type: none"> <li>○ reason / purpose for team debriefing after an incident</li> <li>○ continuous improvement – what worked well, suggested improvements</li> </ul> </li> <li>▪ critical incident stress debriefing               <ul style="list-style-type: none"> <li>○ ensure the team are not adversely reacting to exposure to a traumatic event</li> </ul> </li> </ul>

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## Techniques and equipment

Term in unit of competency	Description
Manual manipulation techniques	<ul style="list-style-type: none"> <li>▪ forward and/or rearward assist on a standing animal</li> <li>▪ forward and/or rearward slide on a recumbent animal</li> <li>▪ barrel slide</li> <li>▪ reposition</li> <li>▪ Hampshire slide</li> </ul>
Equipment used in manual techniques	<ul style="list-style-type: none"> <li>▪ types of equipment and how to use, including:               <ul style="list-style-type: none"> <li>○ rescue strap/webbing, ropes and slings</li> <li>○ hooked poles - crook/J hook</li> <li>○ rescue glide, glide mats or similar improvised equipment</li> <li>○ head/eye protection for animal</li> <li>○ emergency halters</li> </ul> </li> </ul>
Lifting / technical techniques	<ul style="list-style-type: none"> <li>▪ vertical lifting using slings, hobbles or commercial harnesses</li> <li>▪ techniques for extracting an animal from:               <ul style="list-style-type: none"> <li>○ mud</li> <li>○ water</li> <li>○ enclosed space</li> </ul> </li> </ul>
Equipment used for lifting / technical techniques	<ul style="list-style-type: none"> <li>▪ types of lifting equipment, including               <ul style="list-style-type: none"> <li>○ cranes</li> <li>○ front-end loader</li> <li>○ large tractor with bucket</li> <li>○ tow truck</li> <li>○ back hoe</li> <li>○ heavy duty bi-pod frame with pulley</li> <li>○ telehandler</li> <li>○ helicopter</li> </ul> </li> <li>▪ types of equipment and how to use, including:               <ul style="list-style-type: none"> <li>○ lifting slings or commercial harnesses</li> <li>○ spreader bars and quick release bars</li> <li>○ spill straps</li> <li>○ halter and ropes for head control</li> <li>○ padding</li> <li>○ hobbles</li> </ul> </li> <li>▪ types of mud rescue equipment and how to use, including:               <ul style="list-style-type: none"> <li>○ mud lance</li> <li>○ Nickoupoulis needle</li> <li>○ mud path</li> </ul> </li> <li>▪ types of water rescue equipment and how to use, including:               <ul style="list-style-type: none"> <li>○ floatation devices</li> <li>○ water craft</li> </ul> </li> </ul>
Restraining large animals	<ul style="list-style-type: none"> <li>▪ methods of animal restraint and containment, including:               <ul style="list-style-type: none"> <li>○ physical – commercial halter, head stall or improvised halter</li> <li>○ chemical – sedation of anaesthesia administered by a veterinarian</li> </ul> </li> </ul>

## Moving large animals to new locations

Term in unit of competency	Description
Reason for moving animals	<ul style="list-style-type: none"> <li>▪ Planned / unplanned activities</li> <li>▪ Emergency incidents – evacuation</li> </ul>
Techniques for restraining large animals (horses)	<ul style="list-style-type: none"> <li>▪ fitting a commercial halter, head stall or improvised halter</li> <li>▪ unbalancing – lifting a leg</li> <li>▪ pinch method</li> </ul>
Techniques and methods for moving large animals	<ul style="list-style-type: none"> <li>▪ application of safety zones and point of balance to moving animals</li> <li>▪ catching or containing large animals</li> <li>▪ handling and restraint methods</li> <li>▪ leading and walking</li> <li>▪ mustering techniques for herd animals</li> <li>▪ transport vehicle types</li> </ul>
Factors affecting the movement of animals	<ul style="list-style-type: none"> <li>▪ choice of route</li> <li>▪ species specific needs and behaviour</li> <li>▪ fitness to be moved or to travel</li> <li>▪ identification of injured or sick animals and arrangements for isolation or separation of these animals from rest of herd</li> <li>▪ quarantine and biosecurity requirements</li> </ul>
Types of containment areas	<ul style="list-style-type: none"> <li>▪ factors affecting suitability of holding areas, temporary shelters or evacuation sites</li> <li>▪ requirements for animal safety and security, including: <ul style="list-style-type: none"> <li>○ moveable barriers</li> <li>○ fencing</li> <li>○ ropes / barrier tape – often not strong enough</li> <li>○ improvised equipment</li> <li>○ water and feed</li> </ul> </li> </ul>
Identifying and returning animals to owners	<ul style="list-style-type: none"> <li>▪ methods of large animal identification and recording procedures</li> <li>▪ reuniting animals with owners</li> <li>▪ dealing with unclaimed animals</li> <li>▪ safe handling of deceased animals</li> </ul>
Regulatory requirements	<ul style="list-style-type: none"> <li>▪ stock movement along public roads</li> <li>▪ transporting large animals/livestock</li> <li>▪ individual responsibilities under current health and safety and animal welfare regulations, codes and organisational policies and procedures relevant to moving large animals</li> </ul>

## Transporting injured large animals

Term in unit of competency	Description
Features of transport vehicles (floats, trucks, ambulances),	<ul style="list-style-type: none"> <li>▪ size and capacity</li> <li>▪ design of stalls or boxes – partitions allowing multiple positions and separation of animals</li> <li>▪ loading/unloading – ramps and adjustable suspension</li> <li>▪ forward and rear exits</li> <li>▪ winching systems</li> <li>▪ camera and closed circuit television (CCTV)</li> </ul>
Equipment and materials	<ul style="list-style-type: none"> <li>▪ mats or bedding for recumbent or injured animals</li> <li>▪ blankets and protective items, including blindfolds</li> <li>▪ compresses, bandages, gauze</li> <li>▪ tack and gear</li> <li>▪ feed and water</li> <li>▪ privacy screens</li> </ul>
Transportation risks with animal casualties	<ul style="list-style-type: none"> <li>▪ overloading/unbalanced vehicle</li> <li>▪ wet, slippery flooring</li> <li>▪ poor road / site conditions</li> <li>▪ zoonotic disease risk</li> <li>▪ unpredictable animal behaviour</li> <li>▪ dealing with specific medical needs, including sedated or anaesthetised animals</li> </ul>
Authority and regulatory requirements	<ul style="list-style-type: none"> <li>▪ state/territory regulations and codes of practice, including:               <ul style="list-style-type: none"> <li>○ Australian Animal Welfare Standards and Guidelines for the Land Transport of Livestock</li> </ul> </li> <li>▪ situations requiring veterinarian advice or treatments</li> <li>▪ animal owner permission, where applicable</li> <li>▪ alternative arrangements for animals unfit to be moved</li> </ul>

## Large animal first aid – casualty and post-rescue management

Term in unit of competency	Description
Visual assessment and signs of animal condition and behaviour	<ul style="list-style-type: none"> <li>▪ level of exhaustion, consciousness</li> <li>▪ external bleeding</li> <li>▪ wounds</li> <li>▪ swelling or inflammation</li> <li>▪ potential fractures</li> <li>▪ behaviour and vocal sounds</li> <li>▪ loss of full control of bodily movements</li> <li>▪ abnormal body, head or limb presentation, including fractures</li> <li>▪ characteristics of discharge from any orifice</li> <li>▪ hypothermia or hyperthermia</li> </ul>
Types of care to provide before veterinary support arrives to reduce anxiety or stimulation	<ul style="list-style-type: none"> <li>▪ confinement</li> <li>▪ water and feed</li> <li>▪ noise protection</li> <li>▪ twitching technique</li> <li>▪ blindfold</li> <li>▪ companion animal</li> <li>▪ owner</li> </ul>
Basic animal first aid	<ul style="list-style-type: none"> <li>▪ protect wounds from contamination</li> <li>▪ manage bleeding, swelling</li> <li>▪ manage temperature, hyperthermia and hypothermia</li> </ul>
Role of the veterinarian	<ul style="list-style-type: none"> <li>▪ make a medical assessment, including:               <ul style="list-style-type: none"> <li>○ extent of injury</li> <li>○ condition of the animal</li> <li>○ viability / prognosis for life</li> <li>○ rescue or recovery</li> <li>○ possibility of zoonotic disease risk</li> </ul> </li> <li>▪ provide emergency medical care, including:               <ul style="list-style-type: none"> <li>○ analgesia (pain relief)</li> <li>○ treat shock</li> <li>○ administer sedation</li> <li>○ anaesthetise animal if required</li> <li>○ manage recovery of animal following sedation or anaesthesia</li> <li>○ provide further treatment (if required)</li> <li>○ euthanase the animal (if required)</li> </ul> </li> </ul>

Term in unit of competency	Description
Sedation and anaesthesia (chemical restraints) administered veterinarians	<ul style="list-style-type: none"> <li>▪ reasons for chemical restraint: <ul style="list-style-type: none"> <li>○ allow safer environment for responders/rescuers</li> <li>○ facilitate first aid or rescue</li> <li>○ prevent further trauma or pain</li> </ul> </li> <li>▪ analgesics and drugs used for sedation and anaesthesia <ul style="list-style-type: none"> <li>○ time to take effect and duration period</li> <li>○ dose levels appropriate for animal state of heightened excitement, fear and/or pain, including impact of adrenalin and need to ensure initial dose is effective and not rely on top ups</li> <li>○ impact and limitations of sedatives and anaesthesia on different species</li> <li>○ consideration of status of patient – old, exhausted, dehydrated, pain</li> <li>○ sedation reversal</li> </ul> </li> <li>▪ level of sedation or anaesthesia recommended for: <ul style="list-style-type: none"> <li>○ allowing the animal to walk or move to assist with the extrication</li> <li>○ fitting slings, lifting and sliding the animal</li> <li>○ lengthy or delayed extrication requiring constant infusion</li> <li>○ euthanasia</li> </ul> </li> <li>▪ routes of administration – intravenous (IV), intramuscular (IM), oral <ul style="list-style-type: none"> <li>○ devices used to access animals, including air operated gun and pole operated syringes</li> </ul> </li> <li>▪ common animal responses</li> <li>▪ limitations on different species</li> </ul>
Euthanasia	<ul style="list-style-type: none"> <li>▪ approved and humane methods of euthanasia, including: <ul style="list-style-type: none"> <li>○ chemical overdose of anaesthetic agent</li> <li>○ gunshot or penetrating captive bolt</li> </ul> </li> <li>▪ regulations relating to euthanasia (administration of medications/drugs) and use of firearms</li> <li>▪ issues relating to euthanasia of animals, including: <ul style="list-style-type: none"> <li>○ considerations in making the call to euthanase an animal</li> <li>○ permission/authority, regulatory and insurance requirements</li> <li>○ approved and humane methods of euthanasia – chemical and physical</li> <li>○ strategies to use in team and/or owner debriefing after an incident</li> </ul> </li> </ul>
Handling deceased animals	<ul style="list-style-type: none"> <li>▪ handling safely – hygiene, biosecurity, manual handling</li> <li>▪ handling with dignity <ul style="list-style-type: none"> <li>○ use of screens for protecting injured or deceased animals from public view</li> <li>○ covering bodies and not leaving unattended</li> </ul> </li> <li>▪ removal and crematorium requirements</li> </ul>

# Assessment of Animal Incident Management units of competency

## Assessment requirements

All AIM units include assessment requirements in the format specified in the Standards for Training Packages 2012. The assessment requirements clearly specify required **performance evidence** and **knowledge evidence**.

### Knowledge evidence

RTOs need to take into consideration knowledge evidence covered in the delivery of prerequisites and in clustered units and not collect evidence unnecessarily i.e. over assess.

### Performance evidence

The performance evidence typically describes a work activity to be demonstrated including the volume and/or frequency requirements (i.e. number of times / occasions / animals).

As most AIM units relate to incident scenes which involve considerable safety risks and potential animal welfare issues the assessment is likely to be 'simulated' using realistic scenarios. The statement under physical conditions in the Assessment Conditions section allows for this situation (see below).

The **assessment conditions** section of the unit specifies the conditions under which the assessment must take place and generally covers:

- physical conditions  
*skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene - this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical*
- resources, equipment and materials
- specifications
- relationships (internal/external)
- timeframes.

### Using simulations to collect evidence

Simulation is a form of evidence gathering that involves the candidate in undertaking a task, activity or problem in an off-the-job situation that replicates the workplace context.

Simulations can include:

- computer based activities
- practical demonstration away from the workplace
- role play
- problem based scenario.

They are particularly suited to situations in which the candidate is being assessed against unit(s) of competency that focus on aspects of work that:

- are disruptive, difficult or costly to reproduce in the workplace
- potentially dangerous posing a risk to personal and/or public safety
- are of a personal or confidential nature
- occur infrequently which make direct observation difficult to organise
- are carried out over an extended period of time.

The challenge for assessors is to create or use realistic simulations that enable valid and reliable assessment to occur, and to ensure that assessment decisions made are as credible as those made in the workplace.

The four dimensions of competency should be considered in developing realistic simulations to allow for demonstration of:

- task skills (the skills needed to perform a work task)
- task management skills (the skills needed to manage all tasks in the unit of competency or cluster of units)
- contingency management skills (the skills needed to cope when things go wrong)
- job/role environment skills (the skills needed to perform effectively in the social and cultural work environment).

In developing incident scene scenarios/simulations for the AIM units ensure that:

- tasks, roles and clear instructions are provided
- work health and safety issues are identified and addressed
- equipment used reflects typical workplace/incident scene requirements including use of personal protective equipment for safety and hygiene purposes
- animal replicas/mannequins are as realistic as possible
- difficulties associated with people (owners/bystanders) are included
- they reflect the unpredictability and time pressures of real incidents
- contingencies are planned for and problems identified and solved
- the scale and conditions of the incident scene reflect the requirements of the unit and always prioritise participant safety.

The assessment tools and materials required to support a simulation may include:

- a scenario describing the situation
- role cards / task instructions
- instructions for the assessor, including:
  - the steps involved in preparing the activity
  - the procedure for conducting the activity
  - the materials required to conduct the activity
  - a strategy for debriefing the candidate
- instructions for the candidate
- an observation checklist to use in assessing the candidate's performance during the simulation.

### **Developing scenarios and simulations**

When developing simulation scenarios for training and assessment purposes the trainer or assessor needs to consider the:

- unit requirements
- current skill level of the participants
- participant context – workplace, location, job role and types of incidents they are most likely to encounter.

The factors included within a scenario allow the simulation activity to be scaled up or down as required depending on the participants and the context. The table on the following page provides a guide to factors indicating whether an incident involving large animals is considered relatively straightforward or involves complexity requiring analysis and planning to address a range of factors. Factors can relate to animals, humans, environmental conditions and resourcing issues.

Documenting the factors incorporated in the scenario will assist trainers and assessors to develop training materials and assessment instruments and recording sheets.

## Technical Large Animal Rescue – Complexity of operations

	SIMPLE FACTORS IN TLAR OPERATION	COMPLEX FACTORS IN LAR OPERATION
<b>SAFETY /RISK MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Safety issues are readily identified and risks are easily mitigated</li> </ul>	<ul style="list-style-type: none"> <li>• A number of (complexity) issues are identified, risks require detailed analysis and planning</li> </ul>
<b>ANIMAL FACTORS</b>	<ul style="list-style-type: none"> <li>• Well-handled animal</li> <li>• Large domestic animal</li> <li>• Calm/Apathetic nature</li> <li>• No anatomical challenges (steer/gelding)</li> <li>• No risk to animal's mental viability</li> </ul>	<ul style="list-style-type: none"> <li>• Unhandled animal</li> <li>• Very large domestic animal/s</li> <li>• Displays aggressive/frightened behaviour</li> <li>• Anatomical challenges (Pregnant/lactating /stud)</li> <li>• Risk to animal's mental viability</li> </ul>
<b>HUMAN FACTORS</b>	<ul style="list-style-type: none"> <li>• Calm owner present</li> <li>• Helpful individuals/groups</li> <li>• Few or no bystanders</li> <li>• No media</li> <li>• Low political/cultural sensitivities involved</li> <li>• Incident has low or neutral impact on animal owner/bystanders</li> </ul>	<ul style="list-style-type: none"> <li>• Emotional , aggressive or no owner present</li> <li>• Conflicting individuals/groups</li> <li>• Large crowds</li> <li>• Media presence with high political/cultural sensitivities involved</li> <li>• Incident has potential high impact on animal owner /bystanders</li> </ul>
<b>ENVIRONMENTAL FACTORS</b>	<ul style="list-style-type: none"> <li>• Non-hazardous environment</li> <li>• Daytime good visibility</li> <li>• Good weather</li> <li>• Accessible terrain /infrastructure</li> <li>• Dry stable ground conditions</li> <li>• Quiet scene</li> </ul>	<ul style="list-style-type: none"> <li>• Hazardous environment</li> <li>• Night time operation/working under flood lights</li> <li>• Poor weather conditions</li> <li>• Inaccessible terrain/infrastructure</li> <li>• Wet unstable ground conditions</li> <li>• Noisy stimulating environment</li> </ul>
<b>AIM/OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Aim is easily stated</li> <li>• Single outcome</li> <li>• Routine results</li> </ul>	<ul style="list-style-type: none"> <li>• Aim is complex and needs in depth briefing of response crews</li> <li>• Multiple outcomes</li> <li>• Conflicts exist between outcomes and restraints</li> </ul>
<b>TECHNICAL CONSIDERATIONS</b>	<ul style="list-style-type: none"> <li>• Simple techniques only required</li> <li>• Methods are straight forward and within typical operational parameters</li> <li>• None or limited involvement by other agencies</li> <li>• Minimal on-scene incident communications required, work on single channel radio</li> </ul>	<ul style="list-style-type: none"> <li>• Complex techniques will be required</li> <li>• Requires a series of consecutive and concurrent processes to be implemented to achieve aim</li> <li>• Methods required may be non-typical of a routine operation</li> <li>• Complex multi-agency operation</li> <li>• Complex on-scene incident communications needed, multi-channel radio communications network is required</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li>• Ample experienced crew/team members available</li> <li>• Vet on scene /or not required</li> <li>• Incident easily handled by small team in a short timeframe</li> <li>• Large animal can be moved manually</li> <li>• Only basic techniques and equipment required on the ground</li> </ul>	<ul style="list-style-type: none"> <li>• Limited experienced crew/team members available</li> <li>• No vet available</li> <li>• Multiple groups and/or agencies involving a protracted operation over an extended timeframe</li> <li>• Heavy equipment / mechanical assistance required</li> <li>• Advanced techniques and equipment required (animal off the ground, and may be trapped in water or mud)</li> </ul>

## Example of a scenario

Although the following scenario was written before the Animal Management Incident units were developed it is applicable to *ACMAIM202 Participate in an incident involving large animals*. The sample is provided to assist RTOs in developing their own scenarios.

With some modifications it could also be used to assess a cluster of units, including:

### Cluster 1

- ACMAIM201 Contribute to safety at incidents involving large animals
- ACMAIM202 Participate in an incident involving large animals
- ACMAIM301 Use manual techniques to safely move large animals

### Cluster 2

- ACMAIM306 Lead a team responding to a large animal incident
- ACMAIM301 Use manual techniques to safely move large animals

The scenario was provided by the South Australian State Emergency Service (SASES). Other scenarios have been developed and a Learner Guide providing much of the required knowledge components is also available.

The contact details for SASES are provided in *Appendix 2: Useful Information* section (p44). Please contact SASES to discuss access to these resources.

### **Scenario 2: Horse stuck between two objects, laying on back**

Time provided for this scenario is 50 minutes.

#### **Scenario**

The crew is called to rescue a horse that has reared in a paddock and landed on its back between two objects. On arrival the crew needs to safely access the horse and extract it from between the objects.

The Team Leader will rotate the team members through the various skills required to complete the task in consultation with the assessor.

The team is to use the equipment provided.

#### **Simulation**

The horse mannequin is to be placed on its back between either two close trees or vehicles parked close together. See image below for guidance.

As part of a team members must be observed working outside of the strike zones and using appropriate techniques to move the horse to a safe area.

This will allow the demonstration of safe work practices, animal handling, rescue techniques and correct use of movement calls.

The team will consist of no less than 4 rescuers. 'By standers' can be used to assist with any hauling after they have received a briefing from one of the rescue team.



SAMPLE ONLY

#### **Staff resources**

Set-up crew: two per assessment activity  
Team Leader: one per scenario (not a candidate)  
Trainer & Assessors: one for each 4 candidates

#### **Rotating team members**

To allow all of the candidates to demonstrate competence, the assessor will liaise with the Team Leader to rotate the candidates through the various tasks. The scenarios may need to be run through twice to enable all of the candidates to demonstrate competence.

**Critical Aspects**

Task	Did the Candidate...
Task briefing (all)	Understand, acknowledge and put into effect instructions given by the Team Leader? Contribute to forming team goals where appropriate? Communicate clearly the need for support if required?
Safety (all)	Select and use appropriate PPE for the task? Follow SASES procedures for manual handling? React appropriately to STOP calls? Remain outside of any strike zones?
Hazards (all)	Appreciate operational risks? Monitor and check equipment and systems? Move safely in work areas?
Safety Officer	Make contact with animal owner and continually reassure? Question animal owner about injuries? Record animal owner information? Explain what is occurring and inform the animal owner of any changes?
Animal Handler	Make contact with animal? Secure the animals head? Protect the animals head throughout the rescue? Use appropriate techniques to manoeuvre the animal? Use correct movement calls?
Rescuer	Use appropriate techniques to manoeuvre the animal? Use appropriate equipment? Use correct movement calls?
Haul Team	Brief members of the haul team? Use correct movement calls?
During the Activity (all)	Complete tasks with minimal supervision? Communicate effectively with team members? Communicate actions to Team Leader? Contribute to team activities? Give and receive instructions?
Task Debrief (all)	Actively participate in the debrief Equipment is recovered, cleaned, maintained, restored Report WHS issues experienced during activity?

SAMPLE ONLY

**Additional knowledge questions**

Assessors may ask questions of the candidates during (or after) the demonstration of a skill, as part of gathering additional evidence to make a judgement. Examples of possible questions are provided below. If the assessor asks questions for clarification of a candidate's knowledge, it should be noted on the Assessment Instrument.

**Example Questions**

- Why is it important to work from the spine side of a down animal?
- If extra resources or support were needed, what would you do?
- What are some of the hazards to be aware of when working around large animals?
- If the animals becomes agitated and anxious what should you do?
- If you didn't have a halter, what could you use?
- Why is it important to use correct movement calls?
- Why is it important to brief the haul crew prior to moving the animal?

SAMPLE ONLY

### Team Leader briefing

The Team Leader will wear suitable identification during the assessment event. The Team Leader is not being assessed. The Team Leader is there only to direct the simulation. They will not be physically involved in performing any tasks.

The Team Leader is to direct a team of no less than 4 rescuers in extracting the stuck horse. The horse will be located between two objects on its back. The crew will need to access the situation and perform a forwards or a backwards drag to a safe location.

The task will be conducted with the seriousness of an actual operation.

The Team Leader is to brief the team and allocate team tasks. The Team Leader may be directed by the assessor to re-task team members, to ensure individuals are assessed performing a range of tasks. The Team Leader will maintain a close liaison with the Trainer & Assessor throughout the assessment.

### Animal Owner briefing

(The animal owner is to be briefed prior to the activity by an instructor.)

You (the animal owner) are a farmer who was investigating why your stallion was making unusual noises. After following the noise you have located him stuck between two objects on his back. You returned to the house to get a chainsaw and tractor where you told your wife about what has happened. She has called for help although you believe you can get the horse out yourself. A rescue team comprising of 4 rescuers and a Team Leader has been deployed to help you.

You will be trying to start the chainsaw when the rescue team arrive. You will respond to any questions asked by the rescuers and hesitantly let them take control of the situation after making sure they are aware that his is your stud stallion and responsible for the majority of your income.

If at any time during the rescue activity you feel your horse is at risk, particularly if the crew have not explained what happening, start to complain & question what they are doing. Your level of aggravation should increase each time you feel your horse is at risk. If the rescuers run any straps near the horses groin remind them of the value of the animal as a stud horse and if they cause any problems to its reproduction systems the animal will be worthless.

## Team briefing

The Team Leader has 5 minutes to brief the team and to answer any questions from the briefing.

**Situation** – What has happened?

**Mission** – The overall outcome to be achieved: who, what how and when?

**Execution** – How the outcomes will be achieved: who, what, how and when?

**Administration and Logistics** – What arrangements are in place to support the task?

**Command, and Communications** – Command and communication arrangements for the task.

**Safety** – any safety considerations for the activities, known hazards

<b>Situation</b> A horse has been found stuck between two objects in a paddock and has been unable to free itself.
<b>Mission</b> Our mission is to extract the horse from between the objects in order to move it to a safe location.
<b>Execution</b> We need to access the animal, stabilize and extract it using suitable techniques to the a safe location.
<b>Administration</b> All equipment required to perform your tasks will be available on site. We have 30 minutes to complete the task.
<b>Command &amp; Communications</b> During the event I (the Team Leader) will be allocating tasks to allow the assessor to see you performing various skills.
<b>Safety</b> There are other animals in the paddock, at this stage they are keeping their distance.
<b>Questions?</b> Are there any questions?

SAMPLE ONLY

The Team Leader will answer any questions and allocate tasks to team members. Tasks that will need to be allocated:

Conduct hazard analysis (reconnaissance)

Initiate animal contact and secure its head

Prepare equipment

Set up equipment cache/dump

Effect rescue

Recover equipment.

The time allocated for the event is 40 minutes with an additional 10 minutes for recovery of equipment and 5 minutes for the team debriefing.

The role of the Team Leader is to provide direction and they will not be required to assist with the physical work.

### Equipment

Item	Quantity
8-10m x 75mm wide slings	1
J-Hook or similar	1
Strop Guide or similar	1
Halter	1
Lead rope	1
12m Lashing	1
Head Protection	1 set

### Scenario resources

Horse mannequin	1
Suitable location – with 2 close trees, or room to park 2 vehicles close together	1
Chainsaw	1

SAMPLE ONLY

## Evidence collected in the workplace

Where a learner may be involved in an incident involving large animals related to their workplace it is important that key information is recorded and verified by a workplace supervisor to be submitted as evidence to the RTO assessor. One way to do this is through the use of a log book.

Essential features of a log book should include:

- details of the learner and their supervisor
- name of workplace and an overview of the job role
- location and date of the incident/s – with a brief description of the incident and animals involved
- ability to record activities undertaken for specific incidents – including tasks and role
- space for sign off and comments/feedback from the supervisor who observed the incident activities.

The practical log book can be used to capture three types of evidence: direct (observation/demonstrations), indirect (third party reports) and supplementary (additional evidence eg. photos).

**A log book is not an assessment tool.** It may contribute to the collection of evidence for assessment but the RTO will need to develop assessment tools for single units and/or clusters of units of competency.

## Recognition of Prior Learning (RPL)

Where an individual has the required skills and experience to undertake an RPL assessment the RTO must ensure that the candidate provides sufficient, valid, current and authentic evidence to address requirements specified in the performance and knowledge evidence.

For most AIM coded units this means that candidates will need to provide evidence of:

- work experience and types of incident scenes attended
- roles or activities undertaken.

RTOs will need to undertake verification processes to ensure the evidence provided by the candidate is authentic and current. Challenge tests and knowledge assessments are recommended to support and confirm evidence supplied by the candidate.

## Appendix 1: Terminology

The terms used in the AIMS units are described in the table below to assist with consistent interpretation of meaning. They are provided as a guide to RTOs only.

Please note:

- the *italicised terms* are not listed in the AIMS units but may be relevant especially if imported to other Training Packages
- some sectors and agencies use terminology that has specific meaning relating to legislation, regulations or codes of practice. Users should check and adopt the terminology relevant for their jurisdiction or agency .

Term	Meaning in Animal Incident Management (AIM) units
Australasian Inter-Service Incident Management System (AIIMS)	AIIMS provides a common incident management system for the management of all incidents. It provides a standardised approach to the <b>control</b> of an incident through an integrated and effective response and enables people from fire and emergency services , not-for-profit agencies and industry to work together effectively to manage the most challenging of incidents <sup>1</sup>
<i>Assembly area</i>	<i>A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.</i>
Briefing/s	<p>Briefings are in integral part of the communications process and provide a general overview of an operation. Briefing is the process of advising personnel of the details of the incident or event with which they will dealing.</p> <p>It is essential that those at an incident understand the:</p> <ul style="list-style-type: none"> <li>▪ objectives</li> <li>▪ strategies to control the incident</li> <li>▪ safety issued associated with controlling the incident</li> <li>▪ role they play in controlling the incident</li> <li>▪ reporting relationships (chain of command).</li> </ul> <p>SMEACS is the standard for briefings:</p> <ul style="list-style-type: none"> <li>▪ Situation</li> <li>▪ Mission (Incident Controllers intent and specific objectives)</li> <li>▪ Execution (How the mission is to be achieved)</li> <li>▪ Administration &amp; logistics to undertake the mission</li> <li>▪ Command and Communications (Chain of command, sectors, communications)</li> <li>▪ Safety (Watch out for?)</li> </ul>
Command / Chain of command	<p>Command is the internal direction of the members and resources of an organisation in performing roles and tasks<sup>1</sup>.</p> <p>Commonly referred to as the Chain of Command</p>
<i>Commander</i>	<p><i>Could also be called team commander or team leader.</i></p> <p><i>A commander has authority to provide direction and coordination of the activities within his or her agency. A commander cannot command members of another agency.</i></p>

<sup>1</sup> Australasian Fire and Emergency Service Authority (AFAC) 2017, The Australasian Inter-Service Incident Management System. AFAC Ltd. East Melbourne , Victoria

<b>Term</b>	<b>Meaning in Animal Incident Management (AIM) units</b>
Control	Overall direction of activities to bring the incident to a safe conclusion and to restore normality. Control relates to situations and operates horizontally across organisations.
Coordination	The bringing together of personnel and resources to ensure an effective response.  Coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.
Critical incident	Any situation faced by emergency workers that causes them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene or later.
Critical incident stress	1. An acute stress reaction caused by exposure to a traumatic event. 2. Unusually strong emotional reactions which have the potential to interfere with the ability of personnel to function, either at the incident scene or later, arising from any situation faced during operations.
Debriefing – critical incident stress	The process of ensuring the welfare of personnel following a critical (highly stressful) incident. It may involve teams of professional and peer counsellors to provide emotional and psychological support to personnel.
Debriefing – after an incident operation	Important stage post-incident where the operation is discussed to improve future operations. Discussion generally focuses on what was achieved, including the strategies and techniques used; what went well and should be maintained for future operations; and what could be done differently or changed for future operations.  <i>Some organisations may refer to debriefing as an 'after action review' - it is a tool incident command personnel and units can use to get maximum benefit from every incident. It provides a review of the incident on its completion to identify and discuss effective and non-effective performance and lessons learned and how to apply them in the future<sup>2</sup></i>
Disinfect /decontaminate	The application, after thorough cleansing, of procedures intended to destroy the infectious or parasitic agents of diseases; applies to premises, vehicles and different objects that may have been directly or indirectly contaminated.
Domestic animal	An animal that has been domesticated by humans so as to live and breed in a tame condition and depend on humankind for survival <sup>3</sup>
Escape route	A planned route away from danger areas at an incident.
Evacuation	The temporary relocation of persons and/or animals from dangerous or potentially dangerous areas to safe areas.
Extrication	Safe removal of a person or animal from the form of entrapment

<sup>2</sup> Australian Disaster Resilience Knowledge Hub <https://knowledge.aidr.org.au/glossary/>

<sup>3</sup> NSW State Rescue Policy 4th Edition, Nov 2018

Term	Meaning in Animal Incident Management (AIM) units
Incident	An event, accidentally or deliberately caused, which requires intervention to bring it to a safe conclusion and to restore normality.
Incident action plan (IAP)	A written or verbal plan used to describe incident objectives, strategies, resources, and other information relevant to the control of an incident <sup>1</sup> .
Incident controller (IC)	The individual responsible for the management of all incident control activities across the whole incident <sup>1</sup> . Typically, the <b>IC</b> is responsible to bring the incident to a safe conclusion and to restore normality.
Incident zones	Working zones within an incident scene (generally three zones) – when applied to incidents involving animals refers to: <ul style="list-style-type: none"> <li>▪ Hot Zone – dangerous zone close to large animal – restricted access</li> <li>▪ Warm Zone – responders directly assisting person in hot zone e.g. animal handler</li> <li>▪ Cold Zone – safer area for other team members</li> </ul>
Incident management system (for incidents involving large animals)	Those processes, decisions and actions taken to resolve an emergency incident and support returning to normality using the AIIMS model <sup>1</sup> .
<i>Lead agency</i>	<i>The agency identified as being primarily responsible for responding to a particular emergency. Also called Combat Agency.</i>
Large animal	Refers to a large land-based domesticated animal. It does not cover wildlife or birds. Common large animals include horses and cattle, and may cover animals such as alpacas/llamas, sheep, and pigs. In terms of 'large' a general guide is an animal requiring two or more people to lift.
Large animal incident response plan	Refers to an organisations advanced planning and preparation for an emergency situation or incident involving large animals. It may be a simple plan for a small organisation or a more detailed plan included with other work health and safety procedures of a larger organisation. <i>See also – Pre-incident plan</i>
Livestock	Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or horses, including where used for recreation; or any animals prescribed as livestock.
Operation - straightforward	Operations at a large animal incident achieved through low-risk techniques; typically assisting a standing animal or manually sliding a recumbent animal (using hand hauling techniques) on relatively flat terrain.
Operation - complex	Operations at a large animal incident achieved through a combination of low to high risk techniques; where a range of factors adds complication or competing priorities. Factors can include: <ul style="list-style-type: none"> <li>▪ Animals (number, species and breeds, extent of injury)</li> <li>▪ People (Trapped and / or injured in motor vehicle incidents or sporting events)</li> <li>▪ Environment (terrain, structures [buildings and vehicular], forms of entrapment, weather, time of day)</li> </ul>

Term	Meaning in Animal Incident Management (AIM) units
	<ul style="list-style-type: none"> <li>▪ Resources (specialist lifting equipment, skilled rescuers, multiple agencies)</li> </ul> Competing priorities can include: <ul style="list-style-type: none"> <li>▪ human rescue over large animal rescue</li> <li>▪ closing roadways to undertake an incident operation</li> <li>▪ costs to undertake an incident operation</li> </ul>
Operation – technical	Operations at a large animal incident achieved through higher risk techniques where environmental factors or lack of personnel limit the use of simple or straight forward techniques. Environmental factors include: <ul style="list-style-type: none"> <li>▪ height and depths</li> <li>▪ water</li> <li>▪ mud</li> <li>▪ septic tanks and soaker trenches</li> <li>▪ structures (buildings and vehicular)</li> <li>▪ restricted spaces.</li> </ul>
Operations	The strategies and activities to resolve the incident.
Operations Officer	When appointed by the Incident Controller, the person responsible for managing all activities to resolve the incident.
Personal protective equipment (PPE)	The equipment necessary to shield or isolate a person from the hazards that may be encountered at an incident. Adequate personal protective equipment should protect the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing.
<i>Planning Officer</i>	<i>When appointed by the Incident Controller, the person responsible for planning at an incident.</i>
Point of balance	The point which influences where an animal can move according to the pressure applied to it. Moving within an animal's flight zone and moving towards an animal will direct its movement. <ul style="list-style-type: none"> <li>▪ Applying pressure behind the animal's point of balance will make an animal move forward.</li> <li>▪ Applying pressure in front of the animal's point of balance will make an animal move backwards.</li> </ul>
<i>Post-traumatic stress disorder (PTSD)</i>	<i>An anxiety disorder, beyond the normal response to stress, caused by exposure to a highly traumatic event that has been excessively demanding.</i>
<i>Pre-incident plan (PIP)</i>	<i>Advanced planning and preparation for an emergency situation.</i>
Recover	Also called a <i>recovery operation</i> . Typically associated with a deceased animal – 'to recover a deceased animal'
Recovery	The phase as the animal comes out of sedation or general anaesthetic – often referred to as the <i>recovery phase</i> .
Recumbent	Animals that are recumbent are lying down <ul style="list-style-type: none"> <li>▪ dorsal (back) recumbence – animal lying on its back</li> <li>▪ sternal (chest) recumbence – animal lying on its chest</li> </ul>
Rescue	Rescue means the safe removal of persons or domestic animals from actual or threatened danger of physical harm <sup>4</sup>

<sup>4</sup> NSW State Rescue Board 2018 State Rescue Policy

<b>Term</b>	<b>Meaning in Animal Incident Management (AIM) units</b>
Risk assessment	The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria.
Safety zones (also called control zone)	<p>Safety zones are theoretical areas around an incident scene which describe the levels of risk:</p> <ul style="list-style-type: none"> <li>▪ Hot Zones – zone with a high risk of injury with limited access to the animal handler; and the vet and rescuers (as required).</li> <li>▪ Warm zone – zone with low risk of injury where persons assisting with the incident and equipment is staged</li> <li>▪ Cold zone – zone with no risk of injury where members of the public are allowed.</li> </ul>
<i>Situation report</i>	<i>A report on the progress at the incident and the efforts to control it. It confirms the location of the incident, its status and potential and the number, nature and effectiveness of resources deployed. Situation reports are normally provided at regular times until the incident is completed.</i>
Situational awareness	A person's awareness of what is happening in the vicinity, in order to understand how information, events, and one's own actions will impact objectives, both immediately and in the near future.
Spontaneous volunteers	Persons that freely offer their help at a large animal incident without having any specific training.
<i>Staging Area</i>	<i>A prearranged, strategically placed area where response personnel, vehicles and other equipment can be held in readiness for use during an emergency.</i>
Standard operating procedures	A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.
Support agency	An agency which provides essential services, personnel, or material to support or assist a control agency or affected persons.
<i>Tactics</i>	<p><i>These are the tasking of personnel and resources to implement the incident strategies.</i></p> <p><i>Incident control tactics are accomplished in accordance with appropriate agency procedures and safety directives.</i></p>
Technical advisor	Advisors with special skills needed to support incident activities and functions.
Zoonosis	Diseases transmitted from animal to human.

## Appendix 2: Useful information

Here are some links below to some useful information.

### Other companion volumes

Implementation Guide: ACM Animal Care and Management Training Package, Volume 3.0

Companion Volume: *User Guide: Safety in Equine Training*.

Available from VETNet

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

### Animal incident management resources

Leighton, M and Staples, M. (2015) *Equine Emergency Rescue – A Guide to Large Animal Rescue*, Velvet Visions Press, PO Box 1329, Oxenford QLD 4210

Horse SA for information about large animal incident awareness and developing a plan for incidents involving large animals <https://www.horsesa.asn.au/>

NSW Department of Primary Industry – Management of animal transport accident responses – Policy [https://www.industry.nsw.gov.au/\\_data/assets/pdf\\_file/0019/148402/TI-O-158-Management-of-animal-transport-accident-responses-policy.pdf](https://www.industry.nsw.gov.au/_data/assets/pdf_file/0019/148402/TI-O-158-Management-of-animal-transport-accident-responses-policy.pdf)

South Australian State Emergency Service (SASES) – GPO Box 2706, Adelaide SA 5001. SES.training@sa.gov.au, tel: (08) 8115 3800.

The Rescue Scene – The Veterinarian’s Role – Dr Christine Smith of Agnes Banks <https://www.youtube.com/watch?v=SWWWNH2IB2s&feature=youtu.be>

### Assessment resources

Guide to developing assessment tools ASQA

[https://www.asqa.gov.au/sites/g/files/net3521/f/Guide\\_to\\_developing\\_assessment\\_tools.pdf](https://www.asqa.gov.au/sites/g/files/net3521/f/Guide_to_developing_assessment_tools.pdf)

### Animal welfare and safety and work health and safety resources

Organisation	Resource	Website
Agriculture Victoria	<ul style="list-style-type: none"><li>▪ Transportation and Care of Horses Purchased from Private or Commercial Sale</li><li>▪ Code of practice for the welfare of horses</li><li>▪ Code of practice for the Welfare of Horses Competing at Bush Race Meetings (Revision 1)</li><li>▪ Code of practice for the welfare of horses at horse hire establishments</li></ul>	<a href="http://agriculture.vic.gov.au">http://agriculture.vic.gov.au</a>

Organisation	Resource	Website
Australian Animal Welfare Standards and Guidelines – Land transport	Endorsed by the Primary Industries Ministerial Committee for legislation.	<a href="http://www.animalwelfarestandards.net.au/land-transport/">http://www.animalwelfarestandards.net.au/land-transport/</a>
Australian Horse Industry Council Resources	<i>Procedures for the Delivery of Horse Industry Training</i> , v3, January 2016 (adapted from the TAFE NSW Procedures for Delivery of Training, January 2016 v4.0)	<a href="http://www.horsecouncil.org.au/horse-safe/resources/">http://www.horsecouncil.org.au/horse-safe/resources/</a>
	<i>Australian Horse Welfare and Well-being Toolkit</i> Resource for horse organisations and event-based welfare officers, 2013	<a href="http://www.horsecouncil.org.au/horse-safe/resources/">http://www.horsecouncil.org.au/horse-safe/resources/</a>
Horse Directory Australia	Provides links to guidelines for the welfare of horses	<a href="http://www.horsedirectory.com.au/horseresources/welfare_of_horses/index.php">http://www.horsedirectory.com.au/horseresources/welfare_of_horses/index.php</a>
Horse Safety Australia	Information about safety, procedures, qualifications, courses, clinics	<a href="http://www.horsesafetyaustralia.com.au/">http://www.horsesafetyaustralia.com.au/</a>
International Standard Organisation	Australian Standard: AS/NZS ISO 31000:2009, <i>Risk management – principles and guidelines</i>	<a href="https://www.iso.org/standard/43170.html">https://www.iso.org/standard/43170.html</a>
Safe Work Australia	Guide to Managing Risks when New and Inexperienced Persons Interact with Horses	<a href="https://www.safeworkaustralia.gov.au/doc/guide-managing-risks-when-new-and-inexperienced-persons-interact-horses">https://www.safeworkaustralia.gov.au/doc/guide-managing-risks-when-new-and-inexperienced-persons-interact-horses</a>
	Safe Work Australia Incident Notification Fact Sheet	<a href="https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet">https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet</a>
	Identify, assess and control hazards	<a href="https://www.safeworkaustralia.gov.au/risk">https://www.safeworkaustralia.gov.au/risk</a>
	Model codes of practice	<a href="https://www.safeworkaustralia.gov.au/risk#codeguides">https://www.safeworkaustralia.gov.au/risk#codeguides</a>
	Fact sheets: Managing risks to health and safety at the workplace (various languages)	<a href="https://www.safeworkaustralia.gov.au/risk#reportcasestudy">https://www.safeworkaustralia.gov.au/risk#reportcasestudy</a>

Organisation	Resource	Website
SafeWork NSW	Code of Practice: Managing Risks when new or inexperienced riders or handlers interact with horses in the workplace (February 2017)	<a href="http://www.safework.nsw.gov.au/_data/assets/pdf_file/0005/79160/horse-code-practice-gazetted-SW08262.pdf">http://www.safework.nsw.gov.au/_data/assets/pdf_file/0005/79160/horse-code-practice-gazetted-SW08262.pdf</a>
	Codes of Practice: <ul style="list-style-type: none"> <li>▪ First Aid in the workplace</li> <li>▪ How to manage work health and safety risks</li> <li>▪ Managing the Work Environment and Facilities</li> <li>▪ Work health and safety consultation, co-operation and co-ordination.</li> </ul>	<a href="http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/codes-of-practice">http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/codes-of-practice</a>
WorkSafe Queensland	Code of Practice: Horse riding schools, trail riding establishments and horse riding establishments	<a href="https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0009/58167/horse-riding-cop-2002.pdf">https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0009/58167/horse-riding-cop-2002.pdf</a>
	Land Transport of Livestock Code (compulsory) Queensland	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/livestock/livestock-movement/animal-transport-welfare/land-transport-code">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/livestock/livestock-movement/animal-transport-welfare/land-transport-code</a>
Department of Agriculture Western Australia	Horse Transportation – Code of Practice for the transportation of horses in Western Australia	<a href="https://www.agric.wa.gov.au/sites/gateway/files/Code%20of%20Practice%20for%20the%20Transportation%20of%20Horses%20in%20Western%20Australia_0.pdf">https://www.agric.wa.gov.au/sites/gateway/files/Code%20of%20Practice%20for%20the%20Transportation%20of%20Horses%20in%20Western%20Australia_0.pdf</a>

## Appendix 3: AIM units and Skill Sets

### AIM Units of competency

ACM Animal Care and Management Training Package Version 3.0 Units of competency	
Code	Title
ACMAIM201	Contribute to safety at incidents involving large animals
ACMAIM202	Participate in an incident involving large animals
ACMAIM301	Use manual techniques to safely move large animals
ACMAIM302	Perform technical large animal rescues
ACMAIM303	Move large animals to new locations
ACMAIM304	Transport injured large animals
ACMAIM305	Carry out casualty and post-rescue management of animals
ACMAIM306	Lead a team responding to a large animal incident
ACMAIM401	Coordinate large animal movement and evacuation
ACMAIM402	Develop a large animal incident response plan for an organisation
ACMAIM403	Undertake complex operations at incidents involving large animals
ACMAIM404	Collaborate in planning sedation and anaesthesia of large animals in emergency field situations

### AIM Skill sets

ACM Animal Care and Management Training Package Version 3.0 Skill sets	
Code	Title
ACMSS00018	Large Animal Incident Awareness Skill Set
ACMSS00019	Large Animal Incident Team Member Skill Set
ACMSS00020	Large Animal Incident Specialist Skill Set

## Appendix 4: Key legislative implications for implementation

Regulatory or licensing requirements are identified in the *Application* field of units of competency and the *Qualification description* field in qualifications. If there are no particular requirements, then the statement 'No occupational licensing, legislative or certification requirements apply to this unit/qualification at the time of publication' will appear.

Although there may be no occupational licensing requirements for the AIM coded units, there are key areas where legislative and regulatory compliance applies, including:

- animal welfare and ethics
- biosecurity and quarantine procedures
- euthanasia of animals
- veterinary services regulations
- local government regulations
- use of firearms
- waste handling and disposal.

Users should be aware of who can prescribe and handle veterinary medicines:

- Australian Veterinary Association, Guidelines for Prescribing, Authorising and Dispensing Veterinary Medicines, 2005
- Therapeutic Goods Act 1989
- Poisons Standard, February 2017
- Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP) and relevant state and territory legislation and regulations
- Agricultural and Veterinary Chemicals (Administration) Act 1992
- Agricultural and Veterinary Chemicals Code Act 1994
- Work Health and Safety Act 2011 in conjunction with Guidelines on use of cytotoxic drugs and related waste (Qld)

Users must also be aware of biosecurity risks, when working with animals:

- Biosecurity Act 2015, along with state/territory legislation and associated regulations.

Users must also be aware of work health and safety/occupational health and safety risks:

- Work Health and Safety Act
- State based OHS/WHS legislation, where relevant.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety regulations, legislation and standards that apply to the workplace.

#### 4.1 Health and safety requirements

RTOs must make sure that delivery of health and safety content is contextualised to comply with the relevant legislation in the state/territory in which they are training. Details of state and territory regulators, together with some useful workplace health and safety organisations, have been included in the following tables.

##### State/Territory Regulators

State/Territory	Regulating Body	Website
<b>Australian Capital Territory</b>	WorkSafe ACT	<a href="http://www.worksafe.act.gov.au">http://www.worksafe.act.gov.au</a>
<b>New South Wales</b>	SafeWork NSW	<a href="http://www.safework.nsw.gov.au">http://www.safework.nsw.gov.au</a>
<b>Northern Territory</b>	NT WorkSafe	<a href="http://www.worksafe.nt.gov.au">http://www.worksafe.nt.gov.au</a>
<b>Queensland</b>	Workplace Health and Safety Queensland (WHSQ)	<a href="http://www.worksafe.qld.gov.au">http://www.worksafe.qld.gov.au</a>
<b>South Australia</b>	SafeWork SA	<a href="http://www.safework.sa.gov.au">http://www.safework.sa.gov.au</a>
<b>Tasmania</b>	WorkSafe Tasmania	<a href="http://worksafe.tas.gov.au">http://worksafe.tas.gov.au</a>
<b>Victoria</b>	WorkSafe Victoria	<a href="http://www.worksafe.vic.gov.au">http://www.worksafe.vic.gov.au</a>
<b>Western Australia</b>	WorkSafe WA	<a href="http://www.commerce.wa.gov.au/WorkSafe">http://www.commerce.wa.gov.au/WorkSafe</a>

##### Codes of Practice and guidelines

In addition to legislation, practical advice relating to safety when interacting with horses is provided in the following codes of practice and guidelines:

- SafeWork NSW, Code of Practice: Managing risks when new or inexperienced riders or handlers interact with horses in the workplace, February 2017<sup>5</sup>
- Safe Work Australia Guide to Managing Risks when New and Inexperienced Persons Interact with Horses, June 2014<sup>6</sup>

The companion volume, *User Guide Safety in Equine Training* also provides advice derived from the resources listed above.

#### 4.2 Animal welfare, biosecurity and other legislative requirements

Each state and territory government is responsible for its own legislation regarding animal welfare, wildlife protection, and vertebrate pests. The following table lists the department for

<sup>5</sup> A full copy of this Code of Practice can be downloaded at [http://www.safework.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0005/79160/horse-code-practice-gazetted-SW08262.pdf](http://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/horse-code-practice-gazetted-SW08262.pdf)

<sup>6</sup> A copy of this Guide can be downloaded at: <https://safeworkaustralia.gov.au/doc/guide-managing-risks-when-new-and-inexperienced-persons-interact-horses>

each state and territory government responsible for regulating animal welfare in their jurisdiction.

State/Territory	Department	Website
Australian Capital Territory (ACT)	ACT Transport Canberra and City Services	<a href="http://www.tccs.act.gov.au/city-living/pets/animal-welfare/animal-welfare">http://www.tccs.act.gov.au/city-living/pets/animal-welfare/animal-welfare</a>
New South Wales (NSW)	Department of Primary Industries: animal welfare	<a href="http://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare">http://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare</a>
Northern Territory	Department of Primary Industry and Fisheries	<a href="https://nt.gov.au/environment/animals/animal-welfare">https://nt.gov.au/environment/animals/animal-welfare</a>
Queensland	Department of Agriculture and Fisheries	<a href="https://www.daf.qld.gov.au/animal-industries/welfare-and-ethics/animal-welfare">https://www.daf.qld.gov.au/animal-industries/welfare-and-ethics/animal-welfare</a>
South Australia	Department of Environment and Natural Resources	<a href="http://pir.sa.gov.au/biosecurity/animal_health/animal_welfare">http://pir.sa.gov.au/biosecurity/animal_health/animal_welfare</a>
Tasmania	Department of Primary Industries, Water and Environment	<a href="http://dipwe.tas.gov.au/">http://dipwe.tas.gov.au/</a>
Victoria	Agriculture Victoria	<a href="http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare">http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare</a>
Western Australia	Department of Agriculture and Food	<a href="https://www.agric.wa.gov.au/">https://www.agric.wa.gov.au/</a>

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The Australian Government has no legislative responsibility for animal welfare and vertebrate pests. At the Commonwealth level, the sector has to comply with the *Biosecurity Act 2015* and the *Environment Protection and Biodiversity Conservation (EPBC) Act 1999 (Cwlth)*.

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### Animal welfare for horses

In addition to work health and safety requirements there are animal welfare responsibilities and obligations associated with horses.

There are no national laws applying to animal welfare, but all states and territories regulate animal welfare in their jurisdiction. There are a number of codes of practice and guidelines<sup>7</sup> relating to the welfare of horses. Some of these are listed in the following table.

State/Territory	Code title
<b>New South Wales</b>	<ul style="list-style-type: none"> <li>▪ Code of Practice for Horses in riding centres and boarding stables</li> <li>▪ Code of Practice for Land transport of Horses</li> <li>▪ Moving horses from Queensland and NSW</li> </ul>

<sup>7</sup> Sourced from: [http://www.horsedirectory.com.au/horseresources/welfare\\_of\\_horses/index.php](http://www.horsedirectory.com.au/horseresources/welfare_of_horses/index.php)

	<ul style="list-style-type: none"> <li>▪ Moving horses into and within NSW</li> <li>▪ Code of Practice for Animals used in rodeo events</li> <li>▪ Code of Practice for horses competing in bush races</li> </ul>
<b>Queensland</b>	<ul style="list-style-type: none"> <li>▪ Guide to regulations when transporting and selling livestock</li> </ul>
<b>South Australia</b>	<ul style="list-style-type: none"> <li>▪ Animal Welfare Regulations 2012</li> </ul>
<b>Victoria</b>	<ul style="list-style-type: none"> <li>▪ Code of Practice for the Welfare of Horses</li> <li>▪ Prevention of Cruelty to Animals Legislation</li> <li>▪ Code of practice for the land transport of horses</li> <li>▪ Code of practice for the welfare of horses at horse hire establishments</li> <li>▪ Code of practice for the welfare of horses competing at bush race meetings</li> <li>▪ Code of practice for the welfare of rodeo and rodeo school livestock</li> </ul>
<b>Western Australia</b>	<ul style="list-style-type: none"> <li>▪ Horse Transportation – Code of practice for the transportation of horses in Western Australia</li> </ul>

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State/ Territory	Primary Governing Legislation	Current version & when last amended	Regulations	Current version & when last amended	Controlling department	Website
ACT	Veterinary Surgeons Act 2015	Version R3 15th June 2016	Veterinary Surgeons Regulation 2015	Version R2 27th April 2016	Territory and Municipal Services	<a href="http://www.legislation.act.gov.au/a/2015-29/default.asp">http://www.legislation.act.gov.au/a/2015-29/default.asp</a>
NSW	Veterinary Practice Act 2003	Current version from 15th July 2015	Veterinary Practice Regulation 2013	Current version from 8th January 2015	Primary Industries	<a href="http://www.legislation.nsw.gov.au/maintop/view/inforce/act+87+2003+cd+0+N">http://www.legislation.nsw.gov.au/maintop/view/inforce/act+87+2003+cd+0+N</a>
NT	Veterinarians Act	As in force at 1 May 2016	Veterinarians Regulations	As in force at 1 May 2016	Primary Industries and Fisheries	<a href="http://notes.nt.gov.au/dcm/legislat/legislat.nsf/linkreference/VE%20TERINARIANS%20ACT">http://notes.nt.gov.au/dcm/legislat/legislat.nsf/linkreference/VE%20TERINARIANS%20ACT</a> <a href="http://notes.nt.gov.au/dcm/legislat/legislat.nsf/linkreference/VE%20TERINARIANS%20REGULATIONS">http://notes.nt.gov.au/dcm/legislat/legislat.nsf/linkreference/VE%20TERINARIANS%20REGULATIONS</a>
QLD	Veterinary Surgeons Act 1936	Current as at 23 September 2013	Veterinary Surgeons Regulation 2002	Current as at 1 July 2015	Agriculture and fisheries	<a href="http://www.legislation.qld.gov.au/Acts_SLs/Acts_SL_V.htm">http://www.legislation.qld.gov.au/Acts_SLs/Acts_SL_V.htm</a>
SA	Veterinary Practice Act 2003	Version: 1.1.2015	Veterinary Practice Regulations 2005	Version: 1.1.2015	Agriculture, food and fisheries	<a href="http://www.legislation.sa.gov.au/LZ/C/A/VETERINARY%20PRACTICE%20ACT%202003.aspx">http://www.legislation.sa.gov.au/LZ/C/A/VETERINARY%20PRACTICE%20ACT%202003.aspx</a>
TAS	Veterinary Surgeons Act 1987	Consolidated as at: 11 Feb 2015	Veterinary Surgeons Regulations 2012	Consolidated as at: 11 Feb 2015	Primary Industries, Parks, Water and Environment	<a href="http://www.thelaw.tas.gov.au/to/cview/index.w3p:cond=all;docid=104++1987+AT@EN+20150211000000;histon=:prompt=:rec=:term=veterinary%20surgeons%20act">http://www.thelaw.tas.gov.au/to/cview/index.w3p:cond=all;docid=104++1987+AT@EN+20150211000000;histon=:prompt=:rec=:term=veterinary%20surgeons%20act</a> <a href="http://www.thelaw.tas.gov.au/to/cview/index.w3p:cond=all;docid=+121+2012+AT@EN+20150211000000;histon=:prompt=:rec=:term=veterinary%20surgeons">http://www.thelaw.tas.gov.au/to/cview/index.w3p:cond=all;docid=+121+2012+AT@EN+20150211000000;histon=:prompt=:rec=:term=veterinary%20surgeons</a>
VIC	Veterinary Practice Act 1997	Version No 040 incorporating amendments as at 1 August 2015	Veterinary Practice Regulations 2008	Version 002 as at 1 May 2013	Agriculture and Food Security	<a href="http://www.legislation.vic.gov.au/Domino%5CWeb_Notes%5CLDMS%5CPubLawToday.nsf">http://www.legislation.vic.gov.au/Domino%5CWeb_Notes%5CLDMS%5CPubLawToday.nsf</a>
WA **	Veterinary Surgeons Act 1960	Effective 10th December 2010	Veterinary Surgeons Regulations 1979	Effective 30th May 2012	Agriculture	<a href="http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1026_homepage.html">http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1026_homepage.html</a>

### 2.3 Veterinary services regulations

All states and territories have legislation and associated regulations that restrict the duties carried out by non-veterinarians. The requirements vary across jurisdictions and are outlined in the following table.

Source: *Veterinary Practice Act Review, 2016 Edition II*, prepared for the Australian Veterinary Association by Dr D Neutze