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The information presented in the *Horse Stables and Track Riding Safety* guide is intended for general use only. It should not be viewed as a definitive guide to the law, and should be read in conjunction with the *Health and Safety at Work Act 2015*.

Whilst every effort has been made to ensure the accuracy and completeness of the publication, the advice contained herein may not apply in every circumstance. Accordingly, NZTR and HRNZ cannot be held responsible, and extends no warranties as to:

- the suitability of the information for any particular purpose;

- actions taken by third parties as a result of information contained in *Horse Stables and Track Riding Safety*.

INTRODUCTION

Horse Stables and Track Riding Safety is provided in to assist employers and employees to comply with their duties and obligations under the Health and Safety at Work Act and associated Regulations.

It is expected that stable and training facility management, employees (staff), Health and Safety Representatives (HSR) and contractors use this guide to form an opinion about suitable health, safety and welfare risk controls under the test of 'reasonably practicable'.

CONSULTING EMPLOYEES AND HEALTH AND SAFETY REPRESENTATIVES

The horse racing industry is unique in that it possesses a variation of hazards not generally present in any other workplace. The unpredictable nature of a large animal which at times may overreact or become easily spooked, poses a challenge for the whole industry, as it presents both handling issues for horse and person in confined spaces.

The horse racing industry shares many hazards in common in other workplaces, e.g. chemicals, manual handling and use of plant. The risks associated with these hazards are somewhat predictable, which allows for the development of adequate controls.

Consultation between employees, contractors and employers (e.g. trainers) is crucial in identifying, assessing, reducing and eliminating hazards in the workplace. Adopting consultative processes results in the establishment of effective risk control measures, thus providing a safer workplace for all people.

Principles of consultation

Parties should agree to effective consultation mechanisms keeping in mind the following principles:

- Information sharing
- Employees, contractors and staff are encouraged to express their point of view
- Employees, contractors and staff should not be victimised or disadvantaged for expressing a view
- All people to be given an opportunity to express a view prior to decisions being made
- Consideration is given to views expressed by employees, contractors and staff prior to decision making
- Where practicable, personnel affected by change to be consulted
- Consultation may not necessarily lead to agreed outcomes, but this should be the ultimate goal.

INTRODUCTION

HOW TO USE THIS GUIDE

This guide provides information that can be used to decide the most effective solutions for providing safe stables and training facilities.

The tasks described in the following pages are presented in two columns.

Work practices undertaken in the stable environment or at a training facility which are deemed to be unacceptable under health and safety legislation appear in the red column. To avoid exposing employees and contractors to risk of injury or illness, the practices described in these columns must not be allowed to occur.

Common risk control solutions to prevent exposing employees or contractors to unacceptable work practices appear in the green column. These solutions are regarded as *'reasonably practicable'* for most stables and training facilities where track work is undertaken and therefore would be expected to be implemented when required. **That said, the risk controls listed in the green column are not exhaustive and where alternative risk controls are identified, these should be implemented.**

The ACT outlines what you **must** consider when determining if something is *'reasonably practicable'*. Specifically, the factors to be taken into account are:

- the likelihood of the hazard or risk eventuating
- the degree of harm that would result if the hazard or risk eventuated
- what you know, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk
- the availability and suitability of ways to eliminate or reduce the hazard or risk
- the cost of eliminating or reducing the hazard or risk, if the cost is grossly disproportionate to the hazard or risk.

It is important all factors listed above have to be taken into account when deciding if something is *'reasonably practicable'*. No single factor is more important than another – they all contribute equally.

UNACCEPTABLE WORK PRACTISE	RISK CONTROL SOLUTIONS
Work practices in the red column should not be used in a stable environment or at a training facility (e.g. race track). Stable or training facility managers who allow these work practices to be used are likely to be in breach of H&S legislation.	The solutions in the green column are the most effective at reducing risk and should be the target for all stables and training facilities.

STABLE SAFETY

1. STABLE STAFF AND CONTRACTORS
2. HAZARDOUS MANUAL HANDLING IN THE STABLE ENVIRONMENT
3. USING PLANT IN THE STABLE ENVIRONMENT
4. GENERAL STABLE HEALTH AND SAFETY

STABLE SAFETY

1. STABLE STAFF AND CONTRACTORS

Stable staff (full time, part time, casual or family members) and contractors (veterinarians, trades people, suppliers, etc.) must be provided with the highest level of occupational health and safety protection.

This section describes the basic health and safety requirements which should be taken into account when employing staff and/or contractors, such as stable hands or track riders, in a stable environment.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Personal Protective Equipment

- No *appropriate* Personal Protective Equipment (PPE) provided and/or used where required when:

- riding horses
- training horses
- feeding and working with horses
- cleaning stables
- using items of plant, or
- handling hazardous or dangerous chemicals.

- No training provided in the correct selection, use and care of PPE.

- Employers *must* ensure staff are equipped with and use *all* necessary PPE.

- Training is provided in the correct selection, inspection for wear or damage, use and care of PPE such as:

- hand protection
- noise protection
- respiratory protection
- helmets, body protectors and other riding gear
- weather protection, and
- feet protection (e.g. leather work boots or shoes that comply with the *Standards for protective footwear*).

Facilities and amenities

- No *suitable* toilets or meal areas provided.

- Facilities such as:

- tack room
- first aid room
- toilets
- meal areas, and
- showers

are not maintained in a clean and serviceable condition.

- Adequate toilets and meal areas provided.

- Facilities and amenities are functional, clean and well maintained.



A basic tea room which is clean, well maintained and functional for the number of staff employed.



Tack room is clean and well organised. Riding gear is appropriately stored and maintained.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Stable inductions

- No *formal* induction is provided to new staff or contractors.
- Staff capabilities are not assessed and recorded. Stable hands are not registered with the code body and trainees are not constantly supervised.

- New staff and contractor inductions are formally undertaken.
- Staff capabilities are assessed by the employer and a training plan is developed and agreed to by both parties. Stable hands are registered and trainees are under constant supervision. To avoid doubt, constant supervision means maintaining *control* over the tasks undertaken by trainees.
- Stable hands have had appropriate approved training such

Workplace bullying and violence

- Employees or contractors are subjected or exposed to *repeated*, unreasonable behaviour that creates a risk to their health and safety. Unreasonable behaviour is regarded as behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten a staff member or contractor.
- Staff or contractors are subjected or exposed to behaviour that involves physical attacks or are threatened with physical attack in the workplace.

- Employers eliminate or reduce the likelihood of bullying or violent behaviour occurring, by ensuring that they:
 - promote bullying and violence awareness
 - develop a bullying and violence policy
 - inform, instruct and train in line with the policy
 - identify bullying and violence risk factors
 - prevent and control acts of bullying or violence, and
 - encourage reporting of bullying or violent behaviour.
- For further information regarding workplace bullying and violence, refer to WorkSafe.

STABLE SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Drugs and alcohol in the workplace

- Employers allow, promote or fail to act on information concerning the use of alcohol and/or drugs (illicit) in the workplace, *where* it creates a risk or *potential* risk to the health, safety or welfare of staff, contractors or the general public.

- A policy concerning the use of alcohol in the workplace has been developed. This policy should include information concerning alcohol:

- prevention
- education
- counselling
- rehabilitation, and
- use on employer *approval*, where and when alcohol consumption may be used in the workplace (e.g. after hours, parties, celebrations, etc.)

The overall objective of an alcohol policy is to ensure exposure to *alcohol related* occupational health and safety risk is eliminated.

Illicit drug use is *strictly* prohibited. This is clearly communicated and documented in workplace inductions.

Employees or contractors suspected or found to be using and / or under the influence of alcohol or illicit substances in the workplace should:

- be provided with *appropriate* counselling in the first instance, and
- enact the workplace disciplinary policy, where *reasonable* repeated attempts to counsel the individual concerned have failed.

Fatigue

- Stable hands, track riders and other staff are subjected to *frequent*

- long working days
- very early starts
- inadequate meal or rest breaks, or
- overly demanding working environments (e.g. where work demands are considered significantly greater than would be normally expected)

resulting in exposure to fatigue related risks to employee health and safety.

- Stable employers ensure staff are not exposed to *frequent*

- long working days
 - very early starts
 - inadequate meal or rest breaks, or
 - overly demanding working environments
- by eliminating in the first instance the *frequent* occurrence of such events.

To avoid or reduce exposing employees to workplace related fatigue, employers should provide employees with:

- *realistic* task requests and adequate *resources* to complete tasks safely. This is best achieved through *consulting* with employees before assigning work
- adequate meal and rest breaks while on shift
- adequate time between shifts that enable the opportunity for at *least* 7- 8 hours sleep, and
- sufficient time off shift to recover after a period of *continuous* working days.

Only sufficient, *quality* sleep cures fatigue!

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Injury registers

- Stable injury and/or incidents are *not* recorded and investigated by stable management. This includes 'near miss' incidents.

- All stable injury and incidents are recorded manually in an injury register booklet or electronically.

- Stable hands, track riders, and other staff and contractors participate in investigations (as required) to prevent *reoccurrence* and are advised of investigation outcomes by stable management.

Notification of incidents to WorkSafe

- Incidents which must be reported to WorkSafe immediately by law are *not* reported by stable management. This would include:

- the loss of life
- serious injuries such as fractures, spinal and neck injuries
- serious lacerations (e.g. requiring inpatient treatment at a hospital), and
- loss of bodily function (unconscious).

The partial or total collapse of a building and/or fire must also be reported, irrespective of the extent of damage.

- For further *detailed information* regarding notification of incidents by law to WorkSafe refer to WorkSafe's web site.

<http://www.business.govt.nz/worksafe/>

STABLE SAFETY

2. HAZARDOUS MANUAL HANDLING IN THE STABLE ENVIRONMENT

Tasks such as storing, preparing and feeding horses, cleaning, working with horses, handling horse gear such as saddles, and general maintenance activities typically occur in a stable environment.

These tasks can cause musculoskeletal disorders (MSD), such as injuries, illnesses or diseases that arise in whole or in part from hazardous manual handling tasks in the stable, whether occurring suddenly or over a long period of time.

MSD's include:

- muscle sprains and strains
- injuries to muscles, ligaments, spinal discs and other parts of the back
- injuries to soft tissues, e.g. nerves, ligaments and tendons in the wrists, arms, shoulders, neck or legs, and
- abdominal hernias.

It is important to note that not all manual handling in the stable environment will be hazardous.

This section describes common solutions which can be used in and around the stable to eliminate or reduce the chances of developing MSD's from exposure to hazardous manual handling.

UNACCEPTABLE WORK PRACTICE

- Employers have not *identified* in consultation, tasks that could expose employees or contractors to hazardous manual handling.
- Staff and/or contractors undertake tasks which involve *exposure* to any of the following hazardous manual handling characteristics:
 - Handling horses in such a manner that exposes the handler to hazardous manual handling
 - repetitive or sustained application of force, awkward postures or sustained movements
 - application of high force
 - sustained vibration, and
 - unstable or unbalanced loads or loads that are difficult to grasp or hold.
- Staff or contractors *exposed* to hazardous manual handling from handling bags of feed. This may be due to:
 - physically handling feed bags up to 40kg or more
 - the position of the bag, e.g. flat on the floor
 - movements required to handle the bag, e.g. forward bending and reaching because the bag is behind different bags, or
 - the duration and frequency of the task, e.g. the amount of bags handled by the one employee over the shift.

RISK CONTROL SOLUTIONS

- Employers have *identified*, with consultation, all tasks which could expose employees or contractors to hazardous manual handling.
- Employers, when *determining* any measure to control risk of MSD's, addressed the following factors:
 - postures
 - movements
 - forces
 - duration and frequency of task, and
 - environmental conditions (e.g. heat, cold, vibration).
- Employers, after consultation, *implement* and periodically review controls to eliminate or reduce the risk of employees or contractors developing MSD's by:
 - a. altering the workplace environment, design, layout or systems of work to do the task (e.g. improving lighting, housekeeping, rescheduling physically demanding tasks during temperature extremes).



Workplace design – Silos are commonly used to store high volume feed stock instead of handling large numbers of bags.

UNACCEPTABLE WORK PRACTICE



Physically handling heavy bags of feed up to 40kg.

RISK CONTROL SOLUTIONS



Silo is connected directly to the feed preparation area.



Feed is drawn on from the hopper bins as required eliminating the need to manually handle large, bulky and awkward bags.

- b. Change the systems of work used, such as job design (e.g. work positions), team handling (e.g. using two or more persons in lifting tasks), pace and flow of work (e.g. realistic work rates), job rotation or durations of work.
- c. Modify the load being handled and / or changing objects used in the task (e.g. changing the wheels on a trolley to better travel over rough terrain).



This feed trolley has wheels which allow the trolley to be used over rough terrain in and around the stable.

STABLE SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

use mechanical aids.



Purpose built trolleys for use around the stable significantly reduces the need to physically manage heavy, bulky or awkward loads.



Purpose built trolleys for use around the stable significantly reduces the need to physically manage heavy, bulky or awkward loads.

e. Any combination of (a) to (d).

3. USING PLANT IN THE STABLE ENVIRONMENT

The use of *plant*, such as oat crushers, augers, mixers, horse walkers and horse transport is commonly present in the stable environment. The extent of exposure to hazards associated with using such plant in the stable environment will depend on:

- the level of routine inspections and preventative maintenance
- how effectively moving parts or areas where staff are potentially exposed to hazards have been appropriately guarded or isolated
- the training and instruction provided on the safe use of plant, and
- prior consultation with staff regarding the purchase and installation of plant for use in stables.

This section highlights the types of common risk associated with plant used in stables and the types of controls which can be easily implemented.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Oat crushers, augers, mixers and horse walkers

- Oat crushers, mixers, augers and horse walkers are *not* regularly maintained to ensure their safe operation.
- Training and instruction on the safe use of oat crushers, mixers, augers and horse walkers *has not* been provided to staff required to use such plant.
- Oat crushers, mixers, augers and horse walkers have one or more of the following *exposed* hazards:
 - 'draw in' points such as V belts and pulleys or rotating drive shafts
 - shear or crushing points such as rotating blades or crushing blocks
 - entanglement areas such as spiral augers, mixer shafts or electric motor drive belts or shafts, or
 - other points of electrical, pneumatic (pressurised) or mechanical exposure that could result in harm or death.



Mixers must stop instantly if access can be made whilst operating. The picture above shows a feed mixer which can be accessed whilst operating but does not have an interlock fitted to the mixer cover (see arrow). Interlock guarding must be used to ensure mixing blades instantly stop when routine access to a feed mixer is required.

- Oat crushers, mixers, auger and horse walkers are *regularly* maintained to ensure:
 - safe operation
 - plant is clean, and
 - safety controls, such as fix or 'interlocked' guards, are in place and operational.
- 'Interlocks' are generally electrical devices (commonly switches) connected to plant operational systems that prevent or stop the plant from operating until the guard associated with the 'interlock' is in the closed position. Interlocked guards are typically used on plant where routine access is required (e.g. the lid of most domestic washing machines).
- Documented instruction and training has been provided to staff required to operate oat crushers, mixers, augers and horse walkers.
- Risk associated with oat crushers, mixers, augers and horse walkers have been *identified*, in consultation with staff and most importantly *controlled*.
- Emergency stop buttons are appropriately fitted.

STABLE SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Oat crushers, augers, mixers and horse walkers (continued)



Hazards associated with the use of oat crushers and augers must be controlled.



Exposed drive belts and pulleys must be guarded. As regular access is not required to this part of the machine, fixed guards should be used. Guards must be designed so that access by any body part can not be made with the hazard.

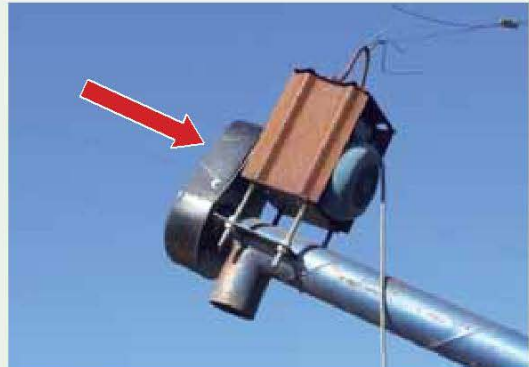


Spiral rotating augers must be physically guarded. Guards should be either fixed in place or 'interlocked' if routine access is required.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Oat crushers, augers, mixers and horse walkers (continued)



Electric motor drive shafts and belts must be guarded.



Horse walker controls are located in close proximity to gate and fitted with an emergency stop button.



Horse walker drive motors, shafts or belts must be guarded.

STABLE SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Horse transport

- Horse transport *not* registered un-roadworthy.
- Horse transport *not* regularly maintained to ensure safe operation.
- Horse transport ramps are:
 - steeply pitched
 - poorly designed or *maintained* (e.g. hydraulic or mechanical lifting systems), and
 - not provided, exposing staff to hazardous manual handling and/or slip, trips and falls whilst loading and unloading horses.
- Training and instruction on the safe use of horse transport *has not* been provided to staff required to load and unload horses.
- Loading and unloading of horse transport requires unsafe access to the vehicle, *exposing* staff to entrapment and crushing risks by the horse. This is particularly the case where a horse is spooked, sick or in a distressed state.

- Horse transport registered.
- Horse transport regularly maintained to ensure safe operation.



Horse transport trailer couplings, powered brakes (hydraulic or mechanical), safety chains, electrical couplings etc. should be regularly inspected and maintained.



Wheel bearings, suspension and tyres, including the spare should be in good condition and regularly inspected for wear.

- Ramps are designed to provide ease of access in and out of the transport vehicle, without the need to use hazardous manual handling and with no trip or slip hazards.
- Heavy ramps (e.g. those requiring a hydraulic or mechanical raising and lowering device) must have *'fail to safe'* design features to ensure that in the event of hydraulic or mechanical failure, ramps do not fall in an uncontrolled manner.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Horse transport (continued)



Ramps are designed to allow safe access and egress without exposing staff to slip, trips and falls risks. This ramp is set low to the ground with no side obstructions to create tripping hazards. Where large, heavy and/or awkward ramps are provided, suitable mechanical or hydraulic lowering and raising mechanisms should be provided (including 'fail to safe' design features).

- Training and instruction on the safe use of horse transport is provided to all staff required to use them.
- Horse transport is designed to allow safe access/egress while loading or unloading horses.



This vehicle is designed to allow for improved safe loading, unloading and maintenance of horses without being exposed to significant entrapment or crushing hazards by the horse. Safe access to the entire length of a horse can be made with this design.

STABLE SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Horse transport (continued)



A front side access door on the vehicle provides safe access to the front of the vehicle without the risk of entrapment or crushing by the horse.

4. GENERAL STABLE HEALTH AND SAFETY

A variety of other important H&S considerations should be taken into account as part of the broader risk control plan for a stable environment. Left unchecked, the items covered in this section could contribute or ultimately be responsible for workplace injury, illness or death.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Design, layout and housekeeping

- Stables are poorly designed and/or laid out exposing staff and contractors to risk of injury and/or illness. Examples includes;
 - rough and irregular flooring which is difficult to clean or move around on (e.g. pot holed and grossly uneven)
 - stables access/egress exposes staff and contractors to horse traffic management risk
 - stable working temperatures either very hot or cold
 - insufficient facilities available to safely accommodate the maximum number of horses typically housed, and
 - quality lighting suitable for stable tasks/activities is not provided.
- Stables are not appropriately maintained and a lack of regular housekeeping exposes staff and contractors to risk of injury, illness or disease. Examples include;
 - general stable hygiene is grossly inadequate (e.g. boxes housing horses are not cleaned and refreshed daily)
 - equipment, gear and general rubbish left lying around exposing staff and contractors to slip, trip and fall hazards; and
 - regular maintenance to repair damage to stable areas not routinely undertaken (e.g. damaged lining boards or rails in boxes/yard areas).

- Stables have been designed and laid out to safely accommodate the maximum number of horses housed. t, those who design buildings (stables) or structures (e.g. silos) must ensure they are designed to appropriate specifications and are safe for the intended purpose.
- Suitable, quality lighting (natural or otherwise) is available for completing tasks.
- House keeping, stable hygiene and general maintenance is regularly undertaken to ensure a safe working environment for employees and contractors.



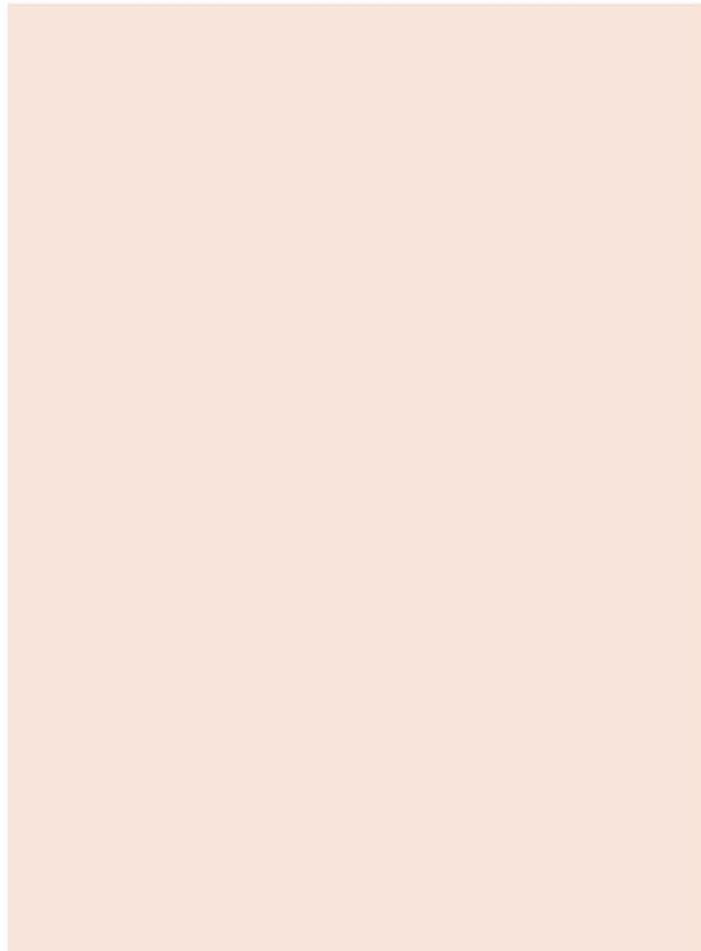
Stable areas are clean, hygienic, well lit and designed to provide a safe working environment for employees and contractors.

STABLE SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Design, layout and housekeeping (continued)



Stable boxes are hygienic, regularly cleaned and any damage promptly repaired.



Stable yards are well laid out, tidy and maintained regularly to avoid risk of injuries due to slips, trips and falls.

Electrical safety

- Electrical safety across the stable environment is grossly inadequate, exposing staff and contractors to the risk of electrocution or electrical fires. For example:

- damaged electrical leads in use
- inadequate number and location of power outlets resulting in overloading of existing power points
- lengthy leads used in preference to fixed wiring
- broken light fittings
- no testing and tagging of portable leads, and
- exposed electrical circuits or wiring.

- Electrical safety is adequately addressed across the stable environment. For example;

- Residual Current Device (safety switches) are hard wired into *all* electrical switch boards and tested every 6 months

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Electrical safety (continued)



Portable power leads permanently used instead of fixed wiring.



Damaged power leads which have not been inspected and tagged are used.



Residual Current Device (safety switches) hard wired into all electrical switch boards.

- portable power leads are only used for short term work and are tested every 6 months for damage by a qualified electrician and tagged.
- all permanent electrical circuits and wiring conform To NZ standards (consult a qualified 'A' grade electrician) and,
- an appropriate number of power outlets are well located and provided.

Stable security

- No stable perimeter fencing or partial/inadequate fencing provided only. Likely risk of horses escaping onto adjoining properties or public roads.
- Access/egress points to and within the stable and associated property not adequately controlled with appropriate gates.
- Open water, such as horse swimming ponds, in close proximity to the stable environment are not appropriately fenced and secured.

- The entire stable environment is adequately fenced, eliminating the risk of horses escaping onto adjoining properties or public roads.



Stable perimeter and internal fencing suitable for containing horses.

STABLE SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Stable security (continued)



Stable perimeter and internal fencing suitable for containing horses.

- Access/egress points to and within the stable and associated areas are adequately controlled with suitable gates.



Gates on all access/egress points suitable for containing horses.

- Open water pools within close proximity to the stable have suitable perimeter fencing and gates.



This horse swimming pond is within 50m of the main stable area and has appropriate perimeter fencing and gate.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Handling horses

- Leading a horse with a headstall and bit that is *not* attached to a lead.
- Riding a horse bare back.
- Open foot wear worn when working with or around horses.
- Leading *more* than one horse at any time on foot.

- While being led, every horse must have a headstall and bit in its mouth, with the bit attached to a lead.
- While being ridden, every horse must be properly bridled and saddled.
- All those working with or around horses should wear fully enclosed, durable footwear such as leather work boots.
- A horse should be lead from the near (left) side.
- Ensure a safe distance is maintained from other horses while riding (track work) or when leading a horse.
- Leading no more than one horse at any time on foot.

Note: Leading a horse across public roads or spaces on foot or while riding another horse should be avoided. Such practice, in the event the horse being lead unexpectedly breaks free, creates an uncontrolled risk to the health and safety of the general public.

Please refer to *Track Riding Gear* and *Horse Riding Gear* under Track Riding section in this guide for further information concerning handling horses.

First aid

- No 'first response' first aid facilities available (including first aid kits) suitable for the needs of the stable.
- No appropriately qualified first aiders available to administer 'first response' first aid.

- Stable management have processes in place to ensure the following:
 - the selection, provision and maintenance of an appropriate number of well stocked and located first aid kits and
 - an appropriate number of qualified first aiders available to meet the needs of the stable environment. However, it is recommended that at least one qualified first aider should be available at all times during stable operation.



This stable has a suitably stocked and maintained 'first response' first aid kit. The kit is well located in the stable environment and highly visible.

STABLE SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Dangerous goods and hazardous substances (chemicals)

- Chemicals are stored haphazardly across the stable.



These chemicals are stored haphazardly in a shed with other equipment. The content of some containers can not be determined.

- Chemicals are decanted into unmarked containers.



Chemicals used in a stable can be extremely hazardous. This container of Creosote is toxic and is commonly used in stables. Decanting it into unlabelled containers could result in its accidental use leading to serious illness or death.

- Staff and contractors are not aware of the hazards associated with chemicals used in the stable environment and have had no appropriate training in using them safely.
- Material Safety Data Sheets (MSDS) for all chemicals used in the stable are not available to staff or contractors.
- PPE (e.g. gloves, face masks or respirators) and protective clothing such as disposable overalls are not available or maintained as identified by the MSDS for the various chemicals used across the stable environment.

- Chemicals to be used in the stable environment are assessed for adverse health effects prior to being purchased. Safer chemicals are used over more hazardous types (e.g. water based chemicals are used in preference to chemicals based on solvents).
- Chemicals must be safely stored and secured in accordance with Material Safety Data Sheets (MSDS) requirements. It is *highly recommended* that you consult with your chemical supplier as to how to safely store and handle chemicals used within the stable environment. An MSDS will include important information on the health effects, storage, safe use, cleaning spills and more.
- Chemicals decanted into other containers are clearly labelled. Empty food or beverage containers are *never* used to store decanted chemicals.
- Staff and contractors who use or could be expected to use chemicals have been trained and are aware of the associated hazards. Staff and contractors have access to chemical MSDS.
- Staff and contractors have access to PPE, know how to use it and care for it (e.g. storage and maintenance).
- Employees, contractors and first aiders know what to do in the event of accidental consumption, spill, contamination or other chemical emergency.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Fire protection and emergency evacuation plans

- Suitable fire fighting equipment unavailable for the stable environment or not able to be readily accessed (e.g. horse feed is stacked in front of fire extinguisher).
- Fire fighting equipment is poorly maintained (e.g. extinguishers are out of date).
- No emergency evacuation plan for the stable.
- No regular emergency evacuation training for staff and contactors against an emergency evacuation plan.

- An up-to-date fire and emergency evacuation plan has been developed and a written copy clearly displayed in the stable environment. Staff and contractors regularly undergo training drills.
- Fire fighting equipment is provided and maintained at six monthly intervals in accordance with *Standards* (consult your local fire authority or fire fighting equipment supplier for advice).
- A minimum one metre 'clear zone' is provided around all fire fighting equipment.



Fire fighting equipment must be adequately provided for in the stable environment and easily accessible at all times.

TRACK RIDING SAFETY

5. TRACK SECURITY

6. TRACK RIDING

5. TRACK SECURITY

Training facilities must be secure. Hazards such as loose horses escaping onto adjoining properties or roads, animals such as dogs or cattle roaming onto training facilities and unauthorised access by the public must be adequately controlled.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Perimeter fencing

- No perimeter fencing or minimal fencing provided only.

- Fencing suitable to retain a horse erected around the entire training facility.



Full perimeter fencing erected around the training facility that is high enough to contain horses.

Access and egress

- Uncontrolled access and egress points.
- Gates or suitable barriers not used to secure access and egress points.

- Access and egress to training facilities limited to one point only (if possible).
- Automatic self closing gates used at primary access and egress points.



Fully automatic security gates – access is strictly controlled.

- Barriers (such as 'horse shoe' design) help to entrap a loose horse coming from the track. Most effective when:

- positioned between the 'gap' and the main entrance to the track riding area:
- the main entrance and the 'gap' are in line of sight:
- positioned closer to the main entrance than the gap itself, and
- the area between the 'gap' and the main entrance is reduced as much as possible.

TRACK RIDING SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Access and egress (continued)



'Horse shoe' designed barrier looking towards the main entrance from the 'gap'.



View from inside the main entrance towards the 'gap'.



View from outside the main entrance looking towards the 'gap'.

6. TRACK RIDING

There are various hazards involved in track riding. These hazards increase significantly when riding in dark, cold or hot, foggy and/or icy/wet conditions. This section highlights the most common hazards track riders may be exposed to and the types of controls readily available to make this activity as safe as it can reasonably be.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Track riding conditions

- Training facility management do not have a *restricted track riding policy* which *clearly* details:
 - the circumstances under which track riding restrictions apply (e.g. heavy rain, track ice and fog etc), and
 - the types of track work *reasonably* permissible under those conditions.
- Track riding undertaken when track supervision does not have a minimum 75% visibility of the entire track proper.

- Training facility management have a *restricted track riding policy* which *clearly* details:
 - the circumstances under which track riding restrictions apply (e.g. heavy rain, track ice and fog etc), and
 - the types of track work *reasonably* permissible under those conditions.
- In determining *reasonably* permissible track work the following factors should be taken into account:
 - track surfaces to be used (e.g. grass or sand)
 - speed of track work
 - experience of rider and/or horse, and
 - the number of horses using the track at any given time.
- Training facility management are *responsible* for enforcing track riding restrictions when required.



Heavy ice and foggy mornings – riding should only be undertaken in accordance with the training facilities restricted track riding policy.

- Track supervision has a minimum 75% visibility of the entire track proper. Where two or more track supervisors are used to achieve this, suitable communication mechanisms must be made available (e.g. two way radio or mobile communications).

Track lighting

- Track riding completed:
 - in pre-dawn hours (night) without quality lighting which illuminates the entire track proper
 - with lighting *only* provided at the gap, and/or
 - with *significant* shadows or blind sections on the track.

- Track riding is performed in daylight hours only.
- Where track riding is undertaken in pre dawn hours, quality lighting available to ensure:
 - illumination of the track proper
 - clear visibility at *all* positions along the track, and
 - shadows from lighting on track are minimised.

TRACK RIDING SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Track lighting (continued)



Sufficient lighting provided for pre-dawn track riding.



Sufficient lighting used at the 'gap'.

Track riding gear

- Track work undertaken **without** approved helmet and body protector.
- Helmet is damaged or older than five years.
- Helmet continued to be used *after* sustaining an impact from a fall or after a severe impact in general and/or the wearer suffers from concussion following a fall.



Riding helmet - damaged and well over five years old.

- Helmets and body protectors to standard. Helmets no older than five years from the date of manufacture.
- Body Protector Standards
- ARB or Satra



Body protector – no damage or excessive wear.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

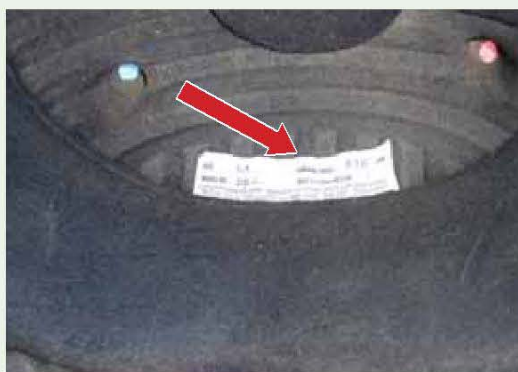
Track riding gear (continued)

- Body vest is damaged or heavily worn.



Body protector – damaged with excessive wear.

- Helmets Standard
 - NZS 3838.2003
 - US, ASTM F11 6301
 - BS EN 1384/1997



Helmets must be in good condition and not older than five years. The helmet manufacture date can be viewed on the Standards label inside the helmet.



*Typical example of riding gear required for safe track work.
Note – **fluorescence safety vest should also be worn.***

- Training facility management should have in place methodologies for ensuring *all* track riders are using vests, helmets and riding boots.
- Fluorescence based riding gear, such as vests or jackets, should be used during track work. They are a cost effective means of identifying rider position on and off the track.

Horse riding gear

- Riding gear such as girth, bridle, reins, stirrups, head collars, leads and saddle leathers or synthetics in poor or damaged condition.

- Riding gear such as girth, bridle, reins, stirrups, head collars, leads and saddle leathers or synthetics in good serviceable condition.

TRACK RIDING SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Horse riding gear (continued)



Riding reins – damaged and worn.



Girth straps – damaged and worn.

- Riding a horse in a trial or gallop without race boots (with a heel) and safety irons.



Saddle and stirrup leathers in good condition with no tears or splits in the stirrup strap eyelets.



Riding reins have sufficient rubber tread to ensure satisfactory grip.

- Every saddle used in trials, tests or track work must be equipped with safety irons and race boots (with a heel) must be worn. In trials, provided the rider wears race boots, the saddle can be equipped with race irons.



Safety irons used for track work.

TRACK RIDING SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Horse riding gear (continued)

- Use of *stirrup safety* devices. A variety is currently available on the market and should be considered where appropriate.

Track obstacles

- Track inspections are not undertaken prior to track work commencing.
- Hazardous obstacles or potential track hazards on or near the track have not been eliminated or appropriately controlled before commencing track work.



Near track obstacles such as 'winning posts' may pose a risk to track riders should they fall at that point on the track.

- Track inspection undertaken prior to commencing track work.
- Obstacles on or near the track which could pose a hazard to track riders have been identified, assessed for the level of risk and most importantly *eliminated* or *controlled*. Those **obvious** hazards such as items of plant or damaged rails are removed or repaired immediately.



'Winning post' has been removed on non race days to reduce track side hazards to track riders, especially in early morning track work.



'Winning post' foundation design allows quick removal when not required and easy replacement for race day events.

TRACK RIDING SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Safe Track Work Policy

- No training track policy and procedure in place on how safe track work will be administered for:
 - fast and slow track work
 - reverse track work
 - access and egress from the training track at the 'gap' to the main or inner 'e.g. sand' tracks, and
 - other training facility specific track work (e.g. where gallop track work is undertaken in conjunction with other forms of training such as harness track work).

- Policy and procedures are in place and *enforced* at training tracks by training facility management for all types of *approved* track work.



A summary of training track policy and procedures should be clearly displayed at the 'gap' concerning approved track work.

- All track riders must be registered. .

Track inductions

- Site specific training track inductions have not been provided by training facility management to:
 - trainers
 - track riders, and
 - stable handsprior to training for the first time at the track.

- Site specific training track inductions have been undertaken by all track and stable users. Beside track orientation and rules of training, induction may include:
 - an understanding of track and stable hazards and associated risks
 - having controls in place at the track to manage risk, including specific risk control solutions used and the overall system to manage safety while training at the track (such as policy and procedure), and
 - knowledge of the hazard and incident reporting process used by the track.

Track facilities and amenities

- No appropriate facilities and amenities such as:
 - Toilets, and
 - access to hot and cold drinking water.
- Available facilities or amenities are in a poorly kept condition and unfit for use.

- Toilet, showers, change rooms and tea rooms are available (where appropriate) and accessible to all track users.
- All facilities and amenities are fit for use and regularly maintained.

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Track first aid and emergency evacuation

- No first aid facilities and resources (including qualified first aid providers) available at the track for all track work.
- No track emergency and evacuation plan and procedure.
- No clearly marked emergency services entry points to the track.
- No communications available to the track supervisor(s).

- First aid facilities and resources available at the track. Ideally first aid resources, such as kits, should be located at the supervisor's box and regularly inspected. Appropriate first aid facilities, such as a dedicated first aid room, should be available in a well maintained building close to the track.
- As a minimum, track supervisor(s) trained to deliver 'first response' first aid.
- Emergency evacuation plan and procedure clearly on display and understood by the track supervisor(s). Emergency services advice used in developing emergency management and evacuation plans.
- Emergency services access to the track is clearly visible.
- Appropriate communications, including mobile communications, should be available to the track supervisor(s).

Track supervision

- No track supervision provided during track work.
- Track supervision box (or boxes) not appropriately located to provide complete track visibility.
- No means of alerting track riders and others of a fall, loose horse or other track emergencies, such as sirens and high visibility flashing lights, etc.
- No incident reporting log.
- Training facility management not enforcing track riding rules, including safe riding and restricted riding policy and use of approved helmets and body protectors.

- Track supervision present at all training track sessions.
- Track supervision box (or boxes) located next to the 'gap' and in locations (if required) to provide complete visibility of the track.



Supervisor box located next to the 'gap'. This position often provides the best location as monitoring and communicating to riders coming on and off the track is easier.

TRACK RIDING SAFETY

UNACCEPTABLE WORK PRACTICE

RISK CONTROL SOLUTIONS

Track supervision



The supervisor box is well elevated to provide total visibility of the entire course proper.

- Track supervision box (or boxes) equipped with emergency siren and light systems.



Emergency siren and lighting devices provided at the supervisor box.

- Training facility management ensure that:
 - approved track riders are registered with NZTR
 - details of incidents at the track are recorded according to track procedure
 - riders have approved helmets, body protectors and other safety equipment as required by NZTR and track management, and
 - track riders comply with safe track riding policy

