



15 March 2016

NZTR CIRCULAR 2015/16 – No.16

TO EACH TRAINER / BREEDER

Signage suggestions for Trainers/Breeders

Introduction

Safety signs draw attention to objects and situations affecting health and safety and explanations of their functions and meanings should be included in induction programs. They do not replace the need for systems or measures to control the particular hazard and can generally be grouped in the following categories:

- (a) Regulatory signs: containing instructions, which if not complied with constitute an offence at law or a breach of standing safety procedures, e.g. fire, naked flame and smoking prohibited; head protection must be worn; hearing protection must be worn; drive between yellow lines only.
- (b) Hazard signs: warning of hazards such as fire risk, explosion risk, toxic hazard, forklift hazard, electrical shock hazard.
- (c) Emergency information signs: indicating the location of facilities such as emergency exits, safety equipment, first aid facilities.
- (d) Fire signs: advising the location of fire alarms and fire-fighting facilities.

There is a NZ Signage Standard that provides detailed guidance on the design of different types of signs, and how and where they should be displayed. The NZ Signage Standard recommends that explanation of the functions and meanings of safety signs should be included in employee training and induction programmes. When a new sign is displayed, or the location of an existing sign changed, employees should be informed of this, and the reasons for the change explained. Certified safety supply companies Safety equipment suppliers provide a range of safety signs that comply with the NZ Signage Standard.

The stable/stud farm must erect signs in any area where there is a potential risk to health and safety. Signage should warn visitors/contractors/workers of the danger within the specified area and, where necessary, exclude nominated people from entry to these areas.

The key areas that must be covered, but not limited to are:

- entry gates;
- float drop off;
- stable and tie up stalls;
- horse barns;

- Serving barn;
- horse exercise yards;
- connecting walkways;
- machinery and equipment sheds;
- storage sheds (hazardous substances);
- building/venue evacuation procedures.

Signage should also be erected at the entrance gates to the stable/stud farm. These signs should warn people that they are entering a horse containment area and be aware of horses, handlers and riders at all times and advise all visitors/contractors to report to the stable/stud farm office.

Other examples of when you need signs

Signs are needed when you store chemicals and fuels above certain amounts. However, it is recommended that appropriate signs are put in place when storing any hazardous substances no matter what the volume or amount.

To enhance security, hazardous substances including petrol, diesel and kerosene should be stored in lockable buildings/rooms or inside appropriate security fencing.

Where to put signs

Signs must be displayed in all storage area entrances, including vehicle access points, and should be at eye level. They must be close to the storage area but not so close that people come across hazardous substances before being warned. If your storage area is in a room inside a building, display signs at the building entrance and at the entrance to the room. If chemicals and fuels are stored in an outdoor area, signs must be displayed immediately next to the storage area.

What to put on signs.

Signs must be big enough so they can be read from 10 metres away. Signs must tell people, in plain English or pictograms:

- that the storage area contains hazardous substances;
- what to do and who to contact in an emergency.

Also the container holding the hazardous substance will be labelled with instructions on how to:

- Store the product
- Precautions required in handling the product

All regulatory, hazard, emergency information and fire signs must be sourced from a certified safety supply company so they comply with NZ Signage Standards, some examples are shown below.



Listed below are a number of companies that comply with the NZ Signage Standards

<http://safetysign.co.nz/>

<http://www.segno.co.nz/>

<http://www.activesafety.co.nz/nz-safety-shop/safety-signs>

<http://www.nzsafetycatalogue.co.nz/>

Examples of specific stable sign



NOTE – Update Employment Act 1992 to Health and Safety at Work Act 2016

Example of an entrance way sign



It is recommended that you conduct a full audit of all current signage to check the signs that are in place are in good condition, suitable for the area/conditions/hazard they are highlighting and identify areas that require signage that currently don't have signs in place.

Issued by the Office of New Zealand Thoroughbred Racing
106-110 Jackson Street, Petone, Wellington 5012
Tel: +64 4 576 6240, Fax: +64 4 568 8866
office@nzracing.co.nz