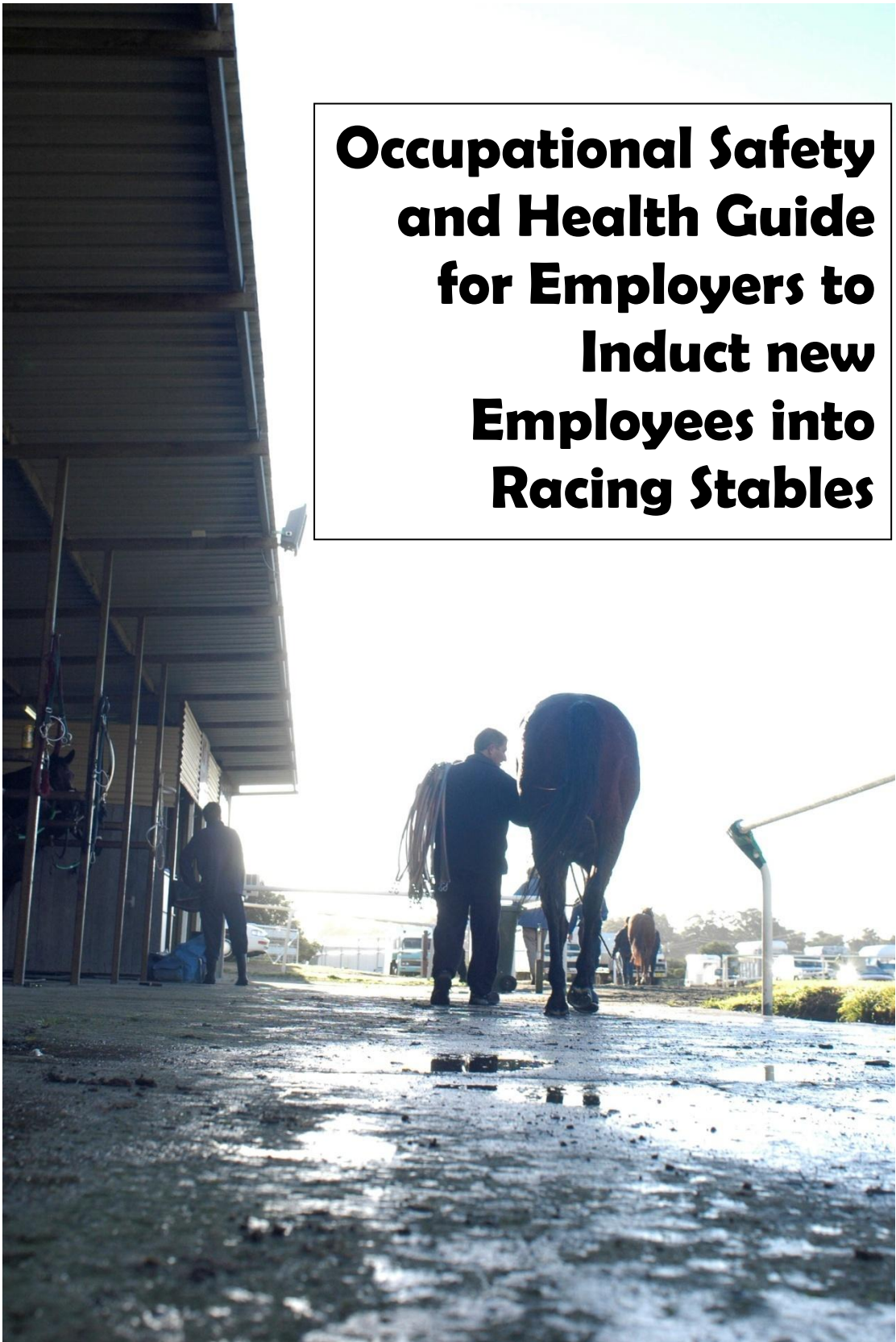


Occupational Safety and Health Guide for Employers to Induct new Employees into Racing Stables



RACING AND WAGERING WESTERN AUSTRALIA

The information presented in this *guide Occupational Safety and Health Guide for Employers to Induct new Employees into Racing Stables* 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 *Occupational Safety and Health Act 1984*.

Whilst every effort has been made to ensure accuracy and completeness of the guide, the advice may not apply in every circumstance. Accordingly RWWA 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 this guide.

How to use this guide

This guide provides examples of policies and procedures for horse trainers to adopt to ensure they are providing a safe work environment for their employees.

There are a number of requirements for employers to meet that are legislated in the Occupational Safety and Health Act 1984. Failing to meet these requirements may lead to investigation and possible prosecution by WorkSafe WA.

This is a guide only and horse trainers are encouraged to visit the WorkSafe WA website at www.worksafe.wa.gov.au/ to ensure they are meeting all requirements and are aware of any changes to requirements.

This guide is designed to be used in conjunction with the WorkSafe WA / RWWA Horse Stables and Track Riding Safety guide.

Documents in the section headed FORMS can be copied or printed from the CD supplied with this guide

All 'word' documents can be copied and / or modified to meet individual requirements.

All 'pdf' documents can be copied.

Occupational Safety and Health Policy

Each workplace is required to have an Occupational Safety and Health Policy. On the following page is an example of a basic policy that can be adapted / used by the training business by simply adding the stable name to the document. This policy should be supplied to each new employee and also be posted on a notice board in a prominent place.

This ensures both employer and employee are reminded of their obligations in regard to OSH, and if displayed in a tea room or other common area should encourage discussion of any issues that may arise from time to time.

OCCUPATIONAL SAFETY and HEALTH POLICY

RESPONSIBILITIES

The Trainer is responsible for ensuring that an Occupational Safety and Health Policy is in place and objectives are met. As such he / she shall:

- Ensure the OSH Policy is followed.
- Conduct regular reviews to ensure all employees meet their responsibilities.
- Promote and support the implementation of the Occupational Safety and Health Policy and Program standards.
- Ensure employees work within their capacity, experience and training.
- Review all major accident/incident investigation reports to ensure action has been taken to prevent recurrence.
- Conduct regular Workplace (Stable) Inspections.
- Participate in a formal induction for all new employees.
- Comply at all times with established policies and standards.
- Ensure that all records are maintained to comply with relevant Safety and Health Legislation.
- Ensure effective consultation for all OSH issues

The **Employees** are responsible for:

- Participating in consultation with employers on the OSH Policy and providing management with any recommendations arising from workplace activities.
- Complying with their responsibilities as outlined by their specific roles.
- Ensuring their personal compliance with the Trainer's and RWWA's policies and standards to protect their own safety as well as that of others present at the workplace.
- Notifying their Trainer/Supervisor immediately of any situation they believe could pose a risk of personal injury, horse or property damage.
- Participating in and contributing to the effectiveness the Trainer's safety activities.
- Reporting immediately any injury or "near-miss" situation.

GENERAL

- The policy shall be reviewed annually.
- The OSH policy shall be on site and be included in the Employee Induction Program.

Safety in Horse Stables (for the employer)

INTRODUCTION

This information is reproduced in the FORMS section of this guide and should be printed and provided to each new employee. The copy in the FORMS section is worded to reflect more the employees perspective.

Many people ride horses in the Australia on a regular basis, many more work in and around them each day. Unfortunately there are many reported accidents each day involving horses. The majority of accidents at horse establishments are associated with horses themselves, either from riding or handling. Occupational health issues also arise from substances such as dusts and pesticides, and zoonoses.

This guide is designed to provide employers with some basic facts and responsibilities regarding providing a safe workplace for employees in horse stables. It should be read in conjunction with the ***Horse Stable and Trackriding Safety Booklet***

LEGAL RESPONSIBILITIES

Employers have duties to employees and non-employees e.g. the public/clients/visitors, self-employed people, contractors' employees, vets etc.- to ensure their health, safety and welfare by:

- Establishing safe systems of work
- Providing instruction, supervision and training
- Consulting and cooperating on OSH issues
- Providing Personal Protective Equipment (PPE)
- Ensuring machinery and equipment is used, maintained and disposed of in a safe way
- Ensuring hazardous substances are properly used, stored and disposed of in a safe way

Employees' duties include taking reasonable care for themselves and others and co-operating with the employer on OSH issues.

Key issues in securing a safe and healthy place of work are:

- (i) management of health and safety (risk assessment, record keeping, organising for safety and monitoring/auditing)
- (ii) appropriate induction to familiarise new employees with the workplace
- (iii) training to ensure competency in key areas e.g. manual handling, risk assessments, general safety awareness.

HAZARDS & PRECAUTIONS

1. Manual Handling

Manual handling accidents account for almost one third of injuries reported to WorkSafe:

Employers should:

- (i) Eliminate manual handling activities where there is a risk of injury, if this is practical
- (ii) Assess and reduce the risk of injury from the remaining manual handling activities taking into account the following:
 - a) the task: e.g. moving feed - can work be re-organised to reduce manual handling?
 - b) the load: e.g. difficulty of handling awkward objects; could handling aids be used, could loads be split, could 2 people share the load?
 - c) the working environment: Are storage systems and practices effective? Are floors even and in good condition?
 - d) Individual capability: e.g. age, fitness, maturity etc. of employees;
- (iii) Provide training to develop good handling techniques
- (iv) Ensure safe working practices are followed e.g. in the stacking of feed.

2. Hazardous Substances / Micro-organisms

Assessments by the employer may be needed regarding the use of disinfectants, detergents, insecticides, veterinary products, harmful micro-organisms and dusts. Employers should ensure the employees required to work with these substances are familiar with detailed information and guidelines of any hazardous substances which they may come into contact.

Dusts: known respiratory sensitisers found in horse stables include dusts found in horses' coats and moulds and fungal spores from hay, bedding and animal feeds. Assessments may include reference to ventilation, working practices and suitable respiratory protective equipment (e.g. dust respirator)

Zoonoses (diseases transmissible from animals to humans): Steps should be taken to protect employees against the possibility of infection eg ringworm or leptospirosis. These may include wearing of protective clothing, maintaining good standards of personal hygiene, pest control and the provision of information/instruction to employees.

Tetanus (possibly in droppings and manure heaps) – employers should recommend vaccination to all employees in contact with horses; good personal hygiene is also essential.

Pesticides - Employees using pesticides must be competent and have received adequate information and training. Safety considerations may include, but are not limited to, safe and proper use, safe location and storage and appropriate signage.

3. Horses

Horses are large, heavy and unpredictable animals but risks can be reduced by taking the following steps:

- Providing adequate training for employees.
- Ensuring competency of handling through training, qualifications and experience.
- Observing recognised methods of horse restraint and handling.
- Providing suitable personal protective equipment (safety footwear, protective headgear etc.).
- Good standards of general horse handling (loading/unloading; handling in restricted areas etc.).
- Maintaining good standards of horse education
- Extra care being taken with children and novices and observing safe systems of work with all groups.

4. Environment and Welfare

Occupational Safety and Health Regulations 1996 cover all workplaces. Relevant requirements (amongst others) will include adequate ventilation, lighting and construction standards for stabling; safe access to feed and tack rooms; safe visitors' areas; adequate facilities for employees (toilets and washing facilities etc).

It is the responsibility of the employer to ensure the workplace is maintained in a suitable state to ensure a safe workplace.

NB Good standards of housekeeping are important in reducing trips and falls.

5. Tack

Regular checks on safety aspects of saddles, stirrup leathers and irons, bridles, bits and personal protective equipment (PPE) including protective headgear, vests etc. The employer should have a systematic process to ensure regular and appropriate checking of all equipment for wear and defect.

6. Electricity

Electrical hazards may arise in particular due to dampness, dust, physical damage, misuse and incorrect design or installation. It is recommended that the fixed electrical system is inspected every 5 years and that all electrical appliances are examined /checked at a frequency appropriate to the risk.

- All machinery and its safeguards should be kept in good condition and be serviced/ maintained in accordance with the manufacturer's instructions.
- Particular hazards are associated with the use of tractors and, in particular, power take-off (PTO) driven machines. Training of tractor drivers and guarding of PTO and PTO shaft and other dangerous parts of machines is essential.
- Steam/water pressure cleaners pose a risk of electrocution/burns and require specific precautions (including the use of a residual current device (RCD) or equivalent)

FORMAL INDUCTION FOR NEW AND TRANSFERRED EMPLOYEES

1. **PURPOSE**

Induction procedures form an important part of the Occupational Safety and Health Program. Just as there are knowledge and skill requirements for a particular position, there are also specific physical capabilities, which are required for certain tasks.

The induction process is of critical importance in assimilating new employees into the working team, creating constructive work attitudes and safety awareness and in providing a basis for high performance standards.

2. **SCOPE**

All new and transferred employees should receive formal safety induction. This system shall comply with equal opportunity and anti discrimination legislation. This includes trainees, apprentice jockeys, work experience students, employees and contractors.

3. **RESPONSIBILITIES**

The Trainer is responsible for:

- Monitoring receipt of safety induction checklists.
- Reviewing all safety induction checklists to ensure they are complete
- Ensuring all completed forms are retained, and copies are provided for RWWA's files in regard to the hosting of a Trainee, Apprentice Jockey or work experience student.

Employees are responsible for:

- Participating in the Safety Induction Program.
- Co-operating with the Trainer/Manager in acknowledging receipt and understanding of safety requirements relevant to their position.

4. **PROCESS**

New starters at any stable need to be shown around the stables and work areas, introduced to other staff and familiarised with the routines of the workplace.

All stables are different and it is the employer's duty to ensure that everyone working under his or her care is familiar with the procedures and practices – it is the employees responsibility to ensure he or she participates in the induction process, ask questions if anything is not clear, and participates in any training necessary to fulfil the duties of the job role.

It is the employer's responsibility to assess the skills and knowledge of all new employees and provide training where necessary.

An example of an induction checklist is included in this guide.

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

1. PURPOSE

Accident/incident investigation involves a systematic examination of an undesired event that has or could have resulted in physical harm to personnel or damage to property. Investigation activities must be directed towards defining facts and circumstances relating to the event, determining the causes and developing corrective actions to control the risks and prevent a recurrence.

To achieve a safe and healthy working environment, hazards must be identified and either eliminated or controlled. All accident/incidents must be investigated to identify their cause(s) and to implement remedial actions.

To monitor the effectiveness of current legislative requirements along with ensuring that employers and employees are meeting their responsibilities WorkSafe has legislated notification of certain classes of :

- Injuries
- Illnesses
- Dangerous Occurrences

2. SCOPE

This procedure covers all events or situations, which has or could have caused property damage, personal injury and/or ill health. It also details the reporting requirements to meet both RWWA and State Legislative requirements.

The Western Australian Occupational Safety and Health Regulations 1996 require all accidents that meet the following criteria to be reported to Worksafe:

For the purposes of section 231(2)(a) of the Act, the kinds of injury incurred by an employee to be notified by an employer to the Commissioner are —

- a) *a fracture of the skull, spine or pelvis;*
- b) *a fracture of any bone*
 - i) *in the arm, other than in the wrists or hand;*
 - ii) *in the leg, other than a bone in the ankle or foot;*
- c) *an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;*
- d) *the loss of sight of an eye;*
- e) *any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.*

3. **RESPONSIBILITIES**

The Trainer is responsible for:

- Ensuring that hazard, accident/incident reporting systems are fully implemented.
- Providing guidance and assistance as required to prevent a recurrence of the same or similar accident/incident
- Maintaining a file of all Hazard Report and Accident/Incident Report Forms
- Ensuring all forms are completed
- Notifying RWWA, of any Accident / Incident related to their trainee or apprentice jockey
- Notifying Worksafe of any reportable accidents

The employee is responsible for:

- Reporting all hazards, accidents / incidents to their supervisor
- Completing Accident / Incident Forms promptly and accurately.
- Cooperating with the employer to prevent the same or similar accidents / incidents recurring

4. **FORM**

The employer will have an Accident / Incident reporting form. This should be completed for all accidents / incidents / hazard identification and given to the employer.

An example of a suitable form is included in this guide

See the WorkSafe website www.worksafe.wa.gov.au for additional information on how to notify and alternate forms which can be downloaded

Forms

Examples of forms:

1. Occupational Safety and Health Policy
2. Induction Checklist
3. Accident / Incident Report
4. Safety in Horse Stables information

OCCUPATIONAL SAFETY and HEALTH POLICY

RESPONSIBILITIES

The Trainer is responsible for ensuring that an Occupational Safety and Health Policy is in place and objectives are met. As such he / she shall:

- Ensure the OSH Policy is followed.
- Conduct regular reviews to ensure all employees meet their responsibilities.
- Promote and support the implementation of the Occupational Safety and Health Policy and Program standards.
- Ensure employees work within their capacity, experience and training.
- Review all major accident/incident investigation reports to ensure action has been taken to prevent recurrence.
- Conduct regular Workplace (Stable) Inspections.
- Participate in a formal induction for all new employees.
- Comply at all times with established policies and standards.
- Ensure that all records are maintained to comply with relevant Safety and Health Legislation.
- Ensure effective consultation for all OSH issues

The **Employees** are responsible for:

- Participating in consultation with employers on the OSH Policy and providing management with any recommendations arising from workplace activities.
- Complying with their responsibilities as outlined by their specific roles.
- Ensuring their personal compliance with the Trainer's and RWWA's policies and standards to protect their own safety as well as that of others present at the workplace.
- Notifying their Trainer/Supervisor immediately of any situation they believe could pose a risk of personal injury, horse or property damage.
- Participating in and contributing to the effectiveness the Trainer's safety activities.
- Reporting immediately any injury or "near-miss" situation.

GENERAL

- The policy shall be reviewed annually.
- The OSH policy shall be on site and be included in the Employee Induction Program.

INDUCTION CHECKLIST

FORM 2

Employee Name: _____ Date of Commencement: _____

Position: _____

Employment Type: *(tick appropriate box)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Part time Employee | <input type="checkbox"/> Casual Employee |
| <input type="checkbox"/> Work Experience Student | <input type="checkbox"/> Trainee | <input type="checkbox"/> Apprentice Jockey <input type="checkbox"/> Other |

1. WELCOME NEW EMPLOYEES

Welcome new starter to the Organisation.

Provide copy of and discuss:

- Safety in Horse Establishment document
- Occupational Safety and Health Policy
- RWWA Discrimination and Sexual Harassment Policy

2. INTRODUCTION

Provide an overview of the Organisation, including:

- | | |
|---|--|
| <input type="checkbox"/> Size | <input type="checkbox"/> Number of Horses |
| <input type="checkbox"/> Organisational structure | <input type="checkbox"/> Introduce employee to other staff |
| <input type="checkbox"/> Number of Employees | |

3. PROVIDE INFORMATION ABOUT CONDITIONS OF EMPLOYMENT

- | | |
|--|--|
| <input type="checkbox"/> Position description / daily duties | <input type="checkbox"/> Remuneration and Superannuation |
| <input type="checkbox"/> Relationship of job to other jobs within the Organisation | <input type="checkbox"/> Professional image / dress requirements |
| <input type="checkbox"/> Hours of work and rosters | <input type="checkbox"/> Organisational policies |
| <input type="checkbox"/> Leave entitlements | <input type="checkbox"/> Worker's Compensation |

4. OCCUPATIONAL SAFETY AND HEALTH OVERVIEW

- Discuss Occupational Safety and Health Policy (emphasise rights and responsibilities)
- Discuss safe work practices and rules
- Demonstrate horse handling, stable / yard cleaning procedures
- Assess new employee skills and experience
- Discuss Manual Handling (refer them to information in Safety in Horse Establishment document)
- General housekeeping

Fire Safety:

- Explain and/or demonstrate the fire warning system
- Fire evacuation procedures
- Assembly point for evacuation
- Types and locations of fire extinguishers, and their use
- Smoking policy

Injury and Incident Reporting:

- Process for reporting injury, incidents or hazards
- Location of first aid facilities

5. PUT NEW EMPLOYEES AT EASE WITH THEIR NEW ENVIRONMENT

Conduct stable tour, including:

- Toilets
- Tea room/canteen
- First aid facilities
- Noticeboards

Overview of local area:

- Local shops/facilities
- Public transport

6. ASSIGN A MENTOR FOR THE FIRST 2 WEEKS:

- Mentor name _____
- Introduce the mentor.

7. CONFIRMATION OF COMPLETED INDUCTION

New Employee Name: _____

New Employee Signature: _____

Date: _____

Trainer Name _____

Trainer Signature: _____

Date: _____

Upon completion of the induction, this form must be signed by both parties and if the inductee is a Work Experience, Trainee or Apprentice Jockey a copy must be forwarded to **(within 7 days of commencement)**:

The Manager Racing Industry Training
Racing and Wagering Western Australia
PO Box 222
Belmont WA 6984

Or Fax: 9277 0702

ACCIDENT / INCIDENT DETAILS REPORT

FORM 3

To assist Trainers in conjunction with all employees, contractors, trainees and apprentice jockeys to provide a safe place of work, this form provides the opportunity for input and notification of 'aspects' of OSH which can be corrected / improved

PART A – To be completed by the employee reporting the Incident / Hazard

Employee Name

	<input type="checkbox"/> Trainee <input type="checkbox"/> Work Experience	<input type="checkbox"/> Apprentice Jockey <input type="checkbox"/> Other
--	--	--

Employment Type: Full-Time Part-Time Contract Casual

ACCIDENT / INCIDENT / HAZARD DETAILS

Day of Incident / Hazard	Time of Incident / Hazard	Date of Incident / Hazard
	am / pm	/ /

Where did the Incident / Hazard occur?

Describe the Incident / Hazard

Please indicate the nature of the Incident / Hazard by ticking the appropriate box:

- | | |
|---|--|
| <input type="checkbox"/> General Safety – (eg. Stables, yards, feed or tack rooms or surrounds) | <input type="checkbox"/> Slips and Falls - (eg. Wet floor, power cord, stairs / steps) |
| <input type="checkbox"/> Manual Handling - (eg. Lifting, carrying, pulling, reaching) | <input type="checkbox"/> Horse handling – (eg. Kicking, crushing, biting, falls etc) |
| <input type="checkbox"/> Motor Vehicle Accident (eg. Not involving travel to and from work) | <input type="checkbox"/> Horse riding |

Other:

Please indicate the nature of the report by ticking the appropriate box:

- Hazard Injury Near Miss

If injury occurred, indicate the highest level of action taken to date by ticking the appropriate box:

- None First Aid Treatment Medical Consultation
 Lost Time Workers' Compensation – Claim Lodged

Detail any preventative action taken:

Employee's Name	Employee's Signature	Date
		/ /



RACING AND WAGERING WESTERN AUSTRALIA

Safety in Horse Stables (For the Employee)



INTRODUCTION

Many people ride horses in the Australia on a regular basis, many more work in and around them each day. Unfortunately there are many reported accidents each day involving horses. The majority of accidents at horse establishments are associated with horses themselves, either from riding or handling. Occupational health issues also arise from substances such as dusts and pesticides, and zoonoses.

This guide is designed to provide employees with some basic facts regarding safety in horse stables.

LEGAL RESPONSIBILITIES

Employers have duties to employees and non-employees e.g. the public/clients/visitors, self-employed people, contractors' employees, vets etc.- to ensure their health, safety and welfare by:

- Establishing safe systems of work
- Providing instruction, supervision and training
- Consulting and cooperating on OSH issues
- Providing Personal Protective Equipment (PPE)
- Ensuring machinery and equipment is used, maintained and disposed of in a safe way
- Ensuring hazardous substances are properly used, stored and disposed of in a safe way

Employees' duties include taking reasonable care for themselves and others and co-operating with the employer on OSH issues.

Key issues in securing a safe and healthy place of work are:

- (i) management of health and safety (risk assessment, record keeping, organising for safety and monitoring/auditing)
- (ii) appropriate induction to familiarise new employees with the workplace
- (iii) training to ensure competency in key areas e.g. manual handling, risk assessments, general safety awareness.

HAZARDS & PRECAUTIONS

4. Manual Handling

Manual handling accidents account for almost one third of injuries reported to WorkSafe:

- (i) Eliminate manual handling activities where there is a risk of injury, if this is practical
- (ii) Assess and reduce the risk of injury from the remaining manual handling activities taking into account the following:
 - e) look at the task: e.g. moving bales of hay; watering horses - can work be re-organised to reduce manual handling?
 - f) assess the load: e.g. difficulty of handling awkward objects; could handling aids be used, could loads be split, could 2 people share the load?
 - g) the working environment: Are storage systems and practices effective? Are floors even and in good condition?
 - h) What is your individual capability? e.g. age, fitness,
- (iii) Get training to develop good handling techniques
- (iv) Ensure safe working practices e.g. in the stacking of feed.

5. Hazardous Substances / Micro-organisms

Assessments may be needed for disinfectants, detergents, insecticides, veterinary products, harmful micro-organisms and dusts.

Employees should ensure they are familiar with detailed information and guidelines of any hazardous substances which they may come into contact.

Dusts: known respiratory sensitisers found in horse establishments are dusts found in horses' coats and moulds and fungal spores from hay, straw and animal feeds. Assessments may include reference to ventilation, working practices and suitable respiratory protective equipment (e.g. dust respirator)

Zoonoses (diseases transmissible from animals to humans): Steps should be taken to protect against the possibility of infection eg ringworm or leptospirosis. These may include wearing of protective clothing, maintaining good standards of personal hygiene, pest control and the provision of information/instruction.

Tetanus (possibly in droppings and manure heaps) - all employees in contact with horses should be vaccinated; good personal hygiene is also essential.

Pesticides - Employees using pesticides must be competent and have received adequate information and training. Safety considerations include safe and proper use, safe location and storage and appropriate signage.

6. Horses

Horses are large, heavy and unpredictable animals but risks can be reduced by taking the following steps:

- Ensuring adequate training for employees.
- Ensuring competency of handling through training, qualifications and experience.
- Observing recognised methods of horse restraint and handling.
- Using suitable personal protective equipment (safety footwear, protective headgear etc.).
- Ensuring good standards of general horse handling (loading/unloading; handling in restricted areas etc.).
- Taking extra care with children and novices and observing safe systems of work with all groups.

4. Environment and Welfare

Occupational Safety and Health Regulations 1996 cover all workplaces. Relevant requirements (amongst others) will include adequate ventilation, lighting and construction standards for stabling; safe access to feed and tack rooms; safe visitors' areas; adequate facilities for employees (toilets and washing facilities etc).

It is the responsibility of all employees to work with the employer to ensure the workplace is maintained in a suitable state to ensure a safe workplace.

NB Good standards of housekeeping are important in reducing trips and falls.

5. Tack

Regular checks on safety aspects of saddles, stirrup leathers and irons, bridles, bits and personal protective equipment (PPE) including protective headgear, vests etc It is the employees responsibility to report any worn or defective equipment.

6. Electricity

Electrical hazards may arise in particular due to dampness, dust, physical damage, misuse and incorrect design or installation. It is recommended that the fixed electrical system is inspected every 5 years and that all electrical appliances are examined /checked at a frequency appropriate to the risk.

- All machinery and its safeguards should be kept in good condition and be serviced/ maintained in accordance with the manufacturer's instructions.
- Particular hazards are associated with the use of tractors and, in particular, power take-off (PTO) driven machines. Training of tractor drivers and guarding of PTO and PTO shaft and other dangerous parts of machines is essential.
- Steam/water pressure cleaners pose a risk of electrocution/burns and require specific precautions (including the use of a residual current device (RCD) or equivalent)