

4 December 2015

CIRCULAR NO 1507

TO: THE SECRETARY, ALL TOTALISATOR CLUBS AND KINDRED BODIES

FROM: EDWARD RENNELL, CHIEF EXECUTIVE

SUBJECT: HEALTH & SAFETY TEMPLATES AND SUPPORTING DOCUMENTS

1. During September and October, NZTR and HRNZ staff, along with WorkSafe representatives, carried out a series of Health and Safety workshops in regional centres. The workshops were well attended by Clubs, industry sector groups and RIU staff. As a result of the workshops, a series of health and safety templates and advisories have been created to assist in producing your own plans.
2. The documents below are now available on the HRNZ website, by clicking on the following link <http://www.hrnz.co.nz/health-safety>. If you would prefer them emailed or in another format please contact admin@hrnz.co.nz.

Club Resources Available

- **Summary of new Health and Safety Act** – this is a legal overview of the new ACT and how it impacts on your club
- **Board reporting** – outlines some suggestions for health and safety reporting to a Board/Committee.
- **Health and Safety Manual and Index** – A very comprehensive guide to assist clubs with writing or updating their health and safety plans.
- **Induction** – Guide for staff training
- **Training track guidelines for Harness clubs**

Sector Group Resources Available

- **Summary of new Health and Safety Act** - this is a legal overview of the new ACT and how it impacts on trainers, breeders, drivers and jockeys
 - **Trainer/breeder** - contractor induction
 - **Trainer/breeder** - staff induction
 - **Induction doc** – HRNZ stable staff (document suitable for people new to the stable environment)
3. The Health and Safety at Work Act comes into force in April 2016 with additional health and safety requirements, as the Government looks to substantially reduce New Zealand's work safety record. It is important that health and safety is given a priority now and not delayed until next year.

4. Both NZTR and HRNZ have resources to assist Clubs and can also advise other sector groups as to where they can get assistance and guidance and, if required, your local WorkSafe representative will also be available to assist.

5. In addition to the HRNZ website, the following WorkSafe websites have advice and forms to assist you:

<http://www.saferfarms.org.nz/make-a-plan/>

<http://www.business.govt.nz/worksafe/information-guidance/guidance-by-industry/agriculture>

<http://www.business.govt.nz/worksafe/information-guidance/guidance-by-industry/construction>

<http://www.business.govt.nz/worksafe/information-guidance/guidance-by-industry/hsno>

In case some of the trainers have tree plots as part of their farms or as shares:

<http://forestry.worksafe.govt.nz/guides/>

If you have any queries about the new legislation or the documentation provided, don't hesitate to contact either myself or:

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Edward Rennell
Chief Executive