

HRNZ HEALTH AND SAFETY INDUCTION BOOKLET

HEALTH AND SAFETY POLICY



WELCOME TO HRNZ HEALTH & SAFETY BOOKLET

INTRODUCTION

At our workplace, everyone has a responsibility to look after their own and others health, safety and wellbeing.

The following is our commitment to keeping everyone safe and healthy within our places of work.



HEALTH AND SAFETY POLICY

At our workplace, everyone has a responsibility to look after their own and others health, safety and wellbeing.

The following is our commitment to keeping everyone safe and healthy within our places of work.

To maintain the safety and health of everyone at our workplace, employees agree to:

- follow all reasonable instructions, rules, procedures and safe ways of working. For example, wearing personal protective equipment (PPE) at all times where required
- early reporting of any pain or discomfort experienced during work
- communicate and report any hazards, accidents or near misses that occur while working
- if injured, work with your employer to achieve a safe and early return to work

To keep people healthy and safe at work, your employer is committed to:

- engaging and collaborating with all workers (including contractors) to improve health and safety
- investigate incidents and injuries and take steps to prevent them from happening again
- make sure all accidents and near misses are reported and recorded
- actively take steps to improve how health and safety is managed within our place of work
- work with anyone in the team who is injured to achieve a safe and early return to work
- ensure our contractors and sub-contractors have in place safe ways of working

To keep people healthy and safe, your employer will:

- take active steps to familiarise themselves with applicable health and safety laws
- identify what could harm the health or endanger the safety of workers or others e.g. visitors, bystanders
- assess work risks and identify control measures together with workers and their representatives
- develop and review health and safety objectives
- review the workplace's health and safety risk register each year
- assist in getting health and safety representatives elected, if requested

REPORTING A RISK, INJURY OR EVENT TO YOUR EMPLOYER

It's important that you notify your employer straight away if you experience an injury, illness or become aware of a risk to your health and safety while working regardless of how minor.

Your Employer needs to know:

- What happened?
- When it happened?
- What was the risk or the injury you received?
- What type of treatment you required?

There are two ways you can notify:

- Phoning or texting your employer
- Using the Accident Investigation Form – please ask your employer where you can obtain these.

BULLYING AND HARASSMENT

Bullying or harassment of any kind is unacceptable and it's important that you understand what could constitute bullying or harassment.

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that can be physical, verbal or relational/social (excluding someone or spreading rumours).

There are different forms of harassment, including workplace, sexual and racial harassment.

In general, **harassment** includes any unwanted and unjustified behaviour which another person finds offensive or humiliating and because it is serious or repeated it has a negative effect on the person's employment, job performance or job satisfaction.

What to do if you're experiencing bullying or harassment?

If you feel you are being bullied or harassed you need to advise your employer immediately. If you do not believe your employer has been reasonable in handling the complaint, or your concerns pertain to your employer, you can contact Employment New Zealand for advice by calling: **0800 20 90 20**.

For further information and advice please refer to WorkSafe's guidance for bullying at work:

<https://worksafe.govt.nz/the-toolshed/tools/bullying-prevention-toolbox/>

MENTAL HEALTH SUPPORT

Vitae have over 400 experienced and highly qualified counsellors across the country offering three free confidential one-on-one employee assistance counselling sessions for all HRNZ License Holders members facing work and/or personal issues.

EAP Counselling can help with managing conflict, coping with change, stress, grief, career transitions, relationship issues, gambling, alcohol / substance abuse, parenting, conflict, pain, trauma, anxiety, depression, and many types of emotional difficulty.

You can book a counsellor confidentially by calling Vitae on **0508 664 981**.

BASIC SAFETY RULES AROUND HORSES

Approaching

1. No walking up to a horse in its kicking zone.
2. If walking behind a horse, walk close with a hand on its rump. A horse's hind legs are very strong and can deliver a powerful kick. A horse can also lash out with its front legs. A stressed or frightened horse might kick you. Even if the horse knows where you are, quick movements can startle it. One well-placed kick can kill or cause serious injuries, like broken bones.

Always approach your horse from the front or side. If he's turned away from you, call to him or entice him with a treat to get him to come to you. Never approach your horse directly from the rear. Always approach a horse in a calm way, making sure they can see you. Do not approach from their blind spot (directly in front or behind) – this could startle the horse.

When catching a horse, approach from its left shoulder. Move slowly but confidently, speaking to the horse as you approach. Read the horse's intent by watching its body language. Ears flat back is a warning sign.

Handling

- When working around your horse, tie him securely with a quick-release knot, provided tie ups or in cross ties.
- Always let a horse know what you intend to do.
- Never stand directly behind a horse or directly in front of him.
- Be calm, confident, and collected around horses. A nervous handler can make a nervous horse.
- A rope which is attached to a horse must not be wrapped around a person's hand or any other body part.
- The horse can also stand on the handler's foot, causing bruising or broken bones.

Leading

Always use a lead rope attached to a halter; don't hold the halter directly with your hand. Hold the lead rope with your right hand, approximately 20cm away from the horse's head, holding the end of the rope with your left hand.

Teach your horse to walk beside you so you can walk at its left shoulder. This puts your right elbow near the horse's shoulder so you can anticipate its actions.

Don't let the horse pull ahead of you. Don't let it get behind you either, as it could jump into you if spooked. You set the pace; you are in charge.

To lead a horse through a doorway, step through first and then quickly step to the side, out of the horse's way. Keep an eye on the horse because some try to rush through narrow spaces.

Never wrap equipment attached to a horse around your hand, wrist or body, even with small loops. It could wrap around your hand and seriously injure you if the horse startles.

Don't climb over or under a tied horse's lead rope. The horse could pull back, making you trip over the rope. If the horse lunges forward, paws, or tries to bite, you have no quick escape path. Never walk under any horse's belly.

The horse is stronger than you, so don't try to out-pull him.

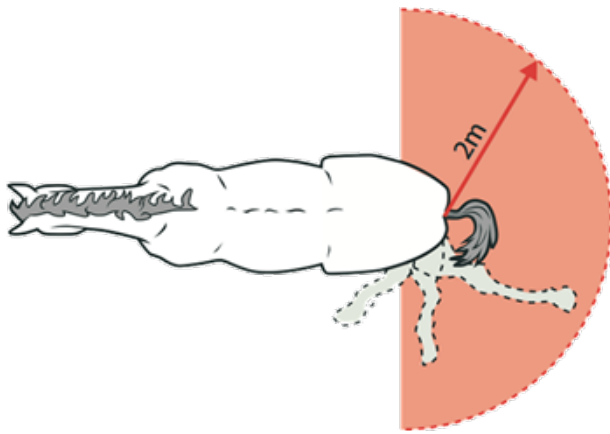
Restraining horse

- Tie your horse where instructed to by your trainer.
- Tie your horse with a rope long enough to allow comfortable movement but short enough to avoid becoming tangled or getting a foot over the rope.
- Never tie your horse by the reins as he may pull back and break the reins or injure his mouth. Always use a halter.
- Be sure to tie the horse to an object that is strong and secure to avoid the danger of breaking or coming loose if the horse pulls back, you can use a breakaway option if required.



Horses Kicking Zone

When around the hindquarters of a horse, stay well out of the way (e.g. over 2m) to avoid being kicked. If you have to be closer, get right in close so if the horse kicks, its legs have no space to build power behind the kick.



DRIVING

Most driving injuries happen from accidents which can cause serious injuries. Personal Protective Equipment (PPE) reduces the risk of injuries in accidents or when working with the horse.

The approved PPE will reduce the risk of head and body injury if you fall, or a horse kicks you.

Below are some basic PPE used when handling or driving a horse.

- Helmet
- Body Protector
- Solid footwear
- Safety glasses/goggles
- Gloves

It is critical that your PPE is fitted correctly, and you need an experienced person to assist you when first learning to wear it.



Other safety points:

- Always check the girth strap is tight before you get in the sulky
- Always check that the reins are secured correctly to the bit
- Stay alert and in a controlling position when in the sulky

The person assigning horses should know all the horses' characteristics. The horse selected for the driver should be suitable and safe for that person, considering the driver's age, size, experience, ability and any limits or handicaps. Give every driver information about their horse's character and behaviour.

Carefully match the horse to its task. Not every horse can do every job. Closely supervise or control the horse when taking it out of its usual environment or activity.

Driving or leading horses on the road

- Horses are easily frightened by noisy, large vehicles and other things they don't normally meet in a stable or paddock.
- Often motorists do not understand horse behaviour and drive too quickly and too closely to the horse.
- Keep horses and vehicles apart. However, sometimes horses have to go on the roads to get to tracks or when training.

Only horses used to traffic should be allowed on the road, especially if being driven by an inexperienced driver.

To reduce the risk:

- Avoid busy main roads as much as possible.
- Give clear and accurate signals. Be considerate of other road users.
- Never drive more than two horses abreast on the road.
- Don't drive on the road in foggy conditions.
- Most road surfaces are slippery, so drive at a walking pace. Don't drive fast on grass verges.
- Drivers must be clearly visible to motorists. Wear fluorescent and reflective vests and armbands.
- Ensure workers have enough information and training to drive safely on roads without putting themselves or others at risk.
- Horses led on foot or from another horse should be on the left-hand side of the road.
- Lead the horse using a lead rope attached to a halter and preferably a bit in the mouth.
- Acknowledge and return courtesy – a smile and a nod helps keep a good relationship between drivers and other road users.

AT THE RACETRACK

When you accompany your horse to track there are rules and regulations to protect the public and other industry personnel involved in the day, you must familiarise yourself with the required rules and regulations and have a licence before you can go to the track. Any horses you accompany to the track are the responsibility of your trainer and you.

Identify Hazards

Identifying hazards is an important part of workplace safety. A hazard is what could go wrong and what could cause you harm while you are working around horses.

Here are some examples but the list is not exhaustive, and you should identify the specific hazards in your workplace.

PEOPLE	HORSE	ENVIRONMENT
<p>Drivers or handlers not in control of their horse.</p> <p>Drivers or handlers wearing inappropriate shoes.</p> <p>Visitors or new workers who do not understand how horses behave.</p>	<p>Horse acts unpredictably.</p> <p>Horse slips.</p> <p>Animals or cars frighten the horse.</p> <p>Horses not tied up appropriately.</p> <p>Horse is not trained or well behaved.</p>	<p>Tripping over equipment left on the ground.</p> <p>Bad weather.</p> <p>Dangerous chemicals.</p> <p>Damaged or worn equipment.</p> <p>Damaged or broken fencing.</p>



Keeping Safe

There are a number of hazards that are important to consider if you are new or inexperienced and are interacting with horses.

STABLES AND YARDS	
HAZARDS AND RISKS	CONTROLS
Being crushed or trodden on by a horse.	<p>Limit access to the horse areas.</p> <p>Provide supervision and training.</p> <p>Identify escape routes.</p>
Herd behaviour of horses.	<p>Learn how to lead a horse through a group.</p> <p>Exclude horses that behave aggressively from the herd.</p> <p>Ensure there is enough space for horses to move around without becoming agitated.</p> <p>Learn to recognize hazardous situations.</p> <p>Identify escape routes.</p> <p>Learn how to feed horses in groups safely.</p>
DRIVING IN OPEN AREAS	
HAZARDS AND RISKS	CONTROLS
Plan the trip	<p>If the route includes public roads, ensure road rules are followed and basic procedures for crossing roads explained to drivers.</p> <p>Provide exercises to help drivers gain confidence.</p>
Horses bolting, becoming restless or shying.	<p>Test the horses on the track to verify they will stay calm and well behaved.</p> <p>Do not allow handlers to become isolated while stops are made for gates or to fix equipment.</p> <p>Only horses proven to be calm in traffic should be allowed on the road.</p>
EQUIPMENT AND GEAR	
HAZARDS AND RISKS	CONTROLS
Gear breaking or failing.	<p>Check stitching regularly.</p> <p>Clean regularly.</p> <p>Replace worn or damaged gear.</p>
Gear not operating as intended.	<p>Select harness gear that is suitable for horse and driver.</p> <p>Check the gear including the girth immediately before allowing a new driver to get in the sulky.</p> <p>Fit gear to horse and check gear before driving.</p>

BIOLOGICAL HAZARDS

Other environmental hazards include biological and zoonoses. Biological hazards that arise from animals and zoonosis are infectious diseases that can be transmitted from animals to humans.

STABLES AND YARDS	
HAZARDS AND RISKS	CONTROLS
<p>Ringworm, leptospirosis, gastrointestinal and other skin infections.</p>	<ul style="list-style-type: none"> • Provide and maintain hygienic hand washing facilities including running water, liquid soap and hand drying facilities like disposable paper towels. • Use waterless alcohol-based hand rubs. • Instruct workers and others to practise hand hygiene: <ul style="list-style-type: none"> • after contact with horses, handling horse equipment, removing PPE and on leaving animal areas – before eating and drinking, and – following accidental contamination with a horse’s blood and body substances. • Provide designated eating areas away from animal areas. • Prohibit workers and clients from eating and drinking in animal areas. • Maintain stables and yards in a clean and hygienic condition. • Minimise build-up of horse manure and soiled bedding. • Regularly clean horse equipment and tools • Provide PPE to protect clothing, exposed skin and face from contact with a horse’s blood and body substances. • Discourage contact with areas such as the muzzle where horse saliva or nasal secretions can be transferred to a person’s face. • Cover cuts and abrasions with a water-resistant dressing. • Ensure vaccination and parasite control is maintained. • Isolate horses showing signs of illness from people and other animals. • Implement a pest control program and keep feed bins covered to discourage rats and other pests.

HAZARDS AROUND THE STABLE

Plant and equipment

The use of plant equipment, such as grain crushers, augers, mixers, horse walkers and horse transport are 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
- You should understand the written operating instructions (SOP), appropriate guarding and emergency shut down normally associated with this machinery.

Horse Transport

Horse transport is designed to allow safe access/egress while loading or unloading horses. Training and instruction on the safe use of horse transport needs to be provided before you use them.

Chemicals

Chemicals must be safely stored and secured in accordance with Health & Safety requirements.

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 Material Safe Data Sheets.

Staff and contractors must have access to PPE, know how to use it and care for it (e.g. storage and maintenance). Employees, contractors and first aiders should know what to do in the event of accidental consumption, spill or contamination.

EMERGENCY PROCEDURES

In the Event of an Emergency

In the event of a fire, medical emergency or immediate threat to safety or security contact NZ Emergency Services **Dial 111.**

First Aid Assistance

Location of First Aid Kits:

Trained First Aiders:

Emergency Vet

In the event of a medical injury to a horse, contact:



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