

TRAINERS HEALTH AND SAFETY INDUCTION CHECKLIST

Worksite/Location:	Date of Issue:
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Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Working Outdoors The risk of injury/illness to workers as a result of working outdoors during the day or night throughout the year	Sunburn				
	Heat exhaustion				
	Wet weather				
	High winds				
	Snow/extreme cold				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Sheltered areas	Employee induction				
Sunscreen					
Water					
Wet weather gear					
Outdoor lighting					

Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Working with Horses The risk of injury/illness to workers as a result of working on or around horses	Dislodgement of driver				
	Kicking, bruising				
	Fractures				
	Crushing				
	Biological illness				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Designated and restricted areas	Employee induction				
Protective footwear	Racing rules				
Helmet	Leaders HS training				
Protective vest	HRNZ Harness Cadet training				
Gloves					
Goggles					
Lead ropes					
Halter					
Bridle/reins					
Harness					
Fencing					
Stables					
Ambulance staff					
First aid kit					
Regular maintenance plans					

Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Bullying and Harassment The risk of injury/illness and or damage to worker's mental health as a result of bullying and/or harassment at work	Stress				
	Fatigue				
	Fear				
	Conflict				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Bullying & Harassment Policy	Employee induction				
Reporting process	Leaders HS training				
HRNZ Code of Conduct	Cadet training				
Investigative process					
HRNZ Wellbeing program					

Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Operation of Work Vehicles The risk of injury/illness to workers or members of the public as a result of operating a vehicle for the purposes of work	Vehicle crash				
	Fatigue				
	Fatality				
	Harm to members of public				
	Dangerous behaviour				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
WOF & Registration	Leaders HS training				
Regular maintenance					
Monitor of hours worked					
Shared driving					
Mobile phone					
Current NZ drivers license					

Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Isolated/Lone Workers The risk of injury/illness to workers as a result of working alone or in an isolated location	Medical emergency				
	Accident/incident				
	Fatigue				
	Aggressive members of public				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Mobile phone	Leaders HS training				
Vehicle maintenance plan	Employee induction				
Accommodation	Emergency procedures				
Buddy system/supervision	First aid training				
First aid kit					

Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Biological Substances The risk of injury/illness to workers as a result of exposure to biological substances	Illness				
	Disease				
	Infection				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Personal protective equipment	Employee induction				
Designated waste areas	Cadet training				
Veterinarian assistance					
First aid kit					
Washing facilities					
Cleaning schedule					

Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Mental Health The risk of injury/illness to workers due to problems with mental health.	Fatigue				
	Stress				
	Self-harm				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Adequate breaks	Employee induction				
Peer support	Cadet training				
Bullying & Harassment Policy	Leaders HS training				

Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Working on Multiple Premises The risk of injury/illness to workers as a result of working in unfamiliar sites	Aggressive public behaviour				
	Emergency evacuation				
	Movement of vehicles				
	Fatigue				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Restricted areas	Employee induction				
Signage on site	Cadet training				
Onsite briefings	Leaders HS training				
Ambulance staff					
First aid facilities					
Security					
Site emergency procedures					
Provision of accommodation					
Personal protective equipment					

Risks Identified	Potential Harm	Significant Risk			
		Yes/No	Eliminate	Isolate	Minimise
Dealing with Aggressive Behaviour Risks associated with aggressive members of the public, trainers, riders and owners	Altercations				
	Verbal abuse				
	Violence				
	Sabotage				
	Stress				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Restricted areas	Cadet training				
Club security	Employee induction				
Onsite briefings	Leaders HS training				
Emergency services					
Club agreements					

Risks Identified	Potential Harm	Significant Risk			
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Working farm Risks associated with working on an operating farm	Machinery				
	Live animals				
	Uneven surfaces				
	Moving vehicles				
	Working outdoors				
	Manual handling				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Restricted areas	Employee induction				
Signage on site	Cadet training				
Onsite briefings	Leaders HS training				
Personal protective equipment					
First aid facilities					
Fencing					
Site emergency procedures					
Lifting aids/equipment					
Maintenance plans					

Risks Identified	Potential Harm	Significant Risk			
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Contractor Activities Risk of injury/illness to employees, contractors or visitors to site.	Injury/illness				
	Crushing				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Restricted areas	Evidence of qualifications				
Signage on site	Risk assessments				
Personal protective equipment	Site induction				
Monitoring of work					
Onsite briefings					
First aid facilities					
Emergency procedures					

Risks Identified	Potential Harm	Significant Risk			
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Hazardous Substances The risk of injury/illness to workers as a result of exposure to hazardous substances	Injury/illness				
	Poisoning				
	Chemical burns				
	Skin irritation				
	Eye irritation				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Restricted areas	Employee induction				
Signage on site	Cadet training				
Personal protective equipment	Leaders HS training				
Monitoring of work					
Onsite briefings					
First aid facilities					
Emergency procedures					
Running water					
Safety data sheets					
Poison line NZ					

Risks Identified	Potential Harm	Significant Risk			
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Manual Handling The risk of injury/illness to workers as a result of lifting	Sprain/strain				
	Crushing				
	Bruising				
	Fractures				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Lifting aids	Employee induction				
Personal protective equipment	Cadet training				
Safety footwear	Leaders HS training				
Two person lifts					
Incident reporting					

Risks Identified	Potential Harm	Significant Risk			
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Fatigue The risk of injury/illness to workers as a result of fatigue caused by work activities	Severe tiredness				
	Stress				
	Injury				
	Poor mental health				
Risk Controls	Training or information required	Regular checks of controls in place			
		Date checked	Date checked	Date checked	
Lone worker assessment	Employee induction				
Adequate breaks	Cadet training				
Peer support	Leaders HS training				
Overnight accommodation					