



Occupational Health & Safety Guide



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Equus Terra Therapeutic Riding Centre and Grounds

OCCUPATIONAL SAFETY and HEALTH POLICY

RESPONSIBILITIES

The **Director/Employer** 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/volunteers meet their responsibilities.
- Promote and support the implementation of the Occupational Safety and Health Policy and Code of Conduct and Regulations standards.
- Ensure employees/volunteers 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/Paddocks) Inspections.
- Participate in a formal induction for all new employees/volunteers.
- 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/Volunteers** are responsible for:

- Participating in consultation with employers/Directors 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 *Equus Terra* policies and standards to protect their own safety as well as that of others present at the workplace/premises.
- Notifying the Director/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 of the 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/Volunteer Induction Program.

Safety in Horse Stables/Paddocks (for the employer/Directors)

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 employers with some basic facts and responsibilities regarding providing a safe workplace for employees/volunteers in horse stables or at the paddocks. It should be read in conjunction with the ***Code of Conduct and Regulations***.

LEGAL RESPONSIBILITIES

Employers/Directors have duties to employees/volunteers 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:

- Management of health and safety (risk assessment, record keeping, organising for safety and monitoring/auditing)
- Appropriate induction to familiarise new employees/volunteers with the workplace
- 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/Directors should:

- Eliminate manual handling activities where there is a risk of injury, if this is practical
- 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/volunteers;
- Provide training to develop good handling techniques
- Ensure safe working practices are followed e.g. in the stacking of feed.

2. Hazardous Substances / Micro-organisms

Assessments by the employer/director may be needed regarding the use of disinfectants, detergents, insecticides, veterinary products, harmful micro-organisms and dusts. Employers/Directors should ensure the employees/volunteers 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/sheds 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/volunteers 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/volunteers.

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

Pesticides – Employees/volunteers 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/volunteers.
- 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 and yarding; safe access to feed and tack rooms; safe visitors' areas; adequate facilities for employees/volunteers (toilets and washing facilities etc). It is the responsibility of the employer/director 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/director 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)

Safety in Horse Stables/Paddocks (for the employees/volunteers)

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/volunteers with some basic facts regarding safety in horse stables/paddocks and yards. It should be read in conjunction with the **Code of Conduct and Regulations**.

LEGAL RESPONSIBILITIES

Employers/Directors have duties to employees/volunteers 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/volunteers' duties include taking reasonable care for themselves and others and co-operating with the employer/director on OSH issues.

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

- Management of health and safety (risk assessment, record keeping, organising for safety and monitoring/auditing)
- Appropriate induction to familiarise new employees/volunteers with the workplace
- 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:

- Eliminate manual handling activities where there is a risk of injury, if this is practical
- Assess and reduce the risk of injury from the remaining manual handling activities taking into account the following:
 - look at the task: e.g. moving bales of hay; watering horses - can work be re-organised to reduce manual handling?
 - 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?
 - the working environment: Are storage systems and practices effective? Are floors even and in good condition?
 - What is your individual capability ? e.g. age, fitness,
- Get training to develop good handling techniques
- Ensure safe working practices e.g. in the stacking of feed.

2. Hazardous Substances / Micro-organisms

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

Employees/volunteers 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)

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- 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/volunteers (toilets and washing facilities etc).

It is the responsibility of all employees/volunteers to work with the employer/directors 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/volunteers 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.

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FORMAL INDUCTION FOR NEW EMPLOYEES/VOLUNTEERS

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/volunteers into the working team, creating constructive work attitudes and safety awareness and in providing a basis for high performance standards.

2. SCOPE

All new employees/volunteers should receive formal safety induction. This system shall comply with equal opportunity and anti discrimination legislation. This includes trainees, volunteers, 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 *Equus Terra* files in regard to the hosting of a Trainee, volunteer or work experience student.

Employees are responsible for:

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

4. PROCESS

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

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

INDUCTION CHECKLIST

Employee/Volunteer Name: _____

Date of Commencement: _____

Position: _____

Employment/Involvement 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"/> Volunteer |
| <input type="checkbox"/> Other | | |

1. WELCOME NEW EMPLOYEES /VOLUNTEERS

Welcome new starter to the Organisation. *Provide copy of and discuss:*

- Code of Conduct of Horse Activities
- Occupational Safety and Health Policy
- Code of Conduct and Regulations 2016

2. INTRODUCTION

Provide an overview of the Organisation, including:

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

3. PROVIDE INFORMATION ABOUT CONDITIONS OF EMPLOYMENT

If applicable: Yes No

- Position description / daily duties
- Relationship of job to other jobs within the Organisation
- Hours of work and rosters
- Leave entitlements
- Remuneration and Superannuation
- Professional image / dress requirements
- Organisational policies
- 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
- General housekeeping

Fire Safety:

- 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/paddock/yards tour, including:

- First aid facilities
- Noticeboards

Overview of local area:

- Local shops/facilities
- Public transport

6. ASSIGN A MENTOR

Mentor name _____

- Introduce the mentor.

7. CONFIRMATION OF COMPLETED INDUCTION

New Employee/Volunteer Name: _____

New Employee/Volunteer's Signature: _____ Date: _____

Director Name: _____

Director's Signature: _____ Date: _____

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 HSA and State Legislative requirements. The Queensland Occupational Safety and Health Regulations 2011 require all accidents that meet the following criteria to be reported to Worksafe.

The *Work Health and Safety Act 2011* set out that a serious injury or illness of a person is:

- an injury or illness requiring the person to have
 - a) immediate treatment as an in-patient in a hospital
 - b) immediate treatment for
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - a serious burn
 - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations
 - c) medical treatment (treatment by a doctor) within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work
 - with micro-organisms
 - that involves providing treatment or care to a person
 - that involves contact with human blood or body substances
 - that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products
- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products
 - Q fever
 - Anthrax
 - Leptospirosis
 - Brucellosis
 - Hendra virus

- Avian influenza
- Psittacosis.

3. RESPONSIBILITIES

The Director 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 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/Director 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/Director.

ACCIDENT / INCIDENT DETAILS REPORT

To assist Directors in conjunction with all employees, volunteers, contractors, trainees 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/volunteer reporting the Incident / Hazard

Employee/Volunteer Name: _____

Date of Commencement: _____

Position: _____

Employment/Involvement 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"/> Volunteer |
| <input type="checkbox"/> Other | | |

ACCIDENT / INCIDENT / HAZARD DETAILS

Day of Incident / Hazard

Time of Incident / Hazard

Date of Incident / Hazard

Where did the Incident / Hazard occur?

Describe the Incident / Hazard

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

- General Safety – (eg. Stables, yards, feed or tack rooms or surrounds)
- Slips and Falls - (eg. Wet floor, power cord, stairs / steps)
- Manual Handling - (eg. Lifting, carrying, pulling, reaching)
- Horse handling – (eg. Kicking, crushing, biting, falls etc)
- Motor Vehicle Accident (eg. Not involving travel to and from work)
- 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/Volunteer's Name: _____

Employee/Volunteer's Signature: _____

Date: _____

PART B – To be completed by the Director investigating the Incident/Hazard report in consultation with the employee/volunteer

ACCIDENT / INCIDENT / HAZARD DETAILS

List the contributing factors

Detail preventative action required to prevent a recurrence

Director's Name: _____

Director's Signature: _____

Date of Completion: _____