



NOTICE FOR ARABIAN RACEHORSE TRAINERS

It is your responsibility to ensure that your workplace is safe and free from hazards or potential hazards for employees. NARA Racehorse trainers are responsible for occupational health and safety ("OHS") of all their employees under both the Australian Arabian Rules of Racing and OHS legislation and regulations.

1. Obligations of trainers under the Australian Arabian Rules of Racing

The Australian Arabian Rules of Racing impose various safety requirements on trainers, jockeys and stable-hands. For example, the rules provide that "Every rider when riding a horse shall wear footwear approved by the Stewards." Similarly, "Every licensed or registered person or permit holder shall when mounted on a horse wear a properly affixed skull cap which conforms to the AS/NZS. 3838 1998."

A table detailing the safety requirements stipulated in the Australian Arabian Rules of Racing is attached.

The safety requirements in the Rules of Racing are enforced by NARA Stewards. Stewards can carry out stable inspections to ensure that the Rules are being complied with. The Stewards have the power to impose punishments on trainers, jockeys, apprentices or stable-hands for breach of any of the Rules.

2. Obligations of trainers under the Occupational Health and Safety Acts pertaining to each State.

The Occupational Health and Safety Act in each State or Territory imposes a general duty on employers to provide a safe workplace. While the rules of racing require specific safety requirements to be met, the OHS Acts impose a much broader duty on trainers to consider the safety of the entire working environment.

2.1 TRAINERS DUTIES

The OHS Acts provide that employers are required to *'provide and maintain so far as is practicable for employees a working environment that is safe and without risks to health ~*

The OHS Acts set out a number of specific duties which are examples of what is necessary in order to comply with the general duty. These include:

providing and maintaining safe plant and systems of work (for example, regulating the pace and frequency of work);

arranging safe systems of work in connection with plant and substances (for example toxic chemicals, dust and fibres);

providing a safe working environment (for example by establishing procedures for the safe handling of horses);

providing adequate welfare facilities (for example washrooms, lockers, dining areas)-,

providing adequate information on hazards, as well as instruction, training and supervision to employees, to enable them to work safely.

2.2 Employee Representatives

The OHS Acts provide a system that allows employees to group together and elect a health and safety representative to act on their behalf. A health and safety representative has the power to inspect the workplace. If a health and safety representative detects a contravention of the OHS Acts or Regulations, the representative can require the employer to take remedial action, by issuing a Provisional Improvement Notice. In special circumstances, a health and safety representative can order a cessation of work where there is an immediate safety risk in the workplace.

2.3 Enforcement

Inspectors appointed under the OHS Acts also have the power to enter and inspect workplaces and to conduct investigations to see whether occupational health and safety standards laid down in legislation and regulations are being complied with.

Inspectors are empowered under the Acts to issue written directions to persons in the form of Improvement or Prohibition Notices. The system of Improvement and Prohibition Notices is used by inspectors to issue written directions to employers and other persons requiring action to be taken to bring working conditions into compliance with the law or to stop immediate threats to health and safety.

If an employer fails to comply with an Improvement or Prohibition Notice or contravenes the Act in anyway, court proceedings may be brought by a relevant state authority or by an inspector authorised by the authority.

The maximum penalty that may be imposed for contravention of the Act varies from State to State but as an example, in Victoria it is \$250,000 for a corporation and \$50,000 for an individual.

2.4 Further Information

Further information about an employer's obligations under the OHS Acts can be found at the State Governments web sites or by telephoning them directly,

3. Workplace Audit

The first steps you should take to ensure compliance with the OHS Act is to conduct a safety audit of your workplace. Attached is a checklist detailing common hazards for both employees and horses in a stable environment for use when conducting your audit.

You must complete the safety audit and return a copy of it to the Chairman of Stewards at NARA by 31 July each year.

After that date, NARA Stewards may attend your stables to review the completed safety audit to ensure that any problem areas identified in the audit have been addressed. It is your responsibility to complete the safety audit and to remove hazards.

4. Acknowledgment

When you have read the information contained in this memorandum please sign the separate acknowledgment forms and return it to NARA.



SAMPLE ACKNOWLEDGEMENT

.....I hereby acknowledge that I
have read

(PRINT NAME)

and understood the National Arabian Racehorse Association memorandum regarding my
occupational health and safety obligations under the Australian Arabian Rules of Racing and the
State Governments *Occupational Health and Safety Acts*

Signed:..... Date:

For your information this section is to be retained.

RULES OF RACING - SAFETY REQUIREMENTS

AUSTRALIAN ARABIAN RULES OF RACING



<u>Rule</u>	<u>Safety requirement</u>
AAR.S2A	No rider shall in any race, trial or in trackwork wear any apparel or use any equipment which has not been approved by the Stewards.
AAR.S2B	Every rider when riding a horse shall wear footwear approved by the Stewards.
AAR.S3	When riding in any race or when riding a horse on any racecourse or any recognised training area or elsewhere every rider shall wear a properly affixed skull cap which conforms to the Australian Standards specification ASINZS. 3838 1998
AAR.S4A	(1) While being ridden every horse shall be properly bridled and saddled and every saddle shall be equipped with safety irons of a design approved by the Stewards. (2) While being led outside the confines of any stable premises every horse shall have a bit in its mouth, which bit shall be attached to a lead
AAR.84AA	(1) Every rider shall be responsible for the care and condition of Iris skull cap. (2) A skull cap is not regarded as serviceable and must be immediately replaced by the rider when - (a) a period of 5 years has expired since its date of manufacture, or (b) it sustains a severe impact, or (c) the wearer suffers from concussion following a fall. (3) The stewards may at any time take possession of a skull cap for inspection and may at their absolute discretion make an order that the skull cap must not be further used.
AAR.S4B	Every licensed or registered person or permit holder shall when mounted on a horse wear a body protector the standard of which has been prescribed by Order of the Board. Provided that no body protector shall be worn if it does not have attached to it a manufacturer's label that states that it complies with the relevant standard prescribed by the Board
AAR.85	Riders may use spurs provided they are blunt and of a type approved by the Stewards
AAR129AA	All whips carried in races, trials or trackwork shall be of a design approved by the stewards, and shall comply with the following specifications: Shaft length not exceeding 560mm: Flap length 75-105mm: Flap width not less than 30mm, provided that the flap shall be made of soft leather and be open for at least 40mm.

Safety Requirement Regulations

- Riders must use only gear which is safe and of good quality
- A rider must not smoke while riding a horse in a race, exercising or in work on a racecourse or training track
- .Every rider shall wear boots of design and material approved by the Stewards of NARA and a properly affixed skull cap which shall conform to the Standards Association of Australia, specification number 2063.3 when riding at any racecourse or recognised training track_
- Every rider in a race or official trial shall wear a body protector that conforms to Australian Standard and complies with the certification of Quality Assurance Services Pty Ltd A body protector shall not be modified in any way.
- All apprentices must wear a body protector when riding trackwork and in trials.

OHS CHECKLIST

RESPONSIBILITIES OF EMPLOYERS

Employers must:

- Comply with the States OH&S Acts
- Ensure all employees conform with the OH& S standards
- make sure that the workplace is a safe and healthy place in which to work
- provide training, supervision and information that help people to work safely
- keep health and safety records of all accidents, incidents and near misses
- make sure that all people working in the stables obey safety rules and standards
- make sure that all people working in the stable follow safe ways of working at all times
- keep a check on the health and safety of employees at regular times

RESPONSIBILITIES OF EMPLOYEES

Employees must:

- know their job content and their roles
- report any unsafe practices or equipment
- always work safely so that you do not hurt yourself, other people or horses
- understand how to use safety equipment and clothing provided
- not damage the safety equipment and clothing on purpose or use it in the wrong way
- conform with Occupational Health & Safety standards

RISK IDENTIFICATION, ASSESSMENT AND CONTROL - A GUIDE

HAZARD

A hazard is something with potential to harm you, others or the racehorses in the stable.

IDENTIFYING HAZARDS

The first step to having a safe stable is to identify hazards. The next step is to make sure that something is done to prevent a potential hazard from causing an accident in which people or horses are injured.

Common hazards for horses

- pieces of wire
- rough or sharp post tops
- gaps under doors
- loose pieces of hay band
- dirty bedding
- exposed chains
- unused hoses, equipment, buckets lying on stable floors and pathways
- wet or muddy ground
- protruding bolt or nails
- gaps in lining of walls & floors
- slippery stable floors
- musty feeds
- doors, gates not securely shut

Common risks / hazards for people

- Handling horses incorrectly
- Handling horses without appropriate skills / competency
- Being tired and not paying attention to what you are doing on the job
- Riding without wearing safety gear
- Using gear that is unsafe, broken or worn
- Lifting heavy loads incorrectly
- Inhaling mould and fungal spores from hay and straw
- Inhaling dust from dirty straw
- Kicks and bites from horses
- Spilling medicines/chemicals

ASSESS THE RISK

The risk is the potential for the hazard to actually cause harm.

To determine the level (or severity) of risk you need to consider the following:

- **OUTCOME**-- for each hazard ask what is the worst likely outcome from exposure to the hazard (eg: fatality, major injury, minor injury or no injury?)
- **LIKELEHOOD**-- what is the likelihood of harm occurring if the person is exposed to the hazard? This could range from inevitable to unlikely.
- **EXPOSURE**-- how many people are exposed to the hazard and for how long? This needs to be considered when setting priorities for implementing controls.

CONTROL THE RISK

There are a number of ways of controlling risks in the workplace:

- **ELIMINATE** the hazard
- **SUBSTITUTE** something with a lesser risk - (eg: manual lifting)
- **ISOLATE** the hazard (eg: move unruly horse to quieter location)
- Use **ADMINISTRATIVE CONTROLS** - training, supervision

Preventing accidents

- Use equipment appropriately and according to manufacturers specifications
- Wear protective clothing that conforms to regulations ie: vest, helmets
- Use gear that is safe and in working order
- Follow instructions at all times
- Do not take shortcuts
- Do not fool around playing practical jokes that are potentially dangerous
- Report hazards and broken equipment or facilities. immediately

If someone is injured in an accident at work.

- Give basic first aid assistance if you are qualified to do so
- Call for help immediately
- Stay with the injured person until help arrives

All accidents and incidents must be reported and recorded including 'near miss events'.

CHECK LIST FOR EMPLOYERS:

- What procedures are in place at your stable when an accident occurs?
- Do you have a first aid kit?
- Do you have a designated first aid officer?
- Do you have emergency phone numbers readily accessible?
- Do you have evacuation procedures that are known AND practiced by employees. Are these instructions clearly accessible?
- Do you have a safety officer to check all staff are accounted for in the event of an emergency?
- Do you have fire extinguishers, no smoking signs, smoke alarms, fire siren?
- Do employees know where to turn off the power?

To prevent accidents and protect the health and safety of all workers it is important to investigate why accidents, injuries or near misses happened. In doing so, you can avoid the same thing happening again.

NARA, the Australian Trainers' Association (Thoroughbred) and the Australian Workers' Union support the Occupational Health and Safety Laws. Just as we have road rules, the OH&S laws are provided to make sure the workplace and jobs are safe and that workplace injuries and work related diseases can be prevented. All employers are encouraged to obtain a copy of the States *Occupational Health and Safety Act* to familiarise themselves with its requirements in the workplace.



NARA Workplace Audit for Racehorse Trainers

Instructions:

The workplace audit is to be conducted by the Racehorse Trainer responsible for the workplace and one other person.

The inspection should not be limited to inspecting only to those items on the checklist. The entire work area should be reviewed for any potential health and safety hazards.

The persons conducting the inspection should tick the required box if health and safety protection is adequate, and place a cross in the required box if further attention is necessary.

A Corrective Action Report must be made for any health and safety issues which cannot be corrected immediately.

Name of trainer	
Address of Stables	
Date	
Time	
Area	
Inspected by	

Tick box if situation is controlled

Cross Box if situation requires attention

Complete Corrective Action Report for issues which cannot be corrected immediately

Previous Corrective Action Report reviewed

Categories	J X	Immediate Rectification Required
Work Environment		
Thermal Comfort		
Adequate Airflow		
Lighting - general Emergency		

Floors & Horse Walking Areas

Floors even and in good condition		
No slips, trips or fall hazards		
Clear of stock / materials / gear / rugs etc		
No open drains		

Stable doorways & paddock gates

Not obstructed, corridors clear.		
Operate without excessive force		
Correctly signed		
Fire doors not propped open or blocked		
Exposed bolts, latches, chains		

Boxes, yards & paddocks, laneways

No broken lining boards in boxes or shelters		
Doors and top gates operate without force		
Free of sharp edges, splinters, holes, cracks		
Feed bins clean and free of sharp edges		
Water receptacles clean, auto - waterers operational and clean		
Yards clean and free of hazards - rocks, stones, post and rails not damaged		
Clean bedding, Soiled stable bedding removed to suitable disposal area		
Laneways free of obstacles, hazards		
Electric fencing strained and operational		
No machinery or tools lying in walk areas		

Categories	J	x	Immediate Rectification Required
Tack Room/Storage areas			
Floor anti-slip, free of objects			
Adequate ventilation			
Shelving adequate space - not overloaded			
Heaviest objects stored between shoulder and hip height			
Lightest objects above shoulder or below knee height			
Ease of accessing gear or other items			
Appropriate step ladder(s) available			
Adequate lighting			

Feed Room and facilities

Feed storage bins in good order, lift up lids can be secured		
Lifting practices are known and used when emptying feed into storage bins		
Clear and uncluttered		

Tack and Gear

Regularly inspected for wear and tear and replaced; saddles, bridles, head collars, bits, Leads, rugs, sheets, bandages, boots.		
Suitable for the task(s) required		
No sharp edges on tack or gear		
Personal protective equipment instructions are correctly displayed, used and is not out of date: ie: vests, skull caps, safety irons		
Gear stored correctly		
No damaged gear is used		
Gear is dean, appropriate disinfecting regime or bits between horses.		

Use and storage of tools, machinery & equipment

Employees trained in correct usage of tools and machinery		
Tools in good working order ie: pitchforks, shovels, wheelbarrows, rakes, power tools - blowers, Electric clippers, ventolin pumps, electric leads, power points, switches		
Tools securely placed, (not able to fall)		

Categories	J	x	Immediate Rectification Required
No sharp edges			
Pre-operating instructions for tools and machinery are available: ie treadmills, horse walkers, swimming pools, horse spas.			
Warning and instructions for machinery and tools is displayed			
No damage to furniture or fittings			

Power outlets, cords and boards

No double adapters			
No piggy back plugs			
Covered leads if across walkways, internal roads or Paths (trip hazard)			
Good condition			
Earth leakage protection			
Free of obstruction			
No exposed power / energy sources			

Fire Equipment			
Not obstructed			
Correctly signed			
Locking devices Isreal unbroken			
Inspection tags present and checked within 6 months			
Fire pumps in operational order			
Fire hoses operational			

Toilets, washrooms

Hygienic and tidy			
Lighting adequate			
Adequate ventilation			
Suitable hand washing and drying facilities			

Ladders and steps

Stored correctly			
Rubber safety feet fitted			
No broken or missing rungs or other defects			

Work Practices

Correct manual handling procedure		
Horse handling techniques		
Correct use and storage of equipment		
Adequate waste containers		
Isolation procedure developed and used		
Clear aisle access		
Evacuation procedure known		
First Aid Attendant(s) known		
First Aid Kit adequately stocked		
Hazard reporting procedure known		
Ergonomic aspects addressed		
Task variation		

Chemicals (including Veterinary Products)

Correct labelling		
Stored correctly		
Hazards made aware to employees		
No flammable substances in stable		
MSDS (Material Safety Data Sheets) available at point of use		
Employees trained appropriately in the event of threatening circumstances		
Cash management procedure in place		
Visual deterrents such as surveillance, signage and security		
Security measures in place for staff working on their own and those working in hours of darkness		
Alarms situated properly		
Counselling available for victims of threatening situations circumstances		

Grounds / Amenities

Are the following in good repair (clean, tidy, even, non-slip)		
Paths, walkways and roadways		
Handrails, steps/stairs		
No damage to stands and seating		
Indoor air quality adequate		
Lightening adequate		
Ladders - rungs and bolts firm		
Fall protection provided in high ladders		
Risks from neighbouring workplaces controlled		
Dust reduced by spraying water		
No pot holes, / open drains		
Staff room facilities clean, tidy.		



The above workplace safety audit represents a full and accurate audit of the stables of-

.....
(Name of Trainer)

of
(address)

If we have accurately identified any areas of the workplace which we believe to be unsafe. Any health and safety hazards, which were not able to be rectified immediately have been written up in a Corrective Action Report and attached to this Audit.

Signed by:

(Person conducting inspection)

(Person conducting inspection)

(Print name)

(Print name)

Corrective Action Report

Name of trainer:	
Address of stables	
Date	

Details of workplace hazard requiring attention:

Date rectification required by:

Signature of Trainer:



NOTES

