

Guidebook

Horse stables and track riding safety

Edition 2

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Part 1: Introduction

This guide provides information for employers, employees, health and safety representatives (HSRs) and contractors working within a stable and horse training facility management environment to ensure that hazards and risks are identified and risk control measures are put in place.

The risk controls in this guide are not exhaustive - if further or better risk controls are identified, these should be implemented. In addition, each workplace is different and may have unique hazards and risks that need to be identified, assessed and controlled by the duty holder.

It is not possible for this guide to cover every risk that may be encountered in a stable or track environment. This guide cannot be relied on for outlining all obligations a duty holder may have under Victorian health and safety legislation.

In addition to this guide, WorkSafe has a range of guidance materials on the required processes and actions that duty holders must take in order to meet their legal obligations. Compliance codes, WorkSafe Positions and non-statutory guidance provide detailed and specific advice for duty holders seeking to comply with the *Occupational Health and Safety Act 2004* (OHS Act) and the *Occupational Health and Safety Regulations 2017* (OHS Regulations).

Visit [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au) for further information.

Roles and responsibilities

Occupational health and safety laws are designed to ensure the health and safety of employees and others in the workplace. Some employer duties extend to independent contractors engaged by an employer and any employees of the independent contractor, including the duty to, so far as reasonably practicable:

- provide and maintain a working environment for their employees that is safe and without risks to health
- consult with employees.

Employers

Provide and maintain a safe working environment

Employers must, so far as is reasonably practicable, provide and maintain a working environment for their employees that is safe and without risks to health (see section 21 of the OHS Act). This duty includes:

- providing and maintaining plant or safe systems of work that are, so far as is reasonably practicable, safe and without risks to health
- making arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the safe use, handling, storage or transport of plant or substances
- maintaining, so far as is reasonably practicable, each workplace under their control in a condition that is safe and without risks to health
- providing, so far as is reasonably practicable, adequate facilities for the welfare of employees at any workplace under the management and control of the employer
- providing information, instruction, training or supervision to employees that is necessary for them to carry out their work safely and without risks to health.

For information on what 'reasonably practicable' means, see the *WorkSafe Position - 'How WorkSafe applies the law in relation to reasonably practicable'* at [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au).

Part 1: Introduction

Consult

Employers must, so far as is reasonably practicable, consult with employees and HSRs, if any, on matters related to health or safety that directly affect, or are likely to directly affect them. This duty also extends to independent contractors (including any employees of the independent contractor) engaged by the employer in relation to matters over which the employer has control (section 35 of the OHS Act).

An employer (for example a trainer) has a duty to consult with employees (eg jockeys, track riders, stable hands or strappers) and HSRs when identifying or assessing hazards or risks to health and safety at the workplace, making decisions about measures to control such risks and proposing changes that may affect the health or safety of employees at the workplace (section 35 of the OHS Act).

It is important to consult with employees as early as possible at each step of the risk management process, including when planning to:

- introduce new work or change existing work
- select new plant
- refurbish, renovate or redesign existing workplaces
- carry out work in new environments.

Employers who are required to consult on a matter must share information about the matter with employees, including relevant contractors and HSRs, give them a reasonable opportunity to express their views, and take those views into account before making a decision (section 36 of the OHS Act).

Industry participants, including the Australian Trainers Association, Australian Workers' Union, Racing Victoria (RV), Victorian Jockeys Association and WorkSafe can all assist in facilitating the above.

Provide information, instruction, training and supervision

Employers must provide such information, instruction, training or supervision to their employees as is necessary to enable them to perform their work in a way that is safe and without risks to health (section 21(2)(e) of the OHS Act).

Information, instruction and training should cover the nature of the work, and the risk management process, including the need for risk controls and how to properly use and maintain them. The mix of information, instruction, training or supervision required will depend on the nature of the work, and how much employees already know about the risks and necessary controls.

Supervision

Employers must provide supervision to employees as is necessary to enable them to perform their work in a way that is safe and without risks to health (section 21(2)(e) of the OHS Act). The extent of supervision required will depend on the nature of the work being carried out and the experience of the employees undertaking the work.

Persons with management or control of a workplace

A person who (whether as an owner or otherwise) has, to any extent, the management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace and the means of entering and leaving it are safe and without risks to health (section 26(1) of the OHS Act). This includes persons who have management or control of horse stables or training venues that are workplaces, regardless of whether they are an employer.

Employees

The OHS Act requires employees, while at work, to take reasonable care for their own health and safety and that of others who may be affected by their work. Employees must also cooperate with their employer's efforts to make the workplace safe (eg by following any information, instruction or training provided) (section 25(1) of the OHS Act).

Part 1: Introduction

Identifying hazards and controlling risks

The risk management process set out below may help employers meet their obligation to provide and maintain a working environment for their employees that is safe and without risks to health. Essentially, a risk management process involves the following steps:

- **Identify hazards.**
- **Assess associated risks.** A formal risk assessment may be unnecessary if knowledge and understanding about the risk, and how to control it, already exist. If employers are unsure how to control a risk, a risk assessment can help. Go to worksafe.vic.gov.au for information about how to conduct a risk assessment.
- **Control the risks.** When investigating risk control options, employers should consider relevant information about the nature of the work and how this may create a risk to health or safety.
- **Monitor, review, and revise (where necessary) risk controls.** Control measures need to be properly installed (if applicable), used and maintained, to ensure they work as intended and continue to prevent or adequately control the risk.

The hierarchy of control

Duty holders should eliminate risks to health and safety in the workplace where it is reasonably practicable to do so.

If a risk cannot be eliminated, employers should work through the hierarchy of control in order to reduce the risk, so far as reasonably practicable.

It is important to select the controls that most effectively eliminate or minimise the risk in the circumstance - this will often require using a combination of control measures. Administrative controls and personal protective equipment (PPE) should only be used where higher order risk controls are not reasonably practicable, or to supplement higher order controls, as they rely on human behaviour and supervision and are the least effective controls.

Level	Control	Example
1	Eliminate risk	Remove chemicals that are out of date or not required.
2	Reduce the risk with one or more of the following: <ul style="list-style-type: none">• substitution• isolation• engineering controls.	Replace chemicals with more user friendly substances. Lock and tag out machinery before undertaking maintenance. Apply fixed guards over areas of plant where entanglement of clothing or hair may occur. Provide trolleys and wheel barrows for movement of feed.
3	Reduce the risk using administrative controls	Policies for work expectations and safe work/operating procedures placed next to equipment (eg treadmill, All Terrain Vehicles).
4	Reduce the risk by using PPE	Impact vest, boots and helmets in good condition and worn when riding.

Note: In addition to the above hierarchy of control, the OHS Regulations specify hierarchies of control for particular hazard types that may be present in horse stables or tracks, including falls from heights more than 2m, hazardous substances, hazardous manual handling, confined spaces, plant, noise, asbestos and lead. For information about applying the specific hierarchies for these hazards see worksafe.vic.gov.au.

Part 1: Introduction

Notify WorkSafe of incidents

If a **notifiable workplace incident** occurs, employers or self-employed persons who have management or control of a workplace have a duty to notify WorkSafe. Incident notification must occur immediately after becoming aware of the notifiable workplace incident (section 38 of the OHS Act). Notify WorkSafe by calling **132 360** and then in writing within 48 hours using the **Online Incident Notification Form** at **worksafe.vic.gov.au**.

A list of notifiable workplace incidents is included in section 37 of the OHS Act.

Incident notification is required where an incident at a workplace results in:

- death of a person
- a person requiring medical treatment within 48 hours of exposure to a substance
- a person requiring immediate treatment as an in-patient in a hospital
- a person requiring immediate medical treatment for:
 - amputation
 - serious head injury (for example fractured skull, loss of consciousness)
 - serious eye injury (for example loss of sight, penetrating injury)
 - separation of skin from underlying tissue (for example de-gloving or scalping)
 - electric shock
 - spinal injury (muscular injuries are not considered spinal injuries)
 - loss of bodily function (for example loss of movement of a limb, loss of sight or hearing)
 - serious lacerations
- any other injury to a person or other consequence prescribed by the OHS regulations.

The incident notification duty also applies to incidents that expose a person in the immediate vicinity to an immediate health or safety risk, including but not limited to:

- the collapse, overturning, failure or malfunction of, or damage to, plant that is required to be licensed or registered
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the collapse or partial collapse of all or part of a building or structure
- an implosion, explosion or fire
- the escape, spillage or leakage of any substance including dangerous goods
- the fall or release from a height of any plant, substance or object.

Employers (including self-employed persons) who do not report incidents when required to may be prosecuted under section 38 of the OHS Act.

Hazard/incident/injury registers

Employers should:

- record all injuries and incidents manually or electronically in an injury register (see appendix C)
- report hazards and near misses to the stables manager or supervisor immediately, with the record noting any follow up actions
- see that employees, HSRs, and contractors participate in incident investigations (as required) to prevent the reoccurrence of incidents, and are advised of investigation outcomes.

Part 2: Stable safety

This section directs duty holders to relevant guidance on common health and safety hazards and risks that may arise in horse stables. For detailed guidance on how to identify these hazards and control the risks, and to make sure you are using the most up-to-date guidance, go to **[worksafe.vic.gov.au](https://www.worksafe.vic.gov.au)**.

Induction

All employees and contractors should complete a relevant site induction prior to commencing work. Inductions should be site and task specific for the individual, and should include:

- tasks
- evacuation/emergency procedures
- injury/incident reporting systems
- policies and procedures
- first aid
- the role of HSRs (if applicable)
- consultation.

Each employee/contractor should sign off that they have attended/read and understood the induction information.

Training and competency of employees

Employee capabilities should be assessed by the employer and a training plan developed and agreed to by both parties.

When developing and providing training programs, employers should consider any special needs of the people being trained (eg specific skills or experience, disability, language, literacy and age). These needs should be taken into account in the structure, content and delivery of the training.

Stable employees (including track riders) should be adequately trained to safely perform tasks (horsemanship or otherwise) that are being undertaken. Stable hands are required to be registered with RV and complete appropriate training such as:

- Basic stable hand course
- Certificate II in Racing (Stable hand)
- Certificate III in Racing (Advanced Stable hand).

Workplace bullying and violence

Workplace bullying is characterised as persistent and repeated negative behaviour directed at an employee that creates a risk to health and safety.

Part 2: Stable safety

The WorkSafe website has information on how employers can implement measures to eliminate or reduce the risk of workplace bullying, so far as is reasonably practicable. It includes information with respect to:

- development of policies and procedures for responding to workplace bullying in consultation with employees and HSRs (if any)
- training of employees on those policies and procedures, including during induction of new employees
- ensuring employees know how and where to report workplace bullying
- providing an appropriate response to allegations of workplace bullying.

Work-related violence involves incidents in which a person is abused, threatened or assaulted in circumstances relating to their work. This definition covers a broad range of actions and behaviours that can create a risk to the health and safety of employees. It includes behaviour often described as acting out, challenging behaviour and behaviours of concern.

The information in this section is not intended to be a comprehensive description of considerations an employer ought to have with respect to their duties to prevent and respond to work related violence. Employers should go to worksafe.vic.gov.au for further information.

Drugs and alcohol in the workplace

Employers should refer to information on developing a workplace alcohol and other drugs policy at worksafe.vic.gov.au.

The WorkSafe website provides information on how to develop a policy and procedures for responding to alcohol in the workplace, including:

- prevention
- education and training
- counselling
- rehabilitation.



Signage to remind staff of the workplace policy

Part 2: Stable safety

Fatigue

Fatigue affects a person's health, increases the chance of workplace injuries occurring, and reduces performance and productivity within the workplace. Fatigue is a serious hazard when working with highly strung, strong and unpredictable animals such as thoroughbred horses. Any person working with these animals needs to be alert and able to respond to changing circumstances quickly.

The best way to control fatigue risks is to eliminate the factors that cause fatigue at the source. Common sources of fatigue are:

- mental and physical demands of work
- poor work scheduling and planning
- extended/long working hours
- environmental conditions.

The information in this section is not intended to be a comprehensive description of considerations an employer ought to have for fatigue management. Employers should refer to information on preventing fatigue in the workplace at worksafe.vic.gov.au.

☑ Safe work practices	☒ Work practices to avoid
<ul style="list-style-type: none">• A fatigue management procedure, taking into consideration any night racing commitments.• Enough time off work for employees to recover after a period of continuous working days.• Adequate meal and rest breaks.• Realistic task requests.• Adequate resources for employees to complete tasks safely.• Adequate time between shifts to allow the opportunity for sufficient, quality sleep. Employees should have enough time off to allow for at least 7-8 hours of uninterrupted sleep between shifts.• Consideration of an employee's other working hours and commitments outside of the workplace.	<ul style="list-style-type: none">• Frequent long working days.• Inadequate meal or rest breaks.• Overly demanding working environments, such as:<ul style="list-style-type: none">– working in excessive heat– working extended or back-to-back shifts to cover sick leave– excessive workloads.

Part 2: Stable safety

Facilities

Employers must, so far as is reasonably practicable, provide adequate facilities for the welfare of employees (including contractors and their employees) at any workplace under their management and control (section 21(2)(d) of the OHS Act). Workplace facilities are things provided for the health, safety, welfare and personal hygiene of employees. They include toilets, shelter, dining rooms, drinking water, personal storage and hand washing facilities.

The examples below are not intended to be an exhaustive list, and employers should refer to WorkSafe's *Workplace amenities and work environment compliance code* at worksafe.vic.gov.au for a comprehensive description of duties and considerations with respect to workplace facilities.

☑ Safe work practices

- Adequate toilets and meal areas are provided.
- Facilities and amenities are functional, clean and well maintained.



☒ Work practices to avoid

- No appropriate/clean facilities and amenities provided. These include:
 - toilets
 - access to hot and cold water
 - access to cool clean drinking water
 - hand washing facilities.



Part 2: Stable safety

First aid

The examples below are not intended to be an exhaustive list, and employers should refer to WorkSafe's *First aid in the workplace compliance code* at worksafe.vic.gov.au for a comprehensive description of duties and considerations with respect to workplace facilities.

☑ Safe work practices

- First aid officers are appropriately trained and hold a senior first aid certificate (often referred to as a level 2 first aid qualification), or its competency based equivalent 'HLTFA301B Apply first aid'.
- Appropriately stocked first aid kits are available and a person is responsible to replenish kits regularly.
- First aid stations are clearly identified.



A clearly signposted first aid station

☒ Work practices to avoid

- No 'first response' first aid facilities available (including first aid kits) suitable for the needs of the stable.
- No appropriately qualified first aiders available to administer 'first response' first aid.
- First aid kits cannot be located easily at the workplace.
- New employees are not shown the location of first aid kits at induction.
- Employees are not aware of reporting procedures and documentation.
- Allocated kits are not restocked/stock is out of sterility date and item packaging is damaged, exposing clean items.
- No person is allocated to review and restock kits.

Part 2: Stable safety

Fire protection and emergency evacuation

☑ Safe work practices

- An up-to-date fire and emergency evacuation plan is developed.
- A copy of the fire and evacuation plan is clearly displayed in the stable environment.
- Firefighting equipment should be provided and maintained in accordance with AS 1851. The local fire authority or firefighting equipment supplier may provide further information.



Examples of firefighting equipment

- A minimum 1m 'clear zone' applies around all firefighting equipment, to allow for easy access in an emergency.
- Assembly areas clearly marked in an open area (eg a car park).
- Employees are trained in use of fire and emergency equipment.
- Fire drills for employees and other facility users are regularly undertaken.
- The location of the electrical main switch, emergency gas shut off valve and gas bottles (if applicable) is known to all employees.
- Charged torches are available for use in an emergency.

☒ Work practices to avoid

- Suitable firefighting equipment is not available for the stable environment or is not readily accessible (eg horse feed is stacked in front of fire extinguisher).
- Firefighting equipment is poorly maintained (eg extinguishers are out-of-date).
- No emergency evacuation plan for the stable.
- No regular emergency evacuation training for employees and contractors against an emergency evacuation plan.
- No equipment available to fight fire.
- Employees are not trained in equipment use and mock evacuation drills are not undertaken.

Part 2: Stable safety

- Leads and halters are accessible and nearby each stall in case of an emergency.



Halters ready for use

- No halters or leads ready and easily accessible for use in an emergency.

Design and layout

Stables should be laid out to safely accommodate the maximum number of horses housed. The stable yards should also be well planned, tidy and maintained regularly to avoid risk of injuries due to slips, trips and falls, hazardous manual handling, and machine entanglement/accident.

Mezzanines/lofts should have appropriate fall protection railing to eliminate or reduce the risk of falls by employees and stock, so far as is reasonably practicable. Toe rails should also be considered.

Suitable lighting (natural or otherwise) should be available both internally and externally to the stable environment.

Part 2: Stable safety

Personal protective equipment (PPE)

In the stable environment, individuals may be inadvertently exposed to chemicals, poisons, body impact (for example, being bitten, kicked or stood on by a horse), or dragging by a horse (for example, when feet are caught in stirrups). Risks to health and safety arising from these hazards must be eliminated or reduced, so far as is reasonably practicable. While PPE will not eliminate risks, it may assist in reducing them. A combination of other risk controls, in addition to PPE, will usually be needed to control a risk, so far as is reasonably practicable.

☑ Safe work practices

- Riders, stable employees, strappers, trainers and visitors, use approved high visibility vests for both day and night work.
- Impact safety vests for jockeys and track riders are compulsory to wear under the Australian Rules of Racing (refer to 'Rules of Racing' on Racing Victoria's website for details of approved safety vests).
- Every person working with or around horses should wear fully enclosed, durable footwear such as leather work boots or steel caps.
- Every rider is to wear a properly affixed helmet, appropriate footwear and a safety impact vest while mounted on a horse.
- Helmets and safety vests worn when riding should comply with the Australian Rules of Racing.
- Helmets should be less than five years old (see the helmet manufacture date on the Australian Standards label inside the helmet. A date of purchase may also be documented on the audit sheet - see appendix A).
- Any helmet involved in any impact should be discarded.
- Every saddle used in trials, tests or track work should be equipped with safety irons. In trials, if the rider wears race boots, the saddle can be equipped with race irons instead of safety irons.
- If wearing riding boots during track work, boots should have a heel and be used with safety irons.

☒ Work practices to avoid

- No appropriate PPE provided and/or used when:
 - riding horses
 - training horses
 - feeding and working with horses
 - cleaning stables
 - using items of plant, or
 - handling hazardous or dangerous chemicals.
- No training provided on the correct selection, use and care of PPE.
- Riding a horse wearing race boots using a saddle equipped with safety irons.
- Riding a horse wearing riding boots using a saddle equipped with race irons.

Part 2: Stable safety

Housekeeping

Housekeeping, stable hygiene and general maintenance should be regularly undertaken to ensure a safe working environment. This includes regular inspection and maintenance to ensure there are no sharp edges, bolts, protruding nails or other hazards. Perimeter walls should also be inspected and maintained to minimise vermin and fire risk.

A management plan should be in place for horse waste, including controls for any health and safety risks associated with hazardous manual handling.

☑ Safe work practices



Examples of good housekeeping and layout

☒ Work practices to avoid



Example of poor housekeeping

Part 2: Stable safety

Stable security - perimeter fencing

Horse stables require suitable security to ensure horses are controlled. Hazards can include horses escaping onto roadways and other properties, and unauthorised persons/animals entering onto the premises causing horses to shy. These hazards can lead to risk of injury.

✔ Safe work practices

- Fences are in good condition and of appropriate height.
- Solid fences, with gates, to contain horses and reduce the possibility of a horse escaping into public areas.
- All gates are securely closed and latched to prevent horses from escaping.
- All electric fence tapes and strings are highly visible to horses/people.
- Extra gate panels are available to temporarily repair breaks in fences.
- Star pickets are capped if used.



Examples of good stable gates

✘ Work practices to avoid

- Uncontrolled access and exit points.
- Gates or suitable barriers not used to secure access and exit points.



Damaged fence providing inadequate security

Part 2: Stable safety

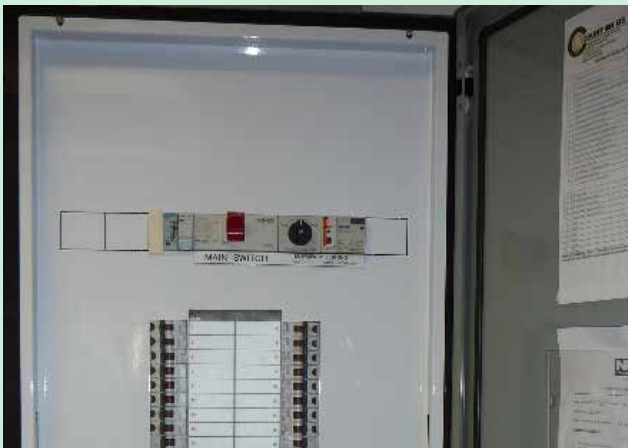
Electrical safety

Inadequately maintained electrical equipment creates risks of electrocution and electrical fires. For this reason, a comprehensive maintenance program is required to ensure the safety of people using electrical equipment in the workplace.

The information in this section is not intended to be a comprehensive description of considerations an employer ought to have with respect to electrical safety. Employers should refer to *AS/NZS 3760 - In-service safety inspections and testing of electrical equipment* for more detailed information. Energy Safe Victoria regulates electrical safety in Victoria. For more information go to esv.vic.gov.au.

☑ Safe work practices

- Regular regime in place to inspect electrical equipment and cords. The frequency of inspections and testing will depend on the equipment type and the environment in which the equipment is used or operating in.
- All electrical plant should be powered from an electrical outlet fitted with a residual current device (RCD).
- Portable power leads should only be used for short term work.
- Power leads should be tested/inspected routinely for damage by an electrician or qualified tester (refer to AS/NZS 3760:2003).
- All permanent electrical circuits and wiring conform to AS/NZS 3000 – Australian Wiring Rules.
- An appropriate number of power outlets are provided in suitable locations to reduce the need for long extension leads that are trip hazards.
- Main shut off switch identified on emergency plans.



Switchboard

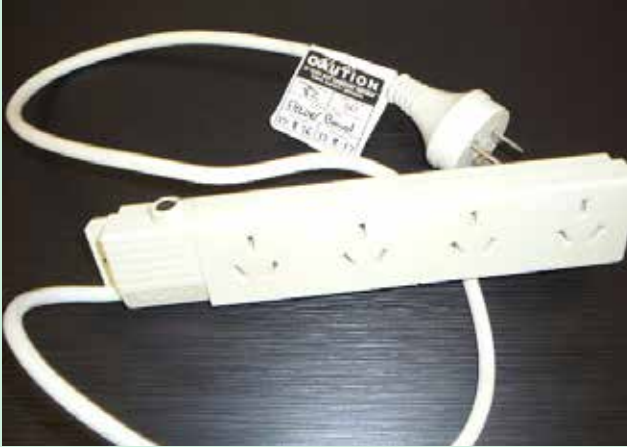
☒ Work practices to avoid

- Damaged electrical leads in use.
- Inadequate number and location of power outlets resulting in overloading of power points.
- Long leads used instead of fixed wiring.
- Broken light fittings.
- No testing and tagging or inspection of portable leads.
- Exposed electrical circuits or wiring.



Portable power leads shouldn't be used permanently instead of fixed wiring

Part 2: Stable safety



Tested and tagged surge-protected power board



Damaged power leads, which haven't been inspected and tagged, shouldn't be used

Hazardous substances/dangerous goods

Hazardous substances (chemicals) are often stored in stables. If they are not stored correctly (for example, not labelled, or if labels cannot be read when chemicals are all stored together), or if there is no system to clean up spills, risks such as poisoning and chemical exposure may arise.

There are specific requirements for the use and storage of hazardous substances in workplaces.

With respect to gas heaters, cookers and BBQs, Energy Safe Victoria can provide advice with gas and LPG safety in Victoria. For more information go to esv.vic.gov.au.

The information in this section is not intended to be a comprehensive description of considerations an employer ought to have with respect to hazardous substances. Employers should refer to WorkSafe's *Hazardous substances compliance code* at worksafe.vic.gov.au.

☑ Safe work practices

- A register of all hazardous substances in the workplace is kept.
- Current Safety Data Sheet (SDS) for each hazardous substance is obtained.
- SDS is accessible to employees.
- Hazardous substances containers are labelled.
- Containers of waste are identified.
- Chemicals assessed for adverse health effects before buying.
- Chemicals are safely stored and secured in accordance with SDS requirements.

☒ Work practices to avoid

- Disorganised chemical storage around stables.
- Unmarked containers are used to store chemicals.

Part 2: Stable safety

- Chemical suppliers consulted on how to safely store and handle chemicals.
- Empty food or beverage containers are never used to store chemicals.
- Chemicals are not stored with food or beverages. If chemicals need to be refrigerated, use a dedicated 'substance' fridge.
- Use safer chemicals instead of more hazardous types (eg water-based chemicals instead of solvent-based chemicals).
- Employees and contractors are trained in using hazardous substances, and are aware of the hazards and risks when using hazardous substances.
- Employees, contractors and first aiders know what to do in the event of accidental consumption, spill, contamination or other chemical emergency.



- Employees and contractors have access to appropriate PPE, and know how to use and care for it.



Unlabelled chemicals poorly stored

- Employees and contractors not trained in how to use hazardous substances safely.
- Employees and contractors not aware of the hazards and risks associated with the hazardous substances used in the workplace.
- SDS for all chemicals used in the stable not available to employees or contractors.
- No available PPE such as gloves, face masks or respirators, and protective clothing (eg disposable overalls).
- PPE not maintained as identified by the SDS for the chemicals used in the workplace.
- Rely only on PPE if any of the other types of control are reasonably practicable.

Part 2: Stable safety

Hazardous manual handling

Hazardous manual handling means work requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain –

- a thing if the work involves one or more of the following –
 - repetitive or sustained application of force
 - sustained awkward posture
 - repetitive movement
 - application of high force involving a single or repetitive use of force that it would be reasonable to expect that a person in the workforce may have difficulty undertaking
 - exposure to sustained vibration
- live persons or animals
- unstable or unbalanced loads or loads that are difficult to grasp or hold (OHS Regulations).

The term is not limited to handling heavy objects – stacking of feed bags/bales, prepping and feeding horses, working with horses, handling horse gear (such as saddles) and the mucking out of stalls are all examples of hazardous manual handling.

While not all manual handling in the stable environment will be hazardous manual handling, employers should still control health and safety risks associated with such work.

The information in this section is not intended to be a comprehensive description of considerations an employer ought to have with respect to hazardous manual handling. Employers should refer to the *Hazardous manual handling compliance code* at worksafe.vic.gov.au.

What is a musculoskeletal disorder (MSD)?

An MSD is an 'injury, illness or disease that arises in whole or in part from hazardous manual handling, whether occurring suddenly or over a prolonged period'. Injuries can also occur due to a combination of both these mechanisms, for example body tissue that has been weakened by cumulative wear and tear may be vulnerable to sudden damage from a strenuous task. MSDs do not include an injury caused by crushing, entrapment or any cut resulting primarily from the mechanical operation of plant (OHS Regulations r5).

MSDs include:

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve injuries or compression (for example carpal tunnel syndrome)
- muscular and vascular disorders
- chronic musculoskeletal pain
- soft tissue hernia.

Part 2: Stable safety

☑ Safe work practices

Change the workplace layout

- Change the height and placement of machinery, equipment and furniture used in the work (eg use silos to store high volume feed stock instead of handling large numbers of bags).



Change the workplace environment

- Limit exposure to environmental factors such as heat, cold and vibration.
- Provide sufficient lighting for the work.
- Fix floor surfaces.

Change the systems of work

- Reschedule physically demanding work in extreme temperatures.
- Have items delivered directly to storage areas.
- Review job design (eg work positions).
- Allow employees to control the pace and flow of critical or physically demanding work.
- Manage the duration of work.

☒ Work practices to avoid

- Transporting large loads of feed (or any other loads) manually.
- Handling horses in a way that exposes the handler to hazardous manual handling, such as:
 - leading the horse behind – which can lead to jarring of the shoulder if the horse suddenly pulls back
 - forcing the lifting of feet of uncooperative horse.
- Lifting a horse ramp on a truck alone.
- Doing physically demanding work in extreme temperatures.
- Using job rotation or team handling as long term controls - they do not address the source of the risk.
- Storing items in a way that requires hazardous manual handling to load and unload, even temporarily (eg storing bags on the floor requires bending forward and reaching because a bag is behind other bags).
- Rely solely on information, instruction or training if any of the other types of control are reasonably practicable.

Part 2: Stable safety

- Use interim measures if necessary (eg job rotation or team manual handling). These measures should not be used as long-term controls as they do not address the source of the risk.

Change the things used

- Modify the load (eg change the size or shape so it is easier to handle).
- Change the objects used (eg change the wheels on a trolley to better travel over rough terrain).
- Use mechanical aids like purpose built trolleys around the stable. This significantly reduces the need to physically manage heavy, bulky or awkward loads.

Provide information, instruction and training

- Train employees on how to carry out team handling safely.
- Provide employees with information on job rotation.

Specific items of plant – oat crushers, mixers and augers

This section provides guidance on risk controls for common health and safety risks related to certain plant used in horse stables. Specific duties apply to the use of plant in the workplace, including requirements for guarding. Refer to WorkSafe's *Plant compliance code* for further details regarding hazards and risk control measures associated with plant.

Employees should only operate or use plant and facilities if they have been inducted to the workplace and have the appropriate training and skills to operate or use the plant or facility.

Any faults with plant should be reported to management when they arise. This allows for hazards and risks to be addressed as soon as possible.

Such plant if not properly maintained, or where compartments are open or easily accessed, may result in injuries where limbs are at risk of being caught, crushed or severed.

Part 2: Stable safety

✔ Safe work practices

- Oat crushers, mixers and augers are regularly maintained to ensure that:
 - the plant is clean and safe to use
 - safety controls, such as fixed or interlocked guards and emergency stop buttons, will be in place and operational
 - ensure machinery is not broken and has all appropriate parts
 - the machinery is properly guarded and safety interlocks are regularly checked before operating
 - energy supply and services such as power, water and air are physically isolated before any maintenance is done
 - workers are provided with regular information about the hazards associated with machinery and how to operate them safely
 - workers can identify when the machinery is **not** safe to use
 - safe operating procedures and maintenance contacts for the plant are posted and available.



Appropriate guarding on an auger

✘ Work practices to avoid

- Oat crushers, mixers and augers *not* being regularly maintained to ensure their safe operation.
- Training and instruction on the safe use of oat crushers, mixers and augers *not* been provided to employees who use them.
- Oat crushers, mixers and augers having one or more of the following *exposed* hazards:
 - ‘draw in’ points such as V belts and pulleys or rotating drive shafts
 - shear or crushing points such as rotating blades or crushing blocks
 - entanglement areas such as spiral augers, mixer shafts or electric motor drive belts or shafts, or
 - other points of electrical, pneumatic (pressurised) or mechanical exposure that could result in harm or death.



Auger screw shouldn't allow people to easily access the rotating component by putting their hands through the guard

Part 2: Stable safety

Quad bikes

Quad bikes are a type of 'plant' for the purpose of occupational health and safety legislation, and the specific rules for the supply and use of plant applies. For further guidance on quad bikes, see [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au).

☑ Safe work practices

- Choose the right vehicle for the job – it might not be a quad bike.
- Fit rollover protection if there is a risk of the quad bike overturning.
- Do not allow untrained or inexperienced operators to use quad bikes, particularly in unfamiliar or high risk terrain or for unfamiliar tasks.
- Quad bike operators should always wear an approved helmet.
- Do not let anyone less than 16 years old ride an adult-sized quad bike.
- Do not allow passengers on single-user vehicles.
- Make sure the quad bike is maintained in accordance with manufacturer's instructions.
- Do not exceed the cargo rack carrying limits or vehicle load carrying limits specified in the operator manual.

☒ Work practices to avoid

- More than one person riding a quad bike at a time (eg 'dinking').
- PPE is not used, or damaged PPE (eg damaged helmets) being used.
- Children riding quad bikes.
- Quad bikes not being serviced at regular intervals.
- People who are required to use quad bikes not being trained in their use or not performing safety checks.



Part 2: Stable safety

Handling and transporting horses

This section provides guidance for employers and employees on the safe handling and transportation of horses. The various risks may include injuries to people from being kicked, trampled, pushed, crushed or entrapped by a horse; a horse being frightened or breaking loose; horse and rider being struck by vehicles due to poor visibility, or as a result of a poorly maintained transport vehicle (e.g. slippery ramps, bald tyres).

Handling horses

✔ Safe work practices

- While being led, every horse is fitted with a headstall and bit, with the bit attached to a lead.
- Horses should be led from the near (left) side.



Correct horse handling method

- An employee should lead no more than one horse at any time.
- While being ridden, every horse should be:
 - bridled with suitably covered rubber grip reins that are in good serviceable condition
 - saddled with a girth, stirrup leathers, stirrups, girth points, surcingle and a saddle in good condition.
- Every horse that is led or ridden on a public road or thoroughfare before sunrise should wear a rug or other gear with reflective strips. The rider or attendant should wear a reflective high visibility vest.
- Public roads should be avoided when walking horses.
- Horses should be tethered or held during veterinary/farrier activities.

✘ Work practices to avoid

- Leading a horse with a headstall and bit that is not attached to a lead or has no bit.
- Open footwear worn when working with or being around horses.
- Horses not being tethered during veterinary/farrier activities.
- Riding horses using a headstall and lead rein.
- One handler leading multiple horses at the same time.
- Leading horses along public roadsides when safer alternative routes can be taken.
- A trainer not ensuring that every horse led or ridden on a public road or thoroughfare before sunrise is wearing a rug or other gear with reflective strips.

Part 2: Stable safety

Horse floats and trucks

The potential hazards with horse floats and trucks can be minimised by ensuring transport vehicles are regularly serviced, roadworthy (for example, ensuring tyre treads meet minimum requirements), and ramps are intact and non-slippery.

☑ Safe work practices

- Horse transports roadworthy and to be registered by the appropriate Authority.
- Training and instruction on the safe use of transport should be provided to employees and drivers must be appropriately licensed for the vehicle being driven.
- Horse transport should be regularly maintained to ensure safe operation.
- Horse floats and trucks shall be designed to allow safe access and entry/exit when loading and unloading horses, without the need to use hazardous manual handling and without trip or slip hazards.
- Heavy ramps (eg those requiring a hydraulic or mechanical raising and lowering device) shall have 'failsafe' design features to ensure that in the event of hydraulic or mechanical failure, ramps do not fall in an uncontrolled manner.

☒ Work practices to avoid

- Horse transport not being registered with Vic Roads and in an un-roadworthy condition.
- Horse transport not being regularly maintained to ensure safe operation.
- Training and instruction on the safe use of horse transport not being provided to employees who are required to load and unload horses.
- Horse transport ramps being:
 - steeply pitched
 - poorly designed or maintained (eg hydraulic or mechanical lifting systems), or
 - not provided, exposing employees to hazardous manual handling and/or slips, trips and falls while loading and unloading horses.



Hazardous surface that may cause trips and falls

Part 2: Stable safety

Loading and unloading horses

Managing potential hazards when loading and unloading horses will help prevent employees being kicked, trampled, crushed, trapped or otherwise sustaining injuries.

✔ Safe work practices

- Ensure that employees who are required to load and unload horses have received training and instruction on the safe use of horse transport.
- Traffic management plans should be implemented for safe loading and unloading of horses.
- Horse transport should be parked with enough space for the safe loading or unloading of horses. Two horse lengths is desirable.
- Separation of zones (or in the alternative sufficient car parking available) to allow horses to be unloaded safely without risk to horses or people.



This vehicle is designed to allow improved safe loading, unloading and maintenance of horses without being exposed to significant entrapment or crushing hazards by the horse - safe access to the entire length of a horse is possible with this design



Enough space is available to safely load the horse

✘ Work practices to avoid



The vehicle is positioned too close to the fence, hindering the unloading of horses

Loading and unloading of horse transport can result in unsafe access to the vehicle, exposing employees to entrapment and crushing risks by the horse. This is particularly the case where a horse is spooked, sick or in a distressed state.

❖ Part 3: Ancillary plant and facilities

This section provides guidance on risk controls for common health and safety risks related to certain plant and facilities used in both horse stables and track training venues. Specific duties apply to the use of plant in the workplace, including requirements for guarding. Refer to WorkSafe's *Plant compliance code* for further details regarding plant hazards and risk control measures.

Employees should only operate or use plant and facilities if they have been inducted to the workplace and have the necessary information, training, supervision and skills to operate or use the plant or facility safely.

Any faults with plant are to be reported to management when they arise. This allows for hazards and risks to be addressed as soon as possible.

Horse swimming pools

The primary risk associated with horse swimming pools is drowning. Multiple other hazards arise from the use of horse swimming pools, such as being kicked, stood on or trampled when a horse is exiting a pool.

☑ Safe work practices

A supervisor that is competent in CPR and experienced at handling thoroughbred horses should always be present when the pool is open. The supervisor should oversee the task of swimming a horse. The supervisor can be a second stable employee or a training facility employee.

Emergency procedures are to be in place, including ensuring that:

- the supervisor has a phone or radio available to contact emergency services
- there is a functioning system for emergency alarm
- life rings or a throw rope are easily accessible.

Rules for the use of the pool are to be developed and put in place. Requirements should include:

- at least two persons are present at all times whilst horse swimming pools are in use
- restricting hours of use
- ensuring there is only one horse using the pool at a time, unless the pool specifically accommodates multiple horses

☒ Work practices to avoid

- Not having rules developed for use of pool.
- Inexperienced employees trying to swim horses.
- Walk paths littered with debris.
- Not having employees present who are competent in administering CPR.
- Not having poles or ropes available to swim horses.
- Pools being overcrowded with multiple horses.
- Not having emergency equipment available for use.
- Horses being controlled by halters/headstalls only.
- Not having a radio or phone available for use in an emergency.
- People using the pool not understanding the rules of pool use due to language/communication barriers.
- Children being allowed to access the pool area.

Part 3: Ancillary plant and facilities

- communication and supervision processes are followed
- all horses have a bit in place at all times
- a pole or lead rope is used to assist a horse moving through the pool
- first time swimmers (horses) are to have an additional person on a tail rope.

The rules for use should be clearly signposted at the pool:

- Users should be inducted to the pool and have the necessary skills, information, training and supervision to safely swim horses in the pool prior to use.
- Paths surrounding horse swimming pools are level and free of slip/trip hazards.
- An adequate supply of swimming poles or rope for attaching to the horse's bridle should be available at the pool entrance.
- Open water pools are to have suitable perimeter fencing and gates.



A well-maintained horse pool, with life ring and clear paths

Part 3: Ancillary plant and facilities

Swimming dams

Dams may be present at training facilities and may be used for swimming horses. The common risk controls for pools also apply to swimming dams.

✔ Safe work practices	✘ Work practices to avoid
<ul style="list-style-type: none">• Complete a risk assessment to ensure the risks associated with swimming horses in a dam are controlled (eg drowning), considering the location of the dam, its design, entry and exit, signage, communication arrangements, hours of operation, number of horses expected to use the dam, emergency procedures and ancillary equipment kept on site.• Appropriate methods of leading/guiding horses should be in place.• Appropriate rescue equipment available for people.• Ensure that instructions for the use of the dam are included in the venue's track work rules.• Ensure that employees and dam users (including strappers and trainers) are inducted prior to using the dam.• Ensure that dam side paths are flat, non-slip and easy to access.• Restricted access (fences, gates etc.) should be in place to stop unauthorised access.	<ul style="list-style-type: none">• Not having rules in place for use of a dam.• Communication devices not being available for use in an emergency.• Banks of dams being slippery and dangerous.• Dams being easily accessed by unauthorised people.

Part 3: Ancillary plant and facilities

Horse washes

Horse wash hazards include short hoses, a poor set up or inadequate maintenance leading to water pooling, blocked drains, electrical systems exposed to water, and horses unable to be secured for washing. These hazards can create the risk of slips, trips, electrocution and serious injuries.

☑ Safe work practices

A horse wash should have:

- walls at least 1.6m high
- a non-slip surface
- adequate lighting, both at the entrance and in the wash
- clear and safe access to wash a horse, and paths that do not flood from wash
- hoses long enough to enable safe horse washing.

Regularly clean and maintain the horse wash to ensure that:

- drainage pits are kept free of blockages
- floors, walls, tie-up rings, hoses, taps, grates and pits are in good condition
- there are no protruding items that could cause injury.

Identified hazards, such as protrusions, are to be reported to venue management immediately.



A clean, well-maintained horse wash

☒ Work practices to avoid

- The wash not having drainage.
- Floor of the wash being in disrepair and slippery.
- Wash space being cramped and not allowing for safe handling of horses.
- Hoses being damaged or broken.
- Tie-up points not available.
- Switchboards or power points being close to the wash area.

Part 3: Ancillary plant and facilities

Horse treadmills

The operation of a horse treadmill carries with it the hazard of moving parts of machinery interacting with the horse, employees or gear and tack (eg loose straps or leads). This can create risks of entanglement, nips, crushing and injuries to the employee from the horse or unguarded machinery parts.

Specific duties for employers and self-employed persons apply under the OHS Regulations in relation to hazard identification and risk control, guarding, operator controls, emergency stops, and installation and maintenance of plant. The list below is not intended to be exhaustive and does not address every requirement under the OHS Regulations with respect to plant.

☑ Safe work practices	☒ Work practices to avoid
<p>Before operating a horse treadmill ensure that:</p> <ul style="list-style-type: none">• any belts or fans are guarded to prevent access to nip and entanglement points• operation buttons are clearly marked• emergency stop buttons are clearly visible to the operator. <p>Horse treadmills should be maintained as per the manufacturers' specifications and be cleaned on a regular basis, ensuring that:</p> <ul style="list-style-type: none">• fans are caged and well-maintained• securing ties are kept in a serviceable condition• treadmill ramps are clean• controls are safe and easy to access. <p>It is the responsibility of the employer and employee to ensure that:</p> <ul style="list-style-type: none">• only employees instructed on how to use the treadmill may operate it• employees never stand in front of or behind a horse on a treadmill.	<ul style="list-style-type: none">• Employees not knowing how to use the machine.• Maintenance not undertaken on the machine.• No guards over belts or other nip points in place.• Machines not cleaned on a regular basis.• Employees or contractors standing in front of or behind a horse while it is on a treadmill.• Operation buttons not being clearly identified.• Fans not caged.• Securing ties being in poor condition.

Part 3: Ancillary plant and facilities



A horse treadmill with caged fans



A clean, well-maintained horse treadmill

Part 3: Ancillary plant and facilities

Horse walkers

Hazards related to the use of a horse walker may occur when the walker cannot be stopped quickly, or where exposed electrical systems pose an electrocution risk.

Specific duties for employers and self-employed persons apply under the OHS Regulations. These duties include hazard identification and risk control, guarding, identified operator controls, emergency stops, and installation and maintenance of plant. The list below is not intended to be exhaustive and does not address every requirement under the OHS Regulations with respect to plant.

☑ Safe work practices

Before using a horse walker, ensure that:

- emergency stop buttons are clearly visible to the operator
- any exposed drive belts/shafts and pulleys are guarded (note: as regular access is not required to this part of the machine, fixed guards should be used)
- guarding is in place and designed so that access by any body part cannot be made with the hazard
- walk areas are clean and free of vegetation
- horse walkers are regularly maintained and cleaned, including keeping gates and openings well-maintained and easy to operate
- employees have received instruction and training on safe operation of the horse walker, including training on horse loading techniques - employers should keep a record of this training and instruction
- a documented safe operating procedure for horse walker use is in place.



Wide, easy open access into walker horse bay

☒ Work practices to avoid

- Horse walkers *not* being regularly maintained to ensure their safe operation.
- Horse walkers having one or more of the following *exposed* hazards:
 - ‘draw in’ points such as V belts and pulleys or rotating drive shafts
 - entanglement areas such as electric motor drive belts or shafts, or
 - other points of electrical, pneumatic (pressurised) or mechanical exposure that could result in harm or death.
- Walk areas being covered in vegetation or are uneven.
- Gates and openings being hard to open and close.
- Employees not being educated in the use of the machines, loading/unloading of horses or emergency procedures.



Unsafe scenario with a temporary power board being used and leads hanging down

Part 3: Ancillary plant and facilities

Sand roll

Poorly maintained sand rolls may create hazards such as splintered walls, no rubber lining protection on walls, difficulty opening or closing gates/doors, doors not locking in place, minimal sand floor depth on the base, and low walls leading to horses escaping. These hazards create risks of a person being injured, crushed, kicked or trampled by a horse.

✔ Safe work practices

The sand roll is maintained in good working order and in a safe condition at all times, including ensuring the closing mechanisms for doors and entries to the roll are easy to operate.

Rules of use are developed and clearly displayed, including requirements that:

- only one horse may use the sand roll at a time
- horses are not to be left unattended
- a handler should be outside the roll when in use.
- A sand roll should be of solid construction and:
 - have a minimum wall height of 1.6m
 - be an appropriate width for a horse to roll
 - be lined with rubber or a similar surface
 - have a roof covering in place
 - be fully enclosed with swinging (outward opening) or sliding gates that are the same height as the wall/fence.

✘ Work practices to avoid

- Not having rules in place for use of the sand roll.
- Walls are splintered or damaged.
- Wall height being too low.
- Doors and entries being difficult to open/close and lock in place.
- A less than minimal amount of sand covering the floor of the sand roll.

Part 3: Ancillary plant and facilities

Bullrings

Poorly maintained bullrings can lead to the risk of injury if a horse is injured or uncontrolled.

✔ Safe work practices

- A bullring should be maintained in good working order and in a safe condition at all times, including surfaces, fences and jumps.
- A bullring should not be located close to horse traffic areas or accommodation.
- A bullring should be of sound construction, including:
 - walls at least 1.6m high, with no protruding structures or hazards
 - inside rails are secure and of appropriate construction (metal/plastic/wood) without protrusions
 - fully enclosed, with swinging (outward opening) or sliding gates the same height as the wall/fence
 - a non-slip surface that is level and suitable for all weather use.
- Jumps should be either adjustable hurdles or logs without protrusions.
- Any debris or excess vegetation (eg weeds) should be promptly removed from training surfaces.
- Rules should be developed for the use of the bullring, including:
 - that horses can only be ridden under the direct supervision of the trainer or their agent
 - a requirement that horses cannot be left unattended
 - clear operating hours
 - a requirement to report any safety issues to venue management.
- Any damage to the bullring is to be reported to management immediately.

✘ Work practices to avoid

- Damage to interior railing being left unattended.
- Overgrown vegetation in work areas not being removed.



Unsafe scenario where rails are damaged, with sharp edges protruding

❖ Part 4: Track riding safety (training venues)

This part provides guidance on common hazards and risks at track riding and training facilities.

Track induction

Inductions can assist in preventing incidents from occurring, which may otherwise cause injury to workers (eg induction in relation to safe work practices and no go zones). For more information on training and induction, see part 1 of this guide.

☑ Safe work practices

Site-specific inductions, including ancillary infrastructure such as roadways and horse pools are undertaken by all track and facility users.

In addition to track orientation and rules of training, induction may include:

- an understanding of track, stabling and float park protocols
- features in place at the track to manage safety while training (eg policy and procedure, slow/fast track work)
- identification of any hazards
- the incident reporting process at the track.

☒ Work practices to avoid

- Prior to training for the first time, facility management not providing site-specific induction to trainers, track riders and stable hands.

Part 4: Track riding safety (training venues)

Track supervision

Track supervision is necessary to ensure that rules are followed and risk controls are adhered to. This will help reduce the likelihood of unsafe activities occurring on the track.

☑ Safe work practices

A track supervisor to be present at all training track sessions. All track activities are to be visible to the track supervisor/s. A risk assessment may need to be completed to determine supervision levels (eg number of supervisors, level of experience).

A track supervision box (or boxes) should be:

- located next to 'gaps' and in strategic locations to provide complete visibility of the track
- equipped with emergency siren and light systems
- fitted with blinds, tinted windows or other means to eliminate or reduce sun glare where possible, to maintain visibility of the track for the supervisor.



The supervisor box is well elevated to provide total visibility of the entire course

☒ Work practices to avoid

- No track supervision provided during track work.
- Track supervision box (or boxes) not appropriately located to provide complete track visibility.
- There being no way of alerting track riders and others of a fall or a loose horse on the track, such as sirens and high visibility flashing lights.
- Not having an incident reporting log.

Training facility management do not enforce track riding rules, including safe riding and restricted riding policy, and the use of approved helmets and body protectors.

Part 4: Track riding safety (training venues)

Training venue facilities and amenities

Employers must, so far as is reasonably practicable, provide adequate facilities for the welfare of employees (including contractors and their employees) at any workplace under their management and control. Workplace facilities are things provided for the health, safety, welfare and personal hygiene of employees. They include toilets, shelter, dining rooms, drinking water, personal storage and hand washing facilities.

This section provides guidance on hazards and risks associated with facilities and amenities commonly found in stables. It is not intended to be a comprehensive list, and employers should refer to WorkSafe's *Workplace amenities and work environment compliance code* at worksafe.vic.gov.au for a comprehensive description of duties and considerations with respect to workplace facilities.

☑ Safe work practices	☒ Work practices to avoid
<ul style="list-style-type: none">• Adequate toilets.• Facilities and amenities are functional, clean and well maintained.	<ul style="list-style-type: none">• Appropriate/clean facilities and amenities not being provided. These include:<ul style="list-style-type: none">– toilets– access to hot and cold drinking water– hand washing facilities.

Part 4: Track riding safety (training venues)

Hazard identification on the track

Common hazards on the track include loose horses/dogs, riders not wearing appropriate PPE, debris, damaged/protruding railing, poor or no communication to inform users of potential hazards.

☑ Safe work practices

- Any hazards identified at the track are reported to the track supervisor or manager immediately (eg debris or equipment that has been left on the track).
- Reported hazards are immediately assessed for risk, and followed up by the appropriate person in a timely manner.
- There should be a system in place for communicating hazards on the track.
- Track inspection is undertaken prior to track work commencing.
- Dogs are not permitted on track during horse track work.
- Efforts should be made to prevent wildlife accessing the training facility. Wildlife are to be relocated if found to be near the track.

☒ Work practices to avoid

- Issues not being reported by riders/trainers.
- Issues not being actioned following reporting.
- No communication system for informing people of potential hazards.
- No track inspection taking place prior to track work.
- Wildlife accessing the track when horses are working.



Equipment left on the track that can pose a hazard

Part 4: Track riding safety (training venues)

Tracks and fencing

This section provides guidance for employers and other duty holders on the safe provision and maintenance of tracks and fencing in training venues.

Training venues require suitable security to ensure horses are controlled and employees are able to work at the venue without risks to their health or safety, so far as reasonably practicable. Hazards may include horses escaping onto the roadway or other properties, and unauthorised people or animals accessing the venue during track work causing horses to shy.

☑ Safe work practices

General

- Fences are in good condition and of appropriate height.



An example of a high gate to minimise horses escaping

- Solid fences, with self-opening gates, contain horses and eliminate the possibility of a horse escaping into public areas.



Self-opening gates that are code access for after-hours

☒ Work practices to avoid

- Uncontrolled access and exit points.



A single strand fence line is not considered an appropriate perimeter fence design to prevent horses from escaping

- Gates or suitable barriers not being used to secure access and exit points.



Unsafe scenario where no or minimal perimeter fencing is provided

Part 4: Track riding safety (training venues)

- All entrances to horse areas should have a fully enclosed gate.
- All gates are securely closed and latched to prevent horses from escaping.
- All electric fence tapes and strings are identifiable and highly visible to horses and people.
- Extra gate panels are available to temporarily repair breaks in fences.
- Star pickets are capped if used.

Perimeter fencing

- Horse float car parks should be separated from any general public car park at all times by a fence.
- Perimeter fences that prevent access onto major roads, high density areas or identified hazard areas should be a minimum of 1.8m high. It is recommended that perimeter fences for other areas (including for separation of horses and people at a racecourse) are to be at least 1.2m high.
- Gates are securable and the same height as the fence.
- Maintenance regimes ensure fences remain structurally safe.
- The track should be an enclosed area with controlled gateways which provides a physical barrier to unauthorised people.
- All entry points have signage advising that the track is a restricted horse movement zone.
- Each gate is spring loaded (self-closing) if it is not staffed.



Damaged, inadequate fencing

Part 4: Track riding safety (training venues)



A proper rail around the course



An appropriate 1.8m perimeter fence around the training venue

Part 4: Track riding safety (training venues)

Track first aid and emergency evacuation

Having experienced first aid responders will assist in the event of a medical emergency, where a person may have been kicked, bitten, trampled, stood on by a horse or otherwise thrown from their mount. First aid equipment and supplies need to be available and appropriately stocked.

✔ Safe work practices	✘ Work practices to avoid
<ul style="list-style-type: none">• All facilities undertake a risk assessment in consultation with the HSR to identify first aid requirements.• First aid resources (eg first aid kit) are available at the track, including at the supervisor's box, and are regularly inspected.• Appropriate first aid facilities, such as a dedicated first aid room, is available in a well maintained building close to the track.• At a minimum, track supervisors should be trained in 'first response' first aid (eg level 2 first aid).• Emergency evacuation plans and procedures are clearly on display and understood by the track supervisor(s).• Emergency service advice is used in developing emergency management and evacuation plans.• Emergency service access to the track is clearly visible.• Appropriate communication devices (eg phone, radio) are available to the track supervisor(s).	<ul style="list-style-type: none">• First aid facilities and resources (including qualified first aid providers) being absent from the track for all track work.• Not having a track emergency and evacuation plan and procedure.• Not having clearly marked emergency service entry points to the track.• Communication devices not being available for use by the track supervisor(s).

Part 4: Track riding safety (training venues)

Racecourse stabling and stripping/tie-up stalls

Common hazards in this environment can include horses being left unsecured, slippery floor surfaces, exposure of people and horses to severe weather elements, health issues due to rodent infestations in unclean facilities.

☑ Safe work practices

- Tie-up stalls are in good condition with suitable non-slip flooring.
- The site is secure.
- All horses are tied up correctly if not being led.
- Lunging, or any other exercise, is not permitted in this area.
- Stalls are well-maintained with appropriate lighting when used in non-daylight hours.
- Stall roofs are of appropriate height, and risk assessments are undertaken to ensure any sharp/protruding edges on entry doors are eliminated (or padded if required).
- Rubber flooring (if in place) is clean and maintained.
- The training venue includes an enclosed area/accommodation for horses that are undergoing training.



Tidy and well-laid out stalls, that are well sheltered from the weather elements

☒ Work practices to avoid

- No secure tie-up areas for horses.
- Stall floor being slippery and not well maintained.
- Stalls that are dimly lit.
- Stalls that are not weather proof.
- Roofing of stalls that leak, resulting in people and horses being exposed to the elements.
- Rubber floors being damaged, exposing people to tripping/slipping hazards.
- Horses that are not securely tied.
- Areas being left untidy and housekeeping is minimal.

Part 4: Track riding safety (training venues)

Access walkways from stalls to tracks

Walkways may pose a hazard for both riders and horses. For example, low hanging branches can strike riders and mounts faces, damaged rails can catch a rider's legs and tree roots can create uneven walking surfaces causing horses to trip and possibly dislodge riders.

☑ Safe work practices

- Walkways are well-maintained, with no trip/slip hazards and good drainage in place.
- No tree branches/roots/rocks obstruct walkways.
- Fences/railings are maintained, with no sharp edges protruding.
- Where practicable, fencing/barriers are used along walkways.
- Appropriate materials are used for walkways.
- Any potential "spooking hazards" are removed.



Clear pathway onto training track areas

☒ Work practices to avoid

- Walkways being blocked and paths becoming damaged (cracked/uneven).
- Overhanging tree branches creating risks to riders.
- Tree roots being exposed through riding paths causing tripping hazards.
- Fences/rails not being aligned, or are bent and damaged.



Damaged railing is a health and safety risk to horses and riders

Part 4: Track riding safety (training venues)

Track work riding - management and supervision

Track work means any training activity, excluding an official trial, undertaken by a racehorse in the care of a trainer on a racecourse, recognised training track, private training establishment or elsewhere.

There are hazards involved in track riding. These include unruly horses, loose horses, riders being dislodged and/or horse falling, too many horses on the track, and a horse going through a rail. These hazards increase significantly when riding in the dark, cold or heat, or in foggy and/or icy/wet conditions. This section highlights the most common hazards track riders may be exposed to and the types of controls readily available.

☑ Safe work practices

- Policy and procedures are in place and **enforced** at training tracks by training facility management for all types of **approved** track work.
- Venues should have documented track rules for undertaking track work which form part of the track induction.
- Employees should understand and adhere to the rules.



Signage displaying training track information

- During track work hours, all entry points to the track are either closed and secured, or staffed if open.
- Employers/trainers should have a system or process in place to match horses with riders, particularly in relation to experience – prior to an employee undertaking track work.

☒ Work practices to avoid

- Lighting not being maintained.
- Having no procedure in place to follow if lights fail pre-sunrise.
- Float parks not being lit.

Part 4: Track riding safety (training venues)

- In determining appropriate track work activities, the following is to be considered:
 - experience of rider and/or horse - this should be the foremost consideration when assigning riders to work and exercise horses
 - track surfaces to be used
 - speed of track work
 - the number of horses using the track at any one time.
- Track riders are to wear appropriate PPE. For example - prior to sunrise at a training venue - a rider, when mounted on a horse, should have a working safety warning light affixed to their helmet and a reflective high visibility vest.
- Track riding is to be performed in daylight hours **only**, unless:
 - flood lighting systems are maintained for training tracks
 - float parking areas and any other areas frequented by track users for the purpose of training during non-daylight hours are adequately lit (training track lighting should achieve a minimum, on average, of three lux over distance relative to the spacing of light on masts or other structures for any training track).
- Duty holders at training venues should:
 - monitor the condition of the floodlighting systems
 - follow any relevant manufacturers' guidelines for maintenance of the lighting system
 - have procedures in place to deal with lighting system malfunction or failure
 - have float parks lit
 - minimise track shadowing.



Sufficient lighting provided for track riding before sunrise

Part 4: Track riding safety (training venues)

Personal protective equipment (PPE)

Wearing of PPE in the track environment will assist a rider from being injured in the event they are thrown from, kicked or trampled on by a horse.

☑ Safe work practices



Rider wearing appropriate safety gear including a high visibility vest, impact vest, helmet and boots

- All riders, stable employees, strappers, trainers and visitors, use approved high visibility vests for both day and night work.
- Wearing of impact safety vests for jockeys and track riders is compulsory under the Australian Rules of Racing (Refer to 'Rules of Racing' on Racing Victoria's website for details of approved safety vests).



Appropriate impact vest

☒ Work practices to avoid

- No appropriate PPE provided and/or used when:
 - riding horses
 - training horses
 - feeding and working with horses
 - cleaning stables
 - using items of plant, or
 - handling hazardous or dangerous chemicals.
- No training provided on the correct selection, use and care of PPE.



Vest damaged and torn as impact panel has been removed



Damaged helmet

Part 4: Track riding safety (training venues)

☑ Safe work practices

- Every person working with or around horses should wear fully enclosed, durable footwear such as leather work boots or steel caps.
- Every rider shall wear a properly affixed helmet and safety vest while mounted on a horse.
- Helmets and safety vests should comply with the Australian Rules of Racing.
- Helmets are to be no more than five years old (see the helmet manufacture date on the Australian Standards label inside the helmet. Date of purchase may also be documented on the audit sheet – see appendix A).
- Discard any helmet involved in a heavy impact.
- If wearing riding boots during track work, boots should have a heel and be used with safety irons.

☒ Work practices to avoid

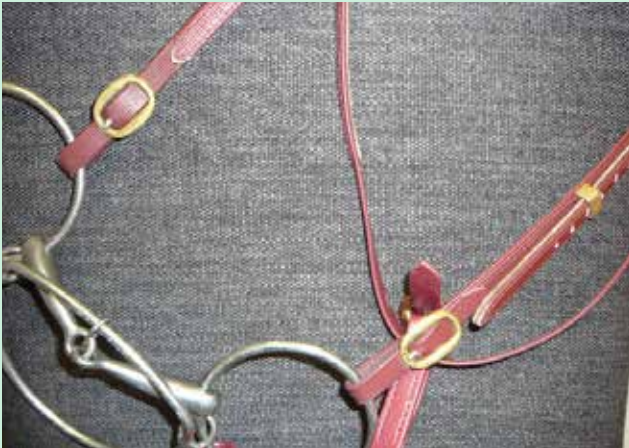
- Riding a horse wearing race boots using a saddle equipped with safety irons.
- Riding a horse wearing riding boots using a saddle equipped with race irons.

Part 4: Track riding safety (training venues)

Horse riding gear

✔ Safe work practices

- Riding gear (such as girths, bridles, reins, stirrups, head collars, surcingles, leads and saddle leathers or synthetics) is in good serviceable condition.
- Refer to Racing Australia for further advice concerning the use of stirrup safety devices.



- Riding reins should have sufficient rubber tread to ensure satisfactory grip.
- Saddle straps should be in good condition. A variety of stirrup safety devices are currently available and should be considered.
- Every saddle used in trials, tests or track work are to be equipped with safety irons. In trials, if the rider wears race boots, the saddle can be equipped with race irons instead of safety irons.

✘ Work practices to avoid

- Riding gear (such as girth, bridle, reins, stirrups, head collars, leads and saddle leathers or synthetics) is worn and in poor or damaged condition.
- Riding a horse in a trial or gallop without race boots (with a heel) and safety irons.



Surcingle showing wear and tear

Part 4: Track riding safety (training venues)

Vehicle and pedestrian crossings and internal roadways

There are many hazards where roadways are shared with horses, vehicles and pedestrians. Caution needs to be exercised for both internal and external shared zones (eg trucks entering, or where roads have open access onto streets). Blind spots, loud noises and road surfaces (eg loose gravel and potholes) also need to be considered as they may startle a horse and cause injuries to employees.

✔ Safe work practices

- There is a system in place for minimising horse and vehicle interaction.
- No horse, pedestrian or rider hazards are present (eg over-hanging trees or open drains).
- Speed limit and road safety signs are in place and rules are enforced.
- Vehicles turning in and out of access roads have clear visibility.
- Self-closing gates are used to secure the training facility where practicable. If self-closing gates are not installed, the venue should have a procedure to ensure gates are closed immediately following use.
- Roads are maintained.
- Access to tracks is maintained, and tracks/pathways are kept free of tripping hazards.



High edge fencing along roads

✘ Work practices to avoid

- No traffic management plan in place.
- Trucks and heavy machinery entering during track work times.
- Open access to facilities with no closing gates to restrict horse movement.
- Internal roadways have potholes, making it a tripping hazard.
- Motorists cannot clearly see horse movement.
- Horses are ridden on roadways with traffic.
- Horses do not wear saddle blankets with reflective strips – making visibility difficult during evening/night work.

Part 4: Track riding safety (training venues)



Clear and open access to the track

Running rails

Running rails, gaps and chutes can present a range of hazards. For example, injuries occurring to a horse by running into it, and to its rider as a result of a collision with a barrier.

☑ Safe work practices

General

- Running rails are 1.1m to 1.3m high.
- Gaps in rails are eliminated or minimised.
- The joins, ends and corners of rails (including at a gap or crossing) are smooth and capped, or protected with rubber or similar material.
- Where complete tyres are used to protect the point of a gap in a rail, the tyre contains a rim and is able to rotate.
- The back ends of chutes are railed.
- Where railing is not practical (including at the ends of chutes), the fencing or containment structure should have a white sight line attached of approximately 100mm wide and at a height of approximately 1 to 1.3m.

☒ Work practices to avoid

- Metal running rails are not maintained.
- Upright poles not secured.
- Damaged areas and sharp edges are exposed.
- Riders are exposed to dangerous and sharp rail edges.
- Rails leaning over.
- Tape flapping frightening horses.

Part 4: Track riding safety (training venues)

Running rails - metal

Duty holders are to ensure that:

- metal running rails are maintained in a safe condition at all times, and comply with the manufacturer's specifications
- rails are smooth
- tape is not used to permanently fix or cover damage to rails
- inside and outside rails are installed on all tracks, subject to a risk assessment of each track to confirm the installation of rails minimises risk
- the course proper outside rail is suitable for the purpose of containment
- inside and outside rails should be installed on all tracks that have hazards adjacent to them.



Well-maintained metal rail



Rails not maintained



An unsatisfactory attempt to maintain rails using tape

Part 4: Track riding safety (training venues)

Running rails - plastic

- The rail system is made from UV stabilised plastic for all aboveground components.
- The rail is flexible, continuous and remains continuous after horse or rider contact.
- No debris, exposed edges or ends are created as a result of a rail incident.
- The rail system is easy to move in and out around the track and minimises manual handling.
- Moveable rail systems may need to be reset if left in the one position for long periods.
- Solvent based paint should not be used on plastic rails.
- If a collision occurs; the rail is to be reset and inspected to ensure safety.
- A full audit/maintenance program should be undertaken every 12 months, including the replacement of worn parts.
- Vegetation should not be permanently removed or poisoned at the base of rail uprights as it may cause rail and soil instability.



Plastic railing used for training track



Rails not repaired following an event

Part 4: Track riding safety (training venues)

Training tracks

Hazards on the training track can cause a horse to shy, stumble and/or dislodge the rider.

✔ Safe work practices

Sand training tracks

- Sand training track should have a safe consistency and be level, compacted and moist at the commencement of the training session.
- Track drainage should be maintained.

All weather/synthetic training tracks

(including Thorough Track, Pro-Ride, Poly Track, Cushion Track, Viscoride Track)

- Surface is well maintained.



All weather training track

Grass training tracks

- Any debris is removed from the track.
- Suitable or appropriate witches hats/markers are used to distribute wear across the entire surface of the track.
- Due to the high demand and usage of grass training tracks, the condition of tracks should be continually monitored to ensure that they remain in a safe condition for horses and riders.
- If the track surface is deteriorating, restrict use to ensure the track remains in a safe condition.

✘ Work practices to avoid

Sand training tracks

- Tracks are not maintained.
- Pooling water is not actioned, causing sloppy surface areas.

All weather/synthetic training tracks

- Tracks are not defined or maintained.
- Debris is left on the track causing horses to shy.

Grass training tracks

- Bare patches in track surface being left unattended.
- No management system in place for distribution of work undertaken on a track.
- Severe wear and tear causing uneven surfaces and dangerous riding conditions.

Part 4: Track riding safety (training venues)

Dirt/jog tracks

- Maintain the surface material at a consistent depth. The depth will depend on the type of sand/loam used, and will generally be between 50mm and 150mm. Harrow as required.
- Re-grade as required, depending on usage levels.
- Top up as required, to maintain levels and surface depth.

Dirt/jog tracks

- Tracks are not defined or maintained.
- Debris left on track causing horses to shy/trip.

Crossings

Crossings can pose hazards. For example, the change from turf to dirt can cause a horse to jump or prop, with the risk of a rider being thrown and/or the horse tripping and falling.

☑ Safe work practices

- Crossings should be level with track surfaces and should be consistent with the lay of the land on either side of the crossing, so that horses are not put off stride when approaching, crossing or exiting the crossing.
- Crossings should be regularly maintained and refurbished so that the surface remains level with the turf on each side of the crossing.
- Repair or replace, where necessary, turf edges as soon as they become compromised and lose their structure (eg lifted by horse hooves or vehicles). This may involve stomping divots, or in some cases re-seeding/sanding over the area.
- Wherever possible, for racing or barrier trials, the colour of the crossing is to blend with the colour of the racing surface.

☒ Work practices to avoid

- Crossings are elevated well above track surface.
- No maintenance is undertaken on crossing areas.
- Open rail edges are exposed at crossing areas.

Part 4: Track riding safety (training venues)

Gaps and chutes

Any issues that are identified with gaps should be reported to the track manager/supervisor immediately.

Gaps

- Where any gaps are required in running rails, the join ends and corners of the rail adjacent to the gap should be smooth, capped or protected with rubber or similar material.
- Where complete tyres are utilised to protect the point of a gap in a rail, the tyre should contain a rim.

Chutes

There are no specific requirements in relation to training with chutes, apart from the back ends being railed, or alternatively, the fence or the containment structures at the end of the chute have a white sighter line installed.

Practice gates/barriers

Practice gates and barriers can present a hazard if padding is not maintained, which may result in injuries to the rider or barrier attendant. Alternatively gates that are not in proper working order could pose a risk of crushing or jamming in the barrier stalls.

☑ Safe work practices

- Practice barriers/starting barriers have a regular maintenance schedule, and are in good working order and a safe condition at all times.
- Starting barriers are serviced by the manufacturer or by a person who has been trained in the mechanism by the manufacturer.
- There are no protruding materials or construction items on gates and barriers that could entangle or cause injury.
- There is padding to all areas to prevent injury to horses, riders and attendants.



Well-padded and maintained practice barriers

☒ Work practices to avoid

- Barriers not being maintained.
- Spring loaded mechanisms rusting and stretched.
- Worn or no padding on cross bars.
- People using barriers not wearing PPE (eg vest, helmet, boots).
- People using barriers being unfamiliar with the use of barriers.
- Incompetent or untrained employees loading horses into gates.



No padding or protection on gates/barriers

Part 4: Track riding safety (training venues)

Fast/slow work on tracks

Tracks should have a safe procedure in place to undertake fast and slow track work, to lessen the risk of horses colliding with each other, riders being dislodged, or riders and/or horses falling.

☑ Safe work practices

- Complete a risk assessment on fast/slow work and passing zones on the track – factoring in the nature of the venue and the activity undertaken.
- Venues have a policy/procedure in place to inform trainers and track riders of processes as part of an induction, with the activity to be supervised by the track supervisor.

☒ Work practices to avoid

- No systems in place for slow/fast track work.
- No systems in place for horses passing.

Part 4: Track riding safety (training venues)

Jump outs

Common hazards include poor barrier padding resulting in injuries to riders or barrier attendants, gates not in proper working order, exposed solid cross bars, untrained persons using equipment, risks involved in handling horses into barriers, as well as riders/barrier attendants being injured by barrier stalls.

☑ Safe work practices

- Every rider wears appropriate PPE, including a properly fastened safety vest and helmet.
- Any person undertaking barrier attendant duties wears appropriate PPE. This includes approved safety impact vest, helmet and appropriate footwear.
- Employees will not under any circumstances handle horses into starting barriers for the purpose of trials, jump outs, barrier certificate testing or training unless the employee has completed RGRROP201A 'Perform duties of barrier attendant at thoroughbred race meetings and trials' or equivalent qualification.
- Trainers may supply their own competent employees to act as barrier attendants for the purpose of jump outs, barrier certificate testing or training if accredited barrier attendants are unavailable.
- When possible, horses should be ridden into barriers with minimal or no assistance.



Easy access practice barrier

☒ Work practices to avoid

- Barrier attendants not wearing PPE (eg safety vest, boots and helmet).
- Other persons who are undertaking barrier attendant duties are not wearing PPE (helmet, impact vest and appropriate footwear).
- Riders not wearing PPE (eg safety vest, boots, helmet).
- Inexperienced people handling horses into starting gates.
- Riders not being qualified/experienced to undertake jump outs.
- Horses left standing in barriers for extended periods waiting for unruly horses to be loaded.
- Unruly horses being wrangled into gates.
- Horses not given the opportunity to be ridden unassisted into the barriers.

AS/NZS Australian and New Zealand standards that set out specifications, procedures and guidelines that aim to ensure products, services and systems are safe, consistent and reliable.

Employee A person employed under a contract of employment or contract of training.

Employer A person who employs one or more people under a contract of employment or a contract of training.

Hazard A potential source of harm or injury. The potential to cause injury, illness or disease.

Hazard identification The process of finding, listing, and characterising hazards.

Health and safety representative (HSR) A member of a designated work group elected to represent employees on matters relating to occupational health and safety.

Jump out A trial, other than an official trial, organised, supervised and controlled by a club or the management of a recognised training track, which is started from barrier stalls, and is conducted in accordance with any conditions set by the Principal Racing Authority.

Rider A jockey, apprentice jockey, amateur rider, approved rider, or any other person who rides a horse in a race, official trial, jump-out or during track work.

Musculoskeletal disorder (MSD) An injury, illness or disease that arises in whole or in part from hazardous manual handling in the workplace, whether occurring suddenly or over a prolonged period of time.

Plant Any machinery, equipment, appliance, implement or tool; any component of any of these things; and anything fitted, connected or related to any of these things.

Reasonably practicable The test for what is reasonably practicable is an objective test; that is, a person is to be judged by the standard of behaviour expected of a reasonable person in the duty holder's position who is required to comply with the same duty and is:

- committed to providing the highest level of protection for people against risks to their health and safety
- proactive in taking measures to protect the health and safety of people.

Risk assessment The overall process of hazard identification, risk analysis and risk evaluation.

Safety Data Sheet (SDS) A sheet to list chemicals in use.

Track work Any training activity, excluding an official trial or jump out, undertaken by a racehorse in the care of a trainer on a racecourse, recognised training track, private training establishment or elsewhere.



Appendix A: Rider's vests, helmets and boots

Visual inspection (P = Pass and F = Fail: replacement required)

Inspection date	Inspected by (name)	Item owner and manufacture date	VEST P/F	HELMET P/F	BOOTS P/F	Minor defect	Pass or fail	Signature of competent person	Supervisor

Appendix B: Stable inspection checklist

This is not an exhaustive list and does not cover all obligations that may exist under Victorian health and safety legislation.

Name:	Date:
Facility:	Time:

- The checklist should be conducted by a senior person in charge of the stable and one other person.
- The entire work area should be reviewed for any health and safety hazards or risks.
- Note any immediate action (if undertaken) next to appropriate item.
- An action plan should be prepared for any health and safety issues which cannot be corrected immediately.

POLICIES and PROCEDURES in place

- Bullying and harassment policy/procedure
- Mobile phone policy
- Alcohol and other drugs policy
- Incident/near miss reporting (report book to be made available in the employees' room for employees to write any issues)
- Injury register
- Notifiable incident report form (ensure employees understand notification requirements)
- Induction policy/procedure
- Fatigue management policy
- Contractor induction procedure
- Quad bike safe operating procedure
- Dangerous goods/hazardous substance register
- Personal protective equipment (PPE) policy and audit form

EMERGENCY PROCEDURES

- An up-to-date fire and emergency evacuation plan has been developed and a written copy is clearly displayed in the stable environment
- Assembly areas are clearly marked
- Fire extinguishers are located in every building, in highly visible locations

Appendix B: Stable inspection checklist

- Fire extinguishers are recharged annually
- A phone is available in all stables, with a list of important numbers (eg fire, police and key personnel)
- A lead and halter are available to each stall in case of an emergency
- All emergency exits are clearly marked with signs or emergency lighting
- Emergency gas shut off valve and electrical main switch location and operation is known to all employees
- Employees are trained to use all firefighting equipment
- Regular fire drills for employees and boarders are undertaken
- Charged torches available for use
- Appropriately equipped first aid kits available for immediate use
- An appropriate number of qualified first aiders available to meet the needs of the stable environment

EMPLOYEE AMENITIES

- Toilets, washrooms and tearooms are clean and working
- Suitable handwashing and drying facilities available and working
- Adequate ventilation and lighting in place

GENERAL STOREROOM, TACK ROOM, FEED STOREROOM

- Appropriate trolleys, wheelie bins, barrows available to transfer products
- Clear and uncluttered room layout
- Feed and bales delivered to storage areas
- Heaviest objects are stored between shoulder and hip height
- Appropriate step ladders are available
- Feed storage bins are in good order, lift up lids can be secured
- Gear is clean with an appropriate disinfecting regime of bits between horses
- Saddles, bridles, head collars, bits, leads, rugs, sheets, bandages, boots checked for wear and tear, and replaced where needed

ELECTRICAL SAFETY

- All electrical systems are free from sources of water and protected from weather related damage
- All electrical systems use proper ampere circuit breakers
- Double adaptors are not in use (power boards with safety switch in place if required)
- All electrical extension cords are protected from biting or chewing by horses
- All electrical extension cords are free from contact with horse hooves

Appendix B: Stable inspection checklist

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Safety vests are inspected and of approved standards
- Helmets are inspected and of approved standards
- Documented audits completed in six month intervals of helmets, footwear and vests
- High visibility vests are available (Class D/N–A garment designed for day and night use), with reflective strips if worn in dark hours
- Appropriate footwear is worn (enclosed toe, leather boots, steel caps where appropriate)

BARN AND STABLES

- Walkways free from obstructions and slip/trip hazards
- Areas around barns and buildings are free of weeds, grass and flammable debris
- Floor surfaces are clean, non-slip, and in good condition
- Stalls have clean bedding and perimeter walls are maintained
- Adequate lighting for night/early morning activities and torches available if needed
- If straw is used for bedding; it is stored in a separate building
- Clean shavings or straw is used for bedding
- Bulk shavings are stored in a well-ventilated area, away from animals and main buildings
- Stable and stall doors are maintained
- Top/high doors or barriers are used on stalls where identified unruly horses are housed

EXTERNAL AREAS

- Perimeter fences are in good condition and of appropriate height
- Walkway areas are even with good drainage
- Roadways are in good condition - no potholes, etc.
- Parking areas are adequate for employees (no parking in front of emergency exit doors)
- Paddocks and pastures are free of harmful objects (rocks, holes, wire)
- No broken wooden planks or exposed nails
- All gates are securely closed and latched to prevent horses from escaping
- All electric fence tapes and strings highly visible to the horses
- Extra gate panels available to temporarily repair breaks in fences
- Vegetation/weeds are controlled
- Star pickets are capped if used
- Dust masks available when tipping feed
- Lighting suitable to see complete room area

Appendix B: Stable inspection checklist

TREADMILLS and HORSE WALKERS

- Safe operating procedures are available for employees
- An emergency stop is available and regularly tested
- Drive motors, shafts or belts are guarded

OTHER PLANT (chaff cutters, augers, feed mixers, grinders)

- Guarding is provided on running nip point on hoppers, mixers, chaff cutters, augers and exposed belt drives
- Operator controls are suitably identified to indicate their function
- Emergency stops are accessible to the operator
- Regular visual inspection of plant, with records of inspections kept
- Operators are suitably trained in the use of the plant

POOLS

- Open water pools within close proximity to the stable have suitable perimeter fencing and gates
- Safe operating procedures have been developed for each site
- First time swimmers have an additional person on a tail rope
- Pole or lead rope available and used to assist horse moving through the pool
- Life rings or a throw rope is easily accessible for use in the time of an emergency
- A functioning emergency alarm/system is in place
- Employees who lead horses are capable swimmers
- CPR requirements are understood by employees

TRACTORS/VEHICLES

- Only competent operators use tractors
- Safety mechanisms on tractors include seat and seat belt, rollover protection and falling object protection
- Maintenance is up-to-date
- The power take-off (PTO) output shaft is guarded
- The tractor is started from the driver's seat, not the ground
- The operator does not get on or off a moving tractor or trailer
- People are separated from moving tractors/vehicles
- There is clear access/egress to the property
- The location/height of powerlines and required equipment clearance is known
- Chocks are used when doing maintenance on working or raised implements

Appendix B: Stable inspection checklist

QUAD BIKES/ALL-TERRAIN VEHICLES (ATVs)

- Safe work practices relating to quad bike operation are established and communicated
- Quad bike is fitted with a suitably designed and tested operator protective device (OPD) if used over uneven terrain
- Workers know the farm operating rules and training records are kept
- Farm jobs for which the quad bike can be used (and not used) are specified
- Operators know about no go zones for quad bikes on the property (rollover protection on ATV if required)
- Quad bike has start-up check before use
- Quad bike has routine maintenance
- PPE is available for riders to use
- Fitted attachments comply with weight and towing specifications set by the manufacturer
- Fuel storage tanks located at least 40 feet from buildings
- Fire extinguishers are near fuel storage tanks
- Fuel storage tanks are protected from vehicle impact
- Clean up protocols are established in case of spills

FLOATS

- Floats, trucks, towing vehicles are clean and in good condition
- Floats, trucks, towing vehicles are regularly serviced
- Wheel bearings, suspension and tyres, including the spare, are in good condition and regularly inspected for wear
- Ramps are in good condition
- When large, heavy and/or awkward ramps are provided, suitable mechanical or hydraulic lowering and raising mechanisms are provided (including 'fail to safe' design features)

HAZARDOUS SUBSTANCES/DANGEROUS GOODS

- Easy access for employees to registers of hazardous substances/dangerous goods with Safety Data Sheets is available
- Safety Data Sheets are less than five years old since last issue date
- PPE appropriate for chemical task and is used and stored properly
- Chemicals are clearly labelled
- Chemicals are stored correctly
- Gas cylinders are secured and BBQs are checked annually for damage or leaks
- Chemical/fuel spill containment procedures are in place

Appendix B: Stable inspection checklist

WORKPLACE VIOLENCE MANAGEMENT

- There are visual deterrents such as CCTV surveillance, signage and security patrols
- Security measures in place for employees working on their own and those working in the dark
- Counselling available for victims of threatening situations/circumstances
- Cash management procedures are in place
- Employees are trained appropriately in the event of threatening circumstances

Appendix C: Register of injuries

Section 1: Injured worker details

Family name:		First name:	
Position:		Department/team:	
Manager/supervisor's name:			

Section 2: Injury/illness details

Date of injury/illness:		Time of injury/illness:		am/pm
Nature of injury/illness				
Bodily location of injury/illness				
Exaction location at time of injury				
Describe how the injury/illness was sustained				
Was any equipment involved in the injury/illness?		Yes / No (Please circle your response)		
<i>If yes, please provide details:</i>				

Appendix C: Register of injuries

Section 3: Witnesses

Were there any witnesses to the injury/illness?	Yes / No (Please circle your response)
<i>If yes, please list the witnesses' full names as well as a contact number for each.</i>	

Section 4: Follow up

Was the injury reported to the worker's supervisor?	Yes / No (Please circle your response)
Was any treatment provided?	Yes / No (Please circle your response)
<i>If yes, please provide details.</i>	
Did the injured worker return to work following the injury?	Yes / No (Please circle your response)
<i>If yes, please provide details.</i>	

Section 5: Details of person making this entry

Family name:		First name:	
Position:		Department/section:	
Signature:		Date:	
If you are not the injured worker, did you witness the injury/illness?		Yes / No (Please circle your response)	

Appendix C: Register of injuries

Section 6: To be completed by manager/supervisor of injured worker

Has an investigation been conducted into the incident?	Yes / No (Please circle your response)
What, if any, controls were implemented to ensure the incident doesn't happen again?	

Section 7: Employer confirmation

I, (print name), of
..... (insert company name),
hereby confirm receipt of this notification.
Signature: Date:

Requirements of injury notification

- Employers must keep a **Register of injuries** at each workplace for employees to record any workplace injury or illness.
- An injured worker (or someone acting on their behalf) must notify the employer in writing of any work-related injury or illness within 30 days of becoming aware of the injury or illness.
- Employers must provide written confirmation to the injured worker that they received notification of the injury or illness.
- Employers should provide a signed and dated copy of this entry to the injured worker.
- To make a WorkSafe claim the injured worker must complete a *Worker's injury claim form*, available at worksafe.vic.gov.au or Australia Post.

Further information

Contact the WorkSafe Advisory Service on **1800 136 089** or go to **worksafe.vic.gov.au**.

General

- Employees can contact their union.
- Employers can contact their industry association.
- Employers are encouraged to seek advice from an occupational health and safety professional where circumstances in the workplace require further expertise to control the risks.
- Call Racing Australia on 08 354 2500 or visit racingaustralia.horse
- Call the Australian Horse Industry Council on 03 5222 6650 or visit horsecouncil.org.au

Legislation

- *Occupational Health and Safety Act 2004*
- *Dangerous Goods Act 1985*
- Occupational Health and Safety Regulations 2017

WorkSafe Victoria publications

- *Hazardous manual handling compliance code*
- *Plant compliance code*
- *First aid in the workplace compliance code*
- *Workplace amenities and work environment compliance code*
- *Hazardous substances compliance code*

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Thoroughbred Racing Productions
Ballarat Turf Club
Darren Weir Racing
Pagewood Racing

Notes

Notes



WorkSafe Agents

Agent contact details are all available at [worksafe.vic.gov.au/agents](https://www.worksafe.vic.gov.au/agents)

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