



"WHERE THE TURF MEETS THE SURF"

Whangarei Racing Club

TRAINER AND STABLE STAFF HEALTH AND SAFETY INDUCTION

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INTRODUCTION

Whangarei Racing Club has an obligation to ensure the health and safety of their employees, trainers and their staff, contractors, providers, and the public in any place of business under their control. Employees, trainers and their staff, contractors, providers, volunteers and the public also have an obligation to act in a safe manner and to comply with safety policies, procedures and instructions in place for the place of work they are in.

As a racecourse venue for both training and racing there are overlapping duties of responsibility between trainers, contractors and the Club. It is essential we collaborate to make the environment safe and each business understands their responsibilities.

The contents of this handbook will provide you with basic induction to the Health and Safety information from the Club perspective. This does not negate the need for Trainers to have their own specific Health and Safety plans in place.

IT IS ESSENTIAL THAT EACH RESIDENT TRAINER'S PLAN PROVIDES THIS INFORMATION TO THEIR STAFF AND CONTRACTORS.

EACH TRAINER IS RESPONSIBLE FOR THE SIGN IN & OUT PROCESS OF CONTRACTORS DEALING DIRECTLY WITH THEIR BUSINESS.

This handbook does not cover every aspect of health and safety, and reference should be made to The Whangarei Racing Club Health and Safety Manual.

This handbook will help to achieve the following objectives:

- Provide and maintain a safe working environment
- Prevent accidents, incidents and injuries
- Ensure that personnel are adequately trained and understand their responsibilities with respect to health and safety
- Eliminate hazards and potential hazards so they do not cause serious harm to any other person
- Ensure all legislative requirements are met

Whangarei Racing Club will take all practicable steps to Eliminate, Isolate or Minimise hazards in the workplace and requires that the Safety Rules be followed.

Consultation

It is important that all employees, trainers, stable staff, contractors and volunteers have an opportunity to be involved with health and safety issues in the workplace. The Whangarei Racing Club recognises that your input is invaluable for ensuring superior health and safety performance and effective participation in hazard management.

Your personal input is welcome. Make sure that if you have any questions or concerns relating to health and safety in the workplace, ideas you have for improving aspects of health and safety, or if you have identified a hazard that does not seem to have an established control of its risk, speak to your manager or the racecourse office.

Signing In & Getting Started

Induction - All trainers must complete a health and safety induction. All of the staff of each trainer and contractors used by a trainer must have a signed induction form with the trainer. A rider being employed in more than one stable will need to sign in at each business. On completion of an induction your details will be entered into the H & S system confirming you are inducted either by the Club and/or a trainer on the course.

The Club can request to view the induction forms of any staff member or contractor of a trainer as they are on the business premise of the Club.



Personal Protective Equipment (PPE) – You must wear the approved PPE as required for each task. When riding a horse on any part of the Whangarei Racing Club racecourse mandatory safety equipment must be worn at all times.

Red Light; to be worn on rider’s skull cap and activated outside daylight hours, during fog or other low visibility conditions and **approved safety goggles** when riding in organised jump outs.

Riders are responsible for checking their horse’s gear. All horses being led or ridden on Racing Club facilities must have a Bit in their mouth at all times.

Personal protective equipment must be worn



General Safety Rules

Reporting – You are required to report any hazards, unsafe equipment or conditions and/or accidents, injuries or near misses to the racecourse office or the Trackwork office if open, immediately. If you come across a hazard:

1. Make the situation safe, if you can do so safely.
2. If not, tell others in the area or put up a barricade or warning sign.
3. Immediately report it. Stable staff report it your trainer and trainer’s report it direct to the Club.

The Accident/Incident register and hazard report forms are located in the Trackwork office or racecourse office. The Health and Safety Coordinator is the Office Manager.



It is important to be aware of the following potential hazards:

Fire – know your evacuation procedure for the building/work area. Identify your **Assembly Point: Main Carpark (sea side) opposite racecourse office** in the event of an emergency evacuation.

If you come across a fire, notify others, **Dial 111** and ask for Fire, ensure an evacuation is underway. The address is **Ruakaka Racecourse, Peter Snell Road, Ruakaka**. Notify the racecourse office immediately.

If you discover a small fire, without risk to your own safety or others, you can attempt to extinguish the fire with available fire-fighting equipment.



First Aid – know what to do in the event of an injury i.e. who your first aiders are and where the first aid stations are.

First Aid kits are located: at the **Racecourse office, Workshed office and Crossing hut.**

If someone is seriously injured, make the scene safe, commence first aid, **Dial 111** and ask for an ambulance. Tell the racecourse office, they will assist.

Your First Aiders are:
Trackwork Supervisor
Racecourse Manager
Racecourse Office
Manager

Racedays - St John first aiders are on site from 30 minutes before the first race. Notify the racecourse office and they will contact St John for you or Dial 111. Report the incident to the racecourse office.



The First Aid room is located on the sea side of the Trainers/Administration building at the back of the Birdcage and will be manned by St John on race days.

Horses - Minimum of Closed toe footwear is required when in horse area. Ensure any person within a horse area are inducted into the hazards of the area and understands the potential unpredictability of horses. Endeavour to have staff capable of handling the particular horse employed for the task required. Be diligent about the closing of gates to ensure horses are contained within the stable, yard or area as required.



Housekeeping – keep work areas tidy and free from hazards that may cause slips, trips and falls. Ensure that wash bays, tie-ups, walkways, entrances, fire exits and passageways are kept clear and fire-fighting equipment and electrical switchboards can be accessed in an emergency.



Manual Handling – many of the incidents/injuries on site are caused by manual handling activities involving: lifting, pushing, turning or repetition. Identify handling requirements prior to starting work (eg do you need a trolley to make it easier?). If it is too heavy for you to lift safely by yourself, don't do it. Get or arrange assistance from another person, fetch a trolley or break the load down into smaller parts.

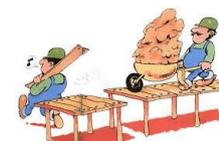


Power Tools/Electrical Equipment – damaged electrical equipment can cause electric shock and serious injury or death. All fixed and portable equipment that plugs into the mains should be checked regularly and have a current test tag. Never use damaged equipment. Ensure you are confident to use equipment and that all guards are fitted and working properly.



Building / Area Occupants or Contractors – be aware of occupants working in the same work area, and how your hazards may affect them.

- Always check the work area and discuss safety requirements with the occupants before you start work; and
- Discuss health and safety as required



Driving on Site – Only people with a current NZ Drivers Licence can drive vehicles in the racecourse. Keep to the speed restrictions. Max limit is 20km

Racedays/Event Days: no one should be driving in amongst a crowd. if the need occurs to use your vehicle in a public area the safety requirements include:

- Driving to the conditions, adhere to speed limit restrictions
- Do not drive vehicles on site during the event unless approved by the racecourse management; and
- Drive at speed no more than walking pace
- If you have to drive through a crowd, have a person walking front (more than 3m) and back for safety



Carparking – keep the roadway into the horse stabling area clear. Do not create a danger to others, and drive at a safe speed. The maximum speed is 20km on the road entering into the racecourse. Watch out for pedestrians and be aware that a horse may have become loose. Make sure all road exits, gateways are kept clear in case vehicles need to exit in an emergency.

Raceday Carparking - marshals will direct traffic to parking spaces. All road exits, gateways and the first aid area must have clear exits in case of emergencies on raceday.

Traffic Marshals are identified by wearing reflective vests.



Restricted Access Areas

Restricted Areas – The float park, stabling area/tie up stalls, birdcage, horse walk ways, race tracks, plate inspection area and racecourse workshed are all restricted areas. Access to restricted areas is limited to people licensed by NZTR and racecourse staff, no children are permitted in restricted areas. **Racedays** - people in these restricted areas are required to have their NZTR identification licence card and/or racecourse staff badge, or contractor identification with them on race days. **Gates must be kept closed at all times.**



Restricted Areas Racedays – The area by the First Aid room leading to the Birdcage/parade ring is restricted to NZTR officials and racecourse staff due to there being horse activity, Trackside contractors and St Johns in this area. Members of the public are to enter the grounds past the office or up the back steps to the grandstand.



Conduct Rules

Follow instructions and obey all rules - If you don't know any aspect of your job, or are unsure, please ask at the racecourse office or talk to your supervisor.



Alcohol and Drugs Prohibited - The use of alcohol or non prescription drugs while working is not permitted for any Whangarei Racing Club Employee, Contractor, Volunteer or other provider. No unauthorised alcohol or drugs may be brought onto or consumed on the site. No illegal drugs are permitted anywhere on racecourse grounds.



The site has a strict 'No Smoking' policy in all buildings.
Please be courteous and keep smoke away from people outside.



Don't engage in horseplay or practical jokes - and avoid distracting others.



Acknowledgement of Induction by Trainer/Stable Staff

Please tick (✓):

- I acknowledge I have read and understood the Whangarei Racing Clubs Health and Safety Trainers and Stable Staff Induction Handbook.
- I confirm that I have been provided a Health and Safety Induction where the site rules and procedures were explained to me.
- I agree that if there is anything in the workplace that I do not understand I will seek help from a representative of Whangarei Racing Club.
- I agree to immediately report any incident to a Whangarei Racing Club representative, and that if I become aware of any hazard shall report it immediately.
- I undertake to follow the site rules, procedures, and instructions contained within the handbook.

I am: (tick one box ✓)

- Trainer
- Stable Staff
- Other (Please State) _____

Name: _____

Position: _____

Signature: _____ Date: _____

Issued by: _____

Signature: _____ Date: _____