

# **Fantasy Saddle Club**

## **POLICY AND PROCEDURES**

### **Occupational Health and Safety Policy**

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**Fantasy Saddle Club,**  
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# OCCUPATIONAL HEALTH AND SAFETY POLICY

## ***Mission Statement***

Fantasy Saddle Club is committed to providing employees, students, clients and visitors with a healthy and safe environment for work, educational training and recreational horse riding. Fantasy Saddle Club strives, through a process of continuous improvement, to fully integrate health and safety into all facets of its operations and activities. Fantasy Saddle Club promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of innovation.

## ***Workplace Health and Safety Act 1995 (QLD)***

Workplace Health and Safety Regulation 1997

Workplace Health and Safety (Miscellaneous) Regulation 1995

Persons operating a business must be aware of their obligations under the Workplace Health and Safety Act 1995. Management, as the employer, is required to take action to protect all persons at the workplace from reasonable, foreseeable harm. This includes workers; sub-contractors; volunteers; patrons; visitors and other persons on your premises. Regardless of whether these people perform work for you or not, you still owe them an obligation under the Act. Failure to fulfil your obligations under the Act can lead to prosecution. More detrimental to your business is the possibility of being sued, either at common law or in a civil suit. Although you may think that the risk of legal proceedings is minimal, the exposures for future liability are numerous. The consequences, particularly to less financial businesses, could be catastrophic. In order to maximise your defences against such actions the risk management approach, as outlined in the introduction, is strongly recommended.

Under the Workplace Health and Safety Act 1995 employers have an obligation to ensure the workplace health and safety of each of their workers at work. They also have an obligation to ensure their workplace health and safety, and that the workplace health and safety of others is not affected by the way they conduct their undertakings.

## ***Obligations Of Persons In Control Of The Workplace***

A person in control of a workplace also has obligations. These are:

- to ensure the risk of injury or illness from a workplace is minimised for persons coming onto the workplace to work;
- to ensure the risk of injury or illness from any plant or substance provided by the person for the performance of work by someone other than the person's workers is minimised when used properly; and
- to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.

## ***Obligations Of Workers And Others***

A worker or anyone else at the workplace must:

- comply with any instructions concerning workplace health and safety given by the employer;
- use personal protective equipment where provided and instructed in its proper use;
- not willfully or recklessly interfere with or misuse anything provided for workplace health and safety;
- not willfully place at risk the health and safety of any person in the workplace; and
- not willfully injure themselves.

Failure to comply with these obligations is an offence against the Act. The maximum penalty for failing to discharge an obligation is 2 years imprisonment. Apart from the obligations under the Act there are numerous other requirements needed to achieve compliance.

## **IMPLEMENTATION PROCEDURES**

- Introduction

Providing and maintaining a healthy and safe work environment is a leadership responsibility. Ongoing support of the health and safety program is the responsibility of everyone.

## **RESPONSIBILITIES**

### **Management**

It is our policy in the allocation of resources that a high priority should be given to items with significant occupational health and safety implications.

This responsibility includes the need to look to the welfare of, and to provide a healthy and safe environment for, staff, students, customers, visitors and contractors and to ensure that the standards and practices adopted are in conformity with statutory requirements and the provisions of Government policy.

In particular, it is management's role to:

- lead by example in relation to occupational health and safety standards and awareness;
- develop, in consultation with their staff, an OHS policy
- familiarise themselves with the Occupational Health and Safety Act, 1995 and in particular with those sections relating to employer responsibilities and the powers and rights of health and safety representatives, by attendance at an OHSE training course or by other means;
- establish occupational health and safety meetings and ensure that staff attend appropriate training;
- ensure that when the management is absent from duty, arrangements are made for all OHS matters to be directed to a trained staff member;
- deal with health and safety issues raised by staff;
- consult with the relevant health and safety representatives, where practicable, on all changes which may affect the occupational health and safety of staff, students, visitors or contractors;

- ensure that occupational health and safety appears on the agenda of meetings at regular intervals, at a frequency consistent with the number of hazards and degree of risk;
- ensure that all staff, students, visitors and contractors receive a safety induction that includes information pertaining to emergency response procedures and personnel;
- ensure that staff, students, customers, contractors and visitors receive the appropriate information and instruction necessary for them to perform work safely and on the hazards to which they are exposed;
- ensure that adequate emergency equipment is provided and properly maintained, that regular training in the use of the equipment is carried out and that at least one emergency evacuation exercise per annum take place;
- ensure that the occupational health and safety implications of all new work and building alterations are fully assessed at the planning stage;
- ensure that the health and safety implications of new equipment and new materials are fully assessed prior to purchase;
- ensure that adequate financial provisions are made for occupational health and safety equipment and materials and the maintenance of occupational health and safety standards;
- ensure that hazard identification and risk assessment procedures are developed, documented and maintained for the use, handling, storage, transport and disposal of equipment, materials and substances and that appropriate risk controls are implemented and maintained;
- ensure that the facilities and equipment provided are safe and suitable for the types of work to be carried out and that healthy and safe work methods are developed and adopted;
- ensure that records are maintained in relation to all of the above;
- indicate safety compliance as part of staff performance appraisal.

### **Supervisors**

Supervisors have a particular responsibility to management for ensuring that the work for which they are responsible is carried out in ways that safeguard the occupational health and safety of staff and customers in their charge and contractors that they are supervising/managing. In this context, supervisors are those who are responsible for the allocation of tasks to sub-ordinate staff and trainees.

Supervisors should:-

- actively practice and develop in their staff and students proper attitudes towards occupational health and safety matters;
- control the risks associated with the work that they supervise using a documented risk management process;
- ensure that safe work practices are developed and maintained at all times;

- arrange for their staff and students to be instructed in safe and healthy work procedures, and ensure that they are fully informed about particular hazards, and how to avoid, eliminate or minimise them;
- ensure that good housekeeping standards are developed and maintained in the areas under their control;
- ensure that staff and trainees under their control use safety equipment provided when required and in a correct manner;
- gain a knowledge of employer responsibilities and the powers and rights of health and safety representatives under the Occupational Health and Safety Act, 1995, through attendance at an OHSE training course or by other means; and
- indicate safety compliance as part of staff performance appraisal.

### **Fantasy Saddle Club staff who engage or manage contractors**

The OHS Act states that independent contractors and their employees are to be regarded as employees of the organisation engaging the independent contractor in terms of responsibility for occupational health and safety. Fantasy Saddle Club and those Fantasy Saddle Club staff who engage or manage contractors are therefore responsible for the health and safety of the contractor and the contractor's employees, in relation to all matters over which Fantasy Saddle Club has control.

Fantasy Saddle Club staff who engage or manage contractors must therefore ensure that:

- contractors and their employees receive a site specific safety induction which includes Fantasy Saddle Club emergency response and incident reporting procedures and information on site specific hazards;
- the equipment and materials used by contractors are safe and are used in a manner that does not pose a risk to the contractors or to Fantasy Saddle Club staff, students and visitors;
- the contractors are not exposed to health and safety risks arising out of the activities of Fantasy Saddle Club;
- the contractors use appropriate personal protective equipment and safety equipment at all times;
- the contractors use safe work methods at all times;
- all contractors have statutory compensation and liability insurance.

### **Individuals**

While responsibility for occupational health and safety at Fantasy Saddle Club is a prime function of all levels of management, each member of staff and each trainee has an overriding moral and legal responsibility for ensuring that his or her own work environment is conducive to good occupational health and safety by:-

- taking action to avoid, eliminate or minimise hazards of which he or she is aware;
- complying with all occupational health and safety instructions, policies and procedures including departmental safety manuals;
- making proper use of all safety devices and personal protective equipment;
- complying with the instructions given by management;
- not willfully placing at risk the health and safety of any person at the workplace;
- seeking information or advice where necessary before carrying out new or unfamiliar work;
- maintaining dress standards appropriate for the work being done. Appropriate protective clothing and footwear must be worn at all times;
- being familiar with emergency and evacuation procedures and the location of, and if appropriately trained, in the use of, emergency equipment.

### **Protective Equipment**

The following personal protective equipment may be required during work activities:-

- boots (at all times when working with horses)
- helmet (at all times when riding)
- overalls (when using and mixing chemicals, painting)
- gloves (optional use for riding)
- protective eyewear (when using and mixing chemicals)
- hearing protection (when using machinery, power tools)
- respirator or face mask (when using or mixing chemicals)
- sun protection (hat, sunscreen)

This document is to be implemented along side the business operations manual.

### **Risk Management**

“Risk management is recognised as an integral part of good management practice. To be most effective, risk management should become part of an organization's culture. It should be integrated into the organization's philosophy, practices and business plans rather than be viewed or practiced as a separate program. When this is achieved, risk management becomes the business of everyone in the organization.”

AS/NZS 4360:1999

**Our goal** is to maximise the safety of clients, staff and horses by consistently applying appropriate risk management techniques and standards.

The Australian / New Zealand Risk Management Standard (AS/NZS 4360:1995) outlines the risk management process as:-

- the **identification** of each risk;
- the **measurement** of the identified risk in terms of potential impact and likelihood of occurrence;
- an **assessment** of the external environment and the **control** environment in place to manage the risk;
- the development of **action** plans to appropriately manage the risk; and
- **constant monitoring** to ensure continued economic justification and process improvement.

## Essential Elements of Risk Management

Identification → Measurement → Control → Action → Monitoring

### **Step 1 - Identify hazards**

List all things at your workplace that have the potential to cause harm. General types of workplace hazards can be classified under:

- horse behaviour
- riding and handling practices
- work environment
- energy (e.g. electricity)
- manual tasks
- noise
- substances (e.g. chemicals)
- plant

Look for hazards by dividing your workplace into logical groupings such as tasks (cleaning stables, exercising horses, riding lessons, etc) or locations (office, stables, arena, etc). Before proceeding to step 2, identify the risk associated with each hazard.

(A risk is the likelihood that death, injury or illness might result because of the hazard.) If any of the risks are readily managed, attend to these straight away. If there is a regulation, advisory standard, industry code of practice and/or guidance made about the risk, refer to that document(s).

### **Step 2 - Assess risk**

Next, assess the risks associated with each identified hazard. This step results in a prioritised list of risks that require further action.

For each risk: Determine the likelihood of an incident occurring at your workplace

- Very likely - Could happen frequently
- Likely - Could happen occasionally
- Unlikely - Could happen, but rarely
- Very unlikely - Could happen, but probably never will



Consider, for example:

- The number of times a situation occurs;
- The number of people exposed and duration of exposure;
- The skills/experience of persons exposed;
- The position of the hazard relative to people and other hazards;
- Special characteristics of workers/clients that may affect the likelihood;
- The quantities of materials or point of exposure;
- Environmental conditions;
- The condition of equipment;
- The effectiveness of existing control measures.

Determine the consequences of an incident occurring at your workplace:

Extreme - Death, permanent disablement

Major - Serious bodily injury

Moderate - Medical treatment without hospitalisation

Minor - First aid only, no lost work time

Consider, for example:

- Potential for the hazard to evolve and compound into a more dangerous situation;
- Horse behaviour which could affect other horses
- Horse behaviour which is unsafe for riders and/or handlers
- Unsafe riding practices
- Substance concentration;
- Material volume;
- Speed of projectiles or moving parts;
- Height;
- Worker or client position relative to the hazard;
- Weight;
- Forces and energy levels.

### ***Step 3 - Decide on control measures to manage exposure to identified risks***

Firstly, try to eliminate the hazard. This may mean discontinuing dangerous work practices or removing hazardous substances or equipment.

If this is not possible, prevent or minimise exposure to the risk by:

- Substituting a horse for another
- Education of riding instructor in charge of the lesson
- Substituting a less hazardous material or equipment;
- Redesigning the workplace equipment or work processes so work can be done differently;
- Isolating the hazard from the person, or the person from the hazard.

When exposure to risk is not, or cannot be minimised by other means:

- Lunging/working the horse until he is more submissive
- Introduce administrative controls, which involves using procedures or instructions for example job rotation, supervision; and/or
- Use personal protective equipment (PPE) as the final barrier between people and the hazard, for example, helmets.

Administrative controls and PPE should only be used:

- As a last resort when there are no other practical control measures available;
- As temporary measures while a more permanent solution is found;
- To supplement other controls (that is, as back up controls).

The control measures you choose should:

- Adequately control exposure to the risk;
- Not create another hazard;
- Allow workers to do their work without undue discomfort or distress.

#### ***Step 4 – Implement control measures***

Undertake those activities necessary to allow the measures to operate effectively.

- Educate riders to be aware of horse behaviour
- Develop work procedures in relation to the new control measures to ensure they are effective.
- Communicate with workers and others about the control measures to be implemented and the reasons for the change.
- Supervise the workers to verify the new control measures are being used correctly.
- Maintain the control measures.

Work procedures should spell out maintenance to ensure ongoing effectiveness of the new control measures.

#### ***Step 5 – Monitor and review the effectiveness of measures***

Determine whether chosen control measures have been implemented as planned.

- Are chosen control measures in place?
- Are these measures being used?
- Are these measures being used correctly?
- Determine whether chosen control measures are working.
- Have the changes made to control exposure to the risks resulted in what was intended?
- Has exposure to the assessed risks been eliminated or adequately reduced? • Determine whether there are any new problems.
- Have the implemented control measures resulted in the introduction of any new problems or in the worsening of any existing problems?
- Set a date to review the entire workplace health and safety risk management process.

Under the Workplace Health and Safety Act 1995, we have an obligation to ensure workplace health and safety by managing exposure to the risks associated with ALL hazards at our workplace. Workers are also obliged to follow instructions with regards to health and safety.

**Risk management should be undertaken on a periodic basis.**

## Risk Management Vocabulary & Definitions

### Consequence

the outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event.

### Cost

of activities, both direct and indirect, involving any negative impact, including money, time, labour, disruption, goodwill, political and intangible losses.

### Event

an incident or situation, which occurs in a particular place during a particular interval of time.

### Event tree analysis

a technique which describes the possible range and sequence of the outcomes which may arise from an initiating event.

### Frequency

a measure of the rate of occurrence of an event expressed as the number of occurrences of an event in a given time. See also Likelihood and Probability.

### Hazard

a source of potential harm or a situation with a potential to cause loss.

### Likelihood

used as a qualitative description of probability or frequency.

### Loss

any negative consequence, financial or otherwise.

### Monitor

to check, supervise, observe critically, or record the progress of an activity, action or system on a regular basis in order to identify change.

### Probability

the likelihood of a specific event or outcome, measured by the ratio of specific events or outcomes to the total number of possible events or outcomes. Probability is expressed as a number between 0 and 1, with 0 indicating an impossible event or outcome and 1 indicating an event or outcome is certain.

### Risk

the chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

### Risk analysis

a systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.

**Risk assessment**  
the overall process of risk analysis and risk evaluation.

**Risk control**  
that part of risk management which involves the implementation of policies, standards, procedures and physical changes to eliminate or minimize adverse risks.

**Risk identification**  
the process of determining what can happen, why and how.

**Risk management**  
the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

**Risk reduction**  
a selective application of appropriate techniques and management principles to reduce either likelihood of an occurrence or its consequences, or both.

**Risk transfer**  
shifting the responsibility or burden for loss to another party through legislation, contract, insurance or other means. Risk transfer can also refer to shifting a physical risk or part thereof elsewhere.

**Stakeholders**  
those people and organizations who may affect, be affected by, or perceive themselves to be affected by, a decision or activity.

**References:**

The Workplace Health and Safety Act 1995 (Queensland);  
The Australian / New Zealand Risk Management Standard (AS/NZS 4360:1995);  
Horse Riding Schools Trail Riding Establishments and Horse Hiring Establishments  
Industry Code Of Practice 2002 (Queensland)  
AHRC Operations Plan  
AHRC Occupational Health and Safety Policy

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