

# Otago Western Riding Club

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## Health and Safety Programme

Version One September 2020

## **Health and Safety Programme 2020 to be used in conjunction with Concussion Documents**

### **Contents**

Guide to using programme and link to commonly used forms for Clubs

#### **1.0 Policy Statement and Goals**

- 1. Policy Statement
- 1.1 Definitions
- 1.2 Health and Safety Objectives
- 1.3 Programme Review
- 1.4 Club Yearly Review
- 1.5 Document Control
- 1.6 Responsibilities
  - 1.6.1 Committee Responsibilities
  - 1.6.2 Club Responsibilities

#### **2.0 OWRC Health and Safety Committee**

- 2.1 Purpose
- 2.2 Function of the Committee
- 2.3 Committee Procedures
- 2.4 Committee Objectives
- 2.5 Six Monthly Internal Audit Schedule

#### **3.0 Accident/ Incident/ Near Miss Policy**

- 3.1 Purpose
- 3.2 Definitions
- 3.3 Procedure

#### **4.0 First Aid Facilities**

- 4.1 Purpose
- 4.2 Promotion
- 4.3 Procedure
- 4.4 Contents of First Aid Cabinets
- 4.5 Designated First Aiders
- 4.6 Minimum Standards of Medical Cover
  - 4.6.1 Treks, Camps & Club Training Days for all disciplines:
  - 4.6.2 Events, Ribbon Days & Shows

4.6.3 Medical Care

4.7 Risk Management Plan

## **5.0 Hazard Identification**

5.1 Procedure for Identifying New and Existing Hazards

5.2 Procedure for Identifying Significant of Hazards

5.3 Hazard register

5.4 Specialist External Advice and Training

5.5 Vehicle Use and Driving

5.6 Members Working in Conflict and Potentially Dangerous Situations

## **6.0 Hazard Control**

6.1 Procedure for Identifying New and Existing Hazards

6.2 Procedure for Identifying Significant of Hazards

6.3 Hazard Register Checklist

6.4 Controlling Hazards

6.5 Inspection, Prior, During and After Activity

## **7.0 Emergency Response Procedure**

7.1 Medical Emergencies

7.2 Emergency Response Procedure

7.3 Specific Emergency

7.4 Fire Emergency

7.5 Earthquakes and Storms

7.6 Chemical Spill or Explosion

7.7 Armed Confrontation

7.8 Animal Escape or Out of Control

## **8.0 Contractors and Subcontractors**

8.1 Contractor Induction

8.2 Contractor Health and Safety Plan

## APPENDICES

### Appendix I - Page 19

- Health and Safety for Contractors

### Appendix II - Page 23

- Risk Management Plan
- Crisis Management Plan
- Pre Activity Hazard Checklist
- During Activity Hazard Checklist
- Post Activity Hazard Checklist
- Security and Emergency Activities Hazard Checklist
- Livestock Hazard checklist
- Traffic Management Hazard Checklist
- Health and Safety Checklist for Food Stalls and Mobile Shops
- Health and Safety Checklist for Fixed Food Premises

### Appendix III - Page 42

- Accident Reporting and Investigation Form
- Serious Harm Form

### Appendix IV - Page 46

- To Do List

### Appendix V - Page 48

- Example Health and Safety Signs

## Guide to using programme and link to commonly used forms:

### **Club Events:**

The Club is required to have a Risk Management Plan and Hazard Register for the Club arena and grounds. A person who holds a current first aid certificate must be in attendance at all events and accidents and near misses are to be recorded and reported.

The Club is to complete a Risk Management Plan and Hazard Register annually pre-season for OWRC events held at Telford. The Risk Management Plan and Hazard Register must be signed by all club members to show that they have read the documents, and are aware of the risks outlined for activities held at Telford. In the case of OWRC shows or events that include participants from outside the club, a copy of the Risk Management Plan should be made available to those participants for their review and agreement.

Prior to any Show or event the grounds and arena at Telford should be inspected for new hazards and any such hazards must be recorded on the Risk Management Plan and Hazard Register.

A copy of the Risk Management Plan and Hazard Register, and Health & Safety Manual must be available for viewing by participants at any OWRC shows or events held at Telford.

Where events are held at a venue other than at Telford, the Club is to complete a Risk Management Plan and Hazard Register for each event and comply with minimum medical and veterinarian standards.

Event Risk Management Plan	pages 25 – 30
Hazard Checklists	pages 35 – 41
Accident Record Report Form	page 43 - 45
Concussion documents to be used in conjunction with this Health and Safety Programme	
Refer Appendix III	

**Contractors/Paid Coaches:**

Where contractors/ coaches are being paid or employed to do a job for a Club, contractors should be inducted, i.e. sign a Risk Management Plan of the venue. The contractors/coaches shall have a Health and Safety Plan and complete a Hazard Identification Plan for the work undertaken. The contractors/coaches are responsible for completing this.

Refer Appendix I Health and Safety Plan

**Committee Meetings:**

The Club shall appoint a Health and Safety Officer. Health and Safety will be included as an agenda item at each meeting. The Club is to review and update Hazard Registers and Risk Management Plans prior to the first event of the season.

Audits/Reviews of the season are to be:

- Pre-season Health and Safety Audit – refer checklist
- Post-season Health and Safety Audit – refer checklist
- Health and Safety agenda items

## 1.0 POLICY STATEMENT

Otago Western Riding Club Health and Safety Policy

Our Health and Safety Vision:

“We will all be safe at Club Events”

We believe that:

- The Health and Safety of all those involved in the Club is a top priority
- Incidents can be minimized or prevented
- We are all responsible for health and safety
- All those involved in the Club have a responsibility to stop any task they believe is unsafe or that they cannot continue doing in a safe manner

To achieve this we will:

- Maintain and continually improve our Health and Safety systems.
- Proactively identify hazards and unsafe behaviour and take steps to manage these to as low a level as reasonably practicable.
- Set targets for improvement and measure, appraise and report on our performance.
- Assess the health and safety performance of members and contractors.
- Consult and actively promote participation with contractors, riders and volunteers to ensure they have the skills training, knowledge and resources to maintain a safe Club.
- Accurately collect report and learn from our incidents.
- Design, construct and maintain our assets so that they safeguard people and property.
- Require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance.
- Comply with relevant legislation and regulations.
- Support all riders to only ride when fully able to do so. The Club will not allow riders to participate in ridden Club activities whilst in a plaster cast for example.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

16/11/2020

Title: \_\_\_\_\_

President.

## 1.1 DEFINITIONS

**Accident:** means an event that

- (i) Causes any person to be harmed; or
- (ii) In different circumstances, might have caused any person to be harmed

**OWRC:** Otago Western Riding Club

**Activity:** any Club activity for the OWRC.

**Contractor:** any person contracted by the OWRC to undertake any activity.

**Participant:** means any person participating in any activity related to the OWRC.

**Harm:** means illness, injury or both. It includes physical or mental harm caused by work or activity related stress.

**Hazard:** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harms and includes:

- (i) A situation where a person's behavior may be an actual or potential cause of harm to the person or any other person,
- (ii) Without limitation, a situation described in (i) above, resulting from physical fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behavior.

**Volunteer:** means a person who

- (i) Does not expect to be rewarded for work to be performed as a volunteer; and
- (ii) Receives no reward for work performed as a volunteer

## 1.2 HEALTH AND SAFETY PROGRAMME OBJECTIVES

OWRC Health and Safety Programme will provide a framework and guidance so that:

- The OWRC has knowledge of requirements of Health and Safety Legislation and complies with these requirements
- The OWRC is able to effectively manage health and safety at all activities and ensure that all practicable steps have been taken to prevent accidental injury to any person.
- OWRC has effective reviews to continually improve the Health and safety programme.
- Telford and the Southern Institute of Technology Health & Safety Rules for use at Telford including any notices posted by them at Telford are to be followed by the OWRC while hiring the grounds and arena at Telford. These Rules should be brought to the attention of attendees at events and followed, if the situation arises. It is noted that if Telford/SIT Health & Safety Rules conflict with the OWRC Health and Safety Rules then the OWRC will follow the Rules set down by Telford and the Southern Institute of Technology.

## 1.3 PROGRAMME REVIEW

The OWRC Committee will carry out an annual review of the operation and effectiveness of the Health and Safety Programme.

Elements included in the review are listed below:

- Review of the health and safety documentation including the policy statement.
- Review of health and safety programme objectives.

- Review of accident data provided by members.
- Review conformance with any relevant legislation and codes of practice.
- Health and Safety Training – Discuss any health and safety training needs and how this will be addressed to achieve the desired outcomes for the objectives of the programme.
- General Health and Safety Issues
- The OWRC Committee shall ensure that records of the annual review are retained.

#### **1.4 CLUB YEARLY REVIEW**

The Club shall conduct a yearly review to discuss the following topics;

- Accidents and incidents
- Hazard Checklists and control of significant hazards
- Dangerous Situations
- General Health and Safety
- Health & Safety Review of each event, ensuring that the objectives and hazard controls are assessed.
- The Committee will retain minutes from these meetings and will endeavour to make improvements to the system as a result of this review meeting.

#### **1.5 DOCUMENT CONTROL**

The OWRC shall ensure that a document control system is in place. A date shall be printed on the footer of each page indicating the date of issue. When a change is required the OWRC Committee will update and approve the document and change the issue number and date. The amended document will be uploaded on the OWRC website. The OWRC will ensure the latest version of the Health and Safety Programme is available electronically on the OWRC website.

#### **1.6 RESPONSIBILITIES**

##### **1.6.1 COMMITTEE RESPONSIBILITIES**

The OWRC Committee shall:

- Designate responsibility and authority for Health and Safety including the overall management and performance of this Health and Safety Programme

The Club's Health and Safety Representative shall:

- Review hazards at specified frequencies,
- Consider seriously and take effective remedial action as soon as possible after hazards or potential hazards have been identified and reported,
- Supervise, coordinate and ensure that regular meetings are held and that all reasonable steps are being taken to ensure the maintenance of performance levels pursuant to this programme and the legislation are being met,
- Promote volunteer and participant representation for health and safety discussions.
- Review Health and Safety Programme on an annual basis,
- Ensure all matters relating to the health and safety programme including accidents and incidents are documented, reported accurately and that this requirement forms part of the Review,
- Review the Health and Safety System following a critical event such as a serious harm accident, or incident, or an emergency situation, or if there is change in the scope, or type of work or activity undertaken by the OWRC and to monitor health if required after a critical event.



## **1.6.2 CLUB RESPONSIBILITIES**

The Club shall:

- Ensure all safety equipment as prescribed in the Club and Affiliated Associations Rules and Regulations is used by all participants at all activities
- Include Health and Safety as an agenda item for all meetings and take records of meetings
- Emergency Evacuations
- Maintain Health and safety records

## **2.0 OWRC HEALTH AND SAFETY COMMITTEE**

### **2.1 PURPOSE**

To implement promote and develop the policy and requirements of the OWRC's Health and Safety Programme.

### **2.2 FUNCTION OF THE COMMITTEE**

The Committee shall have the responsibility of considering, investigating and developing actions and remedial measures on the following matters:

- The performance associated with the Health and Safety Programme (including such matters as the recording system for accidents and incidents, and the safety rules to be observed by members), and evaluation of hazard management.
- Reports of accidents and incidents within the activity environment.
- Suggestions and complaints from members, volunteers and participants relating to health and safety.
- Reports of health and safety inspections.
- The activity environment, including area design and procedures.
- The selection, provision, proper use and maintenance of equipment.
- Hazardous situations/substances within or associated with the activity area.
- Health and Safety training for club members as required.
- Legal requirements and amendments relating to health and safety.
- The maintenance of secrecy on any confidential, personal or non- health and safety information obtained (full observance and compliance with the Privacy Act 1993 must be maintained).

### **2.3 COMMITTEE PROCEDURES**

#### **Frequency of Meetings**

Health and Safety Committee meetings will be held on at least a quarterly basis.

Note: Health and Safety will be included as an agenda item for every Club Meeting (refer to below)

#### **Documentation**

A person will be seconded to take notes of meetings. The notes will be filed as part of the Meetings file.

#### **Agenda**

The agenda will provide

- Notice of the meeting
- Items to be discussed at the meeting
- Information through attached reports when relevant

- Review of the Health and Safety objectives
- Review of performance review relating to specific Health and Safety responsibilities
- Information through attached reports when relevant

## **MEETINGS H&S - AGENDA**

**Date:**

**Time:**

**Agenda Items:**

### **1. Injuries / Accidents / Near Misses**

- 1.1 Feedback from all attendees on any injuries / Accidents / Near misses that have occurred at any activity of OWRC.
- 1.2 Do any hazards and controls need to be reviewed?

### **2. Health and Safety Programme Management and Coordination**

- 2.1 Is our H&S programme being fully implemented, managed well and coordinated well. Are any improvements necessary?
- 2.2 Are all scheduled meetings and reviews being undertaken?

### **3. Contractors, Volunteers and Participants**

- 3.1 Are our contractors, volunteers and participants respecting and performing well to our HSE Programme?
- 3.2 Have there been any HSE related incidents through contractor, volunteer or participant actions at any activity of OWRC?
- 3.3 Are all contractors, volunteers and participants signing the required register or declaration?

### **4. Continuous Improvement in Health and Safety**

- 4.1 Encouraged input from all meeting personnel including reviewing HSE Objectives for the current year
- 4.2 Ideas for H&S Programme improvement

### **5. H&S Actions and Time-frames**

### **6. Any other H&S related matters for attention and or action.**

## **2.4 COMMITTEE OBJECTIVES**

Clubs Events will have a Committee member located in the role of Health and Safety Representative. The Health and Safety Representative's main role is to ensure that Health and Safety considerations are undertaken in all activities and compliance with the requirements of the Health and Safety Programme.

Health and Safety will be included as an agenda item for all OWRC committee meetings.

Committee Objectives regarding Health and Safety Promotion By:

- Being part of the Club's goals
- Being set at Club meetings

- Being included in the Club meetings
- Being measurable
- Being realistic and attainable
- Involving volunteers and participants
- Being included in the Health and Safety Manual
- Formally recognizing excellence in Health and Safety Management, and
- Innovation by volunteers and participants.

## **2.5 SIX- MONTHLY INTERNAL AUDIT SCHEDULE**

The OWRC and its committee is committed to Health and Safety and the protection of its contractors, volunteers and participants alike.

Two Internal audits will be conducted annually to ensure the effective implementation of the Health and Safety Work Programme and continued improvement in Health and Safety.

### **Pre-season Audit**

(The Club is to hold this prior to the first event of the season). This audit should include but is not limited to:

- Confirmation of review and update of Hazard register
- Confirmation of review and update of Risk Management Plan
- Confirmation or review and update of First Aiders list
- Confirmation of review and acknowledgement of OWRC Minimum Medical and Veterinarian Standards

### **Post-season Audit**

(The Club is to hold this post the last event of the season). This audit is to ascertain compliance with Health and Safety Programme requirements and should include but is not limited to:

- Review Event/Activity documents
- Review Accident reporting

Both of these internal audits should be used as an opportunity to identify where improvements can be made to Health and safety practices, the Health and Safety Programme and the associated forms.

These should be communicated to the OWRC Committee.

## **3.0 ACCIDENT/ INCIDENT & NEAR MISS POLICY**

### **3.1 PURPOSE**

OWRC requires that all accidents occurring from OWRC activities are to be reported and recorded. The purpose of this is to:

- Recognise and document hazards or potential hazards and therefore put in place controls to prevent reoccurrence

### **3.2 DEFINITIONS**

- **“ACCIDENT”** means an event that causes any person to be harmed.
- **“SERIOUS ACCIDENT”** means one that causes a person to be hospitalised
- **“INCIDENT”** or **“NEAR MISS”** means an event that in different circumstances might have caused any person to be harmed.

- **“SIGNIFICANT HAZARD”** means a hazard that is an actual or potential cause or source of:
  - o Serious harm; or
  - o Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person’s exposure to the hazard; or
  - o Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.
- **“SERIOUS HARM”** (which must be notified to WorkSafe as soon as possible after the event or within seven days) means:

Any of the following conditions that amounts to or results in permanent loss or bodily function, or temporary severe loss of bodily function:

  - Amputation of body part.
  - Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
  - Loss of consciousness from lack of oxygen.
  - Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
  - Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence.

### 3.3 PROCEDURE

All accidents, incidents or near misses occurring from OWRC activities to either members, volunteers and participants are to be accurately reported and recorded on the appropriate form.

Any serious accident is to be accurately reported immediately to the OWRC Committee who will in turn promptly notify Work Safe NZ.

The forms will be readily available at all events/activities.

Forms to be completed as soon as possible after the accident/ incident/near miss by the person involved or if necessary by a witness. Completed forms to be sent to the OWRC Committee within 24 hours of accident for comment.

If further investigation is required the OWRC Committee will take 1 of 2 possible actions:

- If a health concern or an incident, will be discussed with the person concerned.
- If a safety concern, will be discussed with committee members.
- Once all action is completed Accident/Incident forms are to be forwarded to appropriate committee for filing as appropriate pursuant to the Privacy Act 1993.
- General information on accidents/incidents will be tabled at each committee meeting for comment and action as required.
- If a motor vehicle crash/accident adopt same procedure as above and any serious accident to be reported promptly to Work Safe NZ and if not already done - to the New Zealand Police.
- The accidents and incidents register be reviewed annually to determine any trends that might have or be evolving. This Procedure shall form part of the annual Health and Safety Programme review process.
- In cases where there has been contact with BLOOD / SERUM / BODYFLUID including known or possible contact with HEPATITIS and HIV: immediately notify the nearest District Health Board, and local GP.

The following form will be required to be completed:

**BLOOD/SERUM/BODY FLUID CONTACT REPORT INCLUDING HEPATITIS AND HIV CONTACT**

Report to be completed and returned with laboratory request forms and blood specimens to Microbiology Department, Christchurch Hospital. Immediate notification is required to the microbiologist on call after exposure to possible HIV positive source.

**TYPES OF CONTACT TO BE REPORTED:**

- **NEEDLESTICK** injuries and other **SHARP OBJECT** injuries when the needle or sharp object has been contaminated with blood, serum or body fluids from a patient.
- **INGESTION** of or **MUCOUS MEMBRANE** contact with blood, serum or body fluids of a patient, e.g. blood splashed in the eye.
- **CONTAMINATION** of a fresh, unhealed cut or burn (generally less than 24 hours old) with blood, serum or body fluids from a patient.
- **BITE** wounds, where skin is penetrated, or **SCRATCHES** where blood, serum or body fluid contamination is likely.

**DETAILS TO BE FILLED IN BY THE RECIPIENT OF THE CONTACT (INJURED PERSON)**

(1) Name: \_\_\_\_\_

(2) Age: \_\_\_\_\_

(3) Phone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_

(4) Occupation: \_\_\_\_\_ (5) Workplace: \_\_\_\_\_

(6) Employer: \_\_\_\_\_

(7) Type of Contact: \_\_\_\_\_ (refer (a) to (d) above)

(8) Date of Contact: \_\_\_\_\_ Time of Contact: \_\_\_\_\_

(9) Where Contact Occurred: \_\_\_\_\_  
*(be specific, e.g.: roadside accident, farm accident, customer premises)*

(10) Site of Contact: \_\_\_\_\_  
*(Anatomical site of contact, e.g.: hand, finger, eye, mouth, etc.)*

Describe what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Describe exactly what you were doing, e.g.: assisting injured person, splattered with blood by injured person)*

(11) Have you had hepatitis B vaccine? Yes / No Date: \_\_\_\_\_

(12) Have you had Hepatitis B infection in the past? Yes / No Date: \_\_\_\_\_

Full name and DOB of source if known: \_\_\_\_\_  
\_\_\_\_\_

(13) Address of Source: \_\_\_\_\_

#### 4.0 FIRST AID FACILITIES

##### 4.1 PURPOSE

To ensure that adequate first aid facilities are available for participants and activities of the OWRC.

##### 4.2 PROMOTION

- First aid boxes, adequately stocked, at all Club events and clearly displayed
- Names of First Aiders at all Club events clearly displayed
- At least one member of the Club is a trained First Aider

##### 4.3 PROCEDURE

All First Aid boxes are to be checked and re-stocked 6 monthly. At activities a central first aid box should be located in the main activity area. The first aid box contents shall be documented on a list in the first aid box.

##### 4.4 CONTENTS OF FIRST AID BOXES

1. Paracetamol - 1 box 20
2. Adhesive tape roll x 1
3. Dressing strip x 1
4. Eye bath x 1
5. Eye pad x 1
6. First Aid book x 1
7. Pencil x 1
8. Safety pins x 1
9. Scissors x 1
10. Splinters' forceps/tweezers x 1
11. Plastic strips (Band-aids) x 1 box assorted
12. Crepe bandage x 1 5cm
13. Disposable gloves x 5 pair
14. Labelled First Aid box x 1
15. Accident/Incident Forms
16. Gauze bandages x 2
17. Eye Bath
18. Ampules of saline solution or sterile water

##### 4.5 DESIGNATED FIRST AIDERS

Year:			
Personnel	Training Status		
	Yes	Not Current	No

## **4.6 MINIMUM STANDARDS OF MEDICAL COVER**

### **4.6.1 Treks, Camps & Club Training Days for all disciplines:**

- Fully equipped First Aid Kit/s - see Schedule 3 for more information.
- A person who holds a current First Aid Certificate must be on the grounds and/or at the activity at all times during treks, camps and training days with access to a fully equipped first aid kit – see Schedule 3 of the General Regulations for more information
- A cell phone (with coverage) or a land line for contacting emergency services and knowledge of the closest area where a helicopter can safely land (GPS co-ordinates may be needed).
- A Risk Management Plan should be drawn up for each activity and be up to date and regularly reviewed and available at all times.

It is not necessary to complete a new Risk Management Plan for each activity held at Telford, however the Plan must be updated for any new hazards that may arise. The Risk Management Plan must be readily available, and must be signed by all members to show that they have read the Plan and are aware of the hazards recorded in the Plan.

### **4.6.2 Events, Ribbon Days & Shows**

#### **Prior to the Event the Organisers:**

- If appropriate notify the regional Ambulance Control Room for the area of the date and location of the event and explain the potential accidents that can occur at such an event.
- Should make provision for a centrally sited medical station.
- Ensure there is good access to the grounds and know the closest area where a helicopter can safely land is known (GPS co-ordinates may be needed)
- A Risk Management Plan should be drawn for the event

It is not necessary to complete a new Risk Management Plan for each activity held at Telford, however the Plan must be updated for any new hazards that may arise. The Risk Management Plan must be readily available, and must be signed by all members to show that they have read the Plan and are aware of the hazards recorded in the Plan.

#### **During the Event**

- A designated & easily identified first aid person who holds a current First Aid Certificate must be on the grounds at all times with access to a fully equipped first aid kit and a Medical Station;
  - See Schedule 3 for more information.
- A cellphone (with coverage) or landline must be available for contacting emergency service if needed.

### **4.6.3 Medical Care**

#### **Risk Management Plan**

A risk assessment must be carried out and recorded for all activities. A Risk Management Plan template is provided in this Manual and needs to be completed and approved by the organising committee:

It is not necessary to complete a new Risk Management Plan for each activity held at Telford, however the Plan must be updated for any new hazards that may arise. The Risk Management Plan must be readily available, and must be signed by all members to show that they have read the Plan and are aware of the hazards recorded in the Plan.

- **Camps** or treks on a yearly basis at least one month before the first camp or trek and made readily available to members and public during camps and treks
- **Club Practice Days**, prior to the activity and made readily available on the Practice Day
- **Ribbon Days**, prior to the activity and made readily available on the day of the event.
- **Have a Go Days/First Start Competitions**, prior to the event and made readily available on the day.
- Shows, prior to the Show and made readily available on the day of the Show.
- The Risk Management Plan once completed should be retained by the organising committee.

### **Schedule 3- Minimum Standards of Medical Cover Summary Table and Definitions**

Appointed Person	Someone appointed by the Committee or Organising Committee to co-ordinate Medical requirements to ensure they meet General Regulation 23. It would be beneficial if the person is a First Aider.
First Aider	Someone who holds a current first aid certificate at least level 1, but ideally level 2 or equivalent.
Fully Equipped First Aid Kit	The Club should have a Fully Equipped First Aid Kit designed for a Workplace and not one designed for personal or home or car use. See St John's website for more information ( <a href="http://www.stjohns.org.nz">www.stjohns.org.nz</a> ). It is probably sensible for the Club to have a number of first aid kits including portable ones.
Medical Station (First Aid Point)	A quiet and private area where first aid can be administered or patients can receive further medical treatment or await transport to a "hospital" and that allows a person to lie down if needed. An area within the clubrooms, a tent, a caravan, horse truck, all can be used as Medical Stations/First Aid Point. This is not an exclusive list of requirements more a minimum.

#### **4.7 Risk Management Plan**

A Risk Management Plan, (Appendix II) must be used for all activities.

However, one Risk Management Plan may be used for activities held at Telford and updated for any new hazards that may arise. The Risk Management Plan must be signed by all members to show that they have read the Plan and are aware of the hazards contained therein. The Risk Management Plan must be readily available at all activities/events held at Telford.

#### **5.0 HAZARD IDENTIFICATION**

##### **5.1 PROCEDURE FOR IDENTIFYING NEW AND EXISTING HAZARDS**

New and existing hazards will be systematically identified and documented. Hazards will be assessed for their significance, minimised or eliminated and included in the Hazards Register by the Health and Safety Representative for the Club or event.

##### **5.2 PROCEDURE FOR IDENTIFYING SIGNIFICANCE OF HAZARDS**

Once a hazard or potential hazard has been identified it will be actioned and investigated by a Health and Safety Representative promptly and assessed for significance (see below). The hazard will be eliminated, controlled (minimised) depending on whether or not the hazard is significant. A significant hazard is one that has the potential to cause serious harm.



### **Significant Hazard and Serious Harm Definitions:**

“Significant hazard” means a hazard that is an actual potential cause or source of-

- Serious harm; or
- Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person’s exposure to the hazard; or
- Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

### **“Serious Harm”**

Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn to eye, penetrating wound of eye, bone fracture, laceration, crushing.

- Amputation of body part.
- Burns required referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence.

### **Significance Criteria:**

- Has an “accident” occurred?
- Seriousness of harm caused
- Potential for it to reoccur
- Has an “incident” or “near miss” occurred?
- Potential for injury or harm
- Potential for serious harm
- Potential for it to reoccur
- Has an event caused serious harm

Potential for the same or similar event occurring again

Please Note:

Serious harm shall be reported to WorkSafe NZ or if a vehicle crash, to the Police.

Consideration of whether or not a person was neglectful and not taking adequate or prescribed precautions to prevent the event from occurring needs to be taken into account when procedures or instructions are released

## **5.3 HAZARD REGISTER – example in Appendix 1**

### **OWRC Hazard Register Action Plan**

- Eliminate
- Minimise

### Developing controls for Significant Hazards

- For each significant Hazard the Club’s Health and Safety Representative shall ensure that controls are developed
- Significant hazards will be assessed to determine whether they can be eliminated. If they cannot be eliminated the significant hazard will be minimised.

### Hazard Review

- Hazard management and the effectiveness of controls in place shall be reviewed at an annual Health and Safety Programme Review as part of the Internal Audit- pre-season.

## 5.4 SPECIALIST EXTERNAL ADVICE AND TRAINING

- The OWRC recognizes there will potentially be situations arising that require external specialist advice and training.

### Examples:

Aspects	External Specialist
Infectious Diseases	Medical Officer of Health and District Health Board Infectious Diseases Team
Hazardous Substances Including: Chemicals, Sewage, Refuse Site Leachate	Chem Safety, Ecolab and ESR. Ministry of Health. Ministry for the Environment. Other Environment Engineers
First Aid  Fire Safety and Egress	Order of St John or Red Cross N.Z. Fire Service
Safe Vehicle Use	Automobile Association Land Transport Authority
Potential Confrontation in the Field	NZ Police
Workplace Safety and Health	ACC WorkSafe NZ/Department of Labour
Public Health Protection	Ministry of Health

## 5.5 VEHICLE USE AND DRIVING

### 5.5.1 Speeding

All members must adhere to the speed limits at all times and drive to the conditions and when they change, reduce the speed.

### 5.5.2 Seat belts

All members must wear their seat belts at all times. This includes all passengers.

### **5.5.3 Mobile Phone use in Vehicle**

Mobile phones are not permitted to be used in vehicles while driving. All members shall pull into a safe position off the road before using the phone. Please note: Hands free/blue tooth may be used to receive calls and end calls only.

### **5.5.4 Use of ATV's**

All drivers must be over 16 years of age. All drivers must wear a safety helmet and drive within the safe speed limits designated by the event

## **5.6 MEMBERS WORKING IN CONFLICT AND POTENTIALLY DANGEROUS SITUATIONS**

Because of the nature of the activities undertaken, OWRC recognises that members will be actually or potentially exposed to conflict situations.

## **6.0 HAZARD CONTROL**

### **6.1 PROCEDURE FOR IDENTIFYING NEW AND EXISTING HAZARDS**

Hazards need to be identified in order for appropriate controls to be put in place. Checklists have been developed for activities at OWRC activities to assist in the hazard identification process.

Hazards may also be reported at any time by any person. These hazards may need to be added to the appropriate register. Hazards may be identified as part of an accident investigation in which case the appropriate checklist will need to be updated.

### **6.2 PROCEDURE FOR IDENTIFYING THE SIGNIFICANCE OF HAZARDS**

Hazards on the register have been assessed to determine whether or not they are significant or not. Significant hazards are defined as those that have the potential to cause serious harm.

#### **Summary of Generic Hazards**

### **6.3 HAZARD REGISTER CHECKLIST – example in Appendix 1**

Hazards pertaining to each area of activity have been documented on hazard register. The Club's Health and Safety Representative will ensure that the person responsible for organising each area of activity completes the appropriate hazard register check sheet.

The hazards identified on the check sheets are not sighted as an exhaustive list and may be added to during the inspection process.

### **6.4 CONTROLLING HAZARDS**

The Health and Safety Employment Act 1992 specifies how to control significant hazards. The procedure is to work through the following steps:

- Eliminate the hazard if this is possible. If it is not possible or practicable to totally eliminate then
- Minimise the likelihood of harm from the hazard e.g. protective clothing and equipment, providing adequate training.
- The Club's Health and Safety Representative should bear these steps in mind when reviewing hazard registers and reviewing contractor health and safety plans.

Where specific hazards require specialist advice the Club's Health and Safety Representative shall ensure this is obtained. Where the OWRC requires information from relevant legislation, regulations, codes of practice, safe operating procedures or material safety data sheets, the relevant organisation will be contacted

## **6.5 INSPECTIONS, PRIOR, DURING AND AFTER AN ACTIVITY**

The Risk Assessment Plan has been developed to help identify, minimize and eliminate risk.

Hazard Check sheets have also been developed for inspection of the ground prior to the activity beginning, whilst the activity is operating and after the activity has ended to ensure that hazards are in control and the site is safe. The post activity inspection is to identify there are no hazards left on the site.

The Risk Assessment tool is available to download from the OWRC website.

## **7.0 EMERGENCY RESPONSE PROCEDURES**

### **7.1 MEDICAL EMERGENCIES**

#### **BASIC POINTS TO REMEMBER**

- Keep calm
- Keep safe
- Call for Help - if possible, ring 111
- If person unconscious - keep airway open
- Don't move injured person (unless breathing has stopped)
- If breath has stopped, give rescue breathing
- Keep casualty warm and calm
- If conscious, determine what happened
- Control bleeding
- Treat burns immediately - immerse in cold water

..... LEARN FIRST AID AND PRACTICE FIRST AID .....

**Cardiac Arrest Procedures**

<b>CPR CHECKLIST</b>			
<b>SAFETY</b>		Check safety of the area	
<b>RESPONSE</b>		Shake and shout; conscious?	
<b>AIRWAY</b>		Check/clear mouth Open airway Head tilt and chin lift	
<b>BREATHING</b>		Check for signs of breathing Look, listen and feel	
<b>CPR GUIDE</b>			
<b>PULSE PRESENT</b>		<b>NO PULSE</b>	
<b>DON'T DO CPR</b>	<b>ADULT</b>	<b>CHILD (1-8 YRS)</b>	<b>BABY (0-1 YRS)</b>
Rescue breathing if required. <b>ADULT</b> 2 breaths after 30 chest compressions. <b>CHILD</b> 2 small breaths after 30 chest compressions. <b>BABY</b> 2 tiny breaths after 30 chest compressions.	30 compressions interlocked hands placed 2 fingers above lower end of sternum; rate 100 - 120/mpm.  2 rescue breaths.	30 compressions 1 hand, place 2 fingers above lower end of sternum; rate 100 - 120/mpm.  2 rescue breath.	30 compressions 2 fingers below line of nipples; rate 100-120/mpm.  2 rescue breath; breath into nose / mouth.

**7.2 EMERGENCY RESPONSE PROCEDURE**

The Otago Western Riding Club shall ensure effective and efficient responses to emergency situations resulting from natural or man-made disasters. An emergency situation may arise as a result of:

- A fire
- An earthquake
- Chemical spill
- Explosion
- Armed confrontation
- Any other life threatening situation

**7.3 SPECIFIC EMERGENCY**

Each area of Activity should consider likely emergency situations. Each Hazard Register

Checklist will include a section on emergency responses for that particular activity

#### **7.4 FIRE EMERGENCY**

##### **Any person discovering a fire should:**

1. Raise the alarm immediately by shouting FIRE.  
Do NOT trigger Telford Equine Unit Alarm, the sound will spook horses and make the situation worse.
2. Immediately advise an OWRC fire warden as per Telford Equine Unit directives.
3. Call the Fire Service – dial 111.
4. Advise all persons to make their way to the car park area if this is not the source of the fire.
5. Switch off all machines and appliances near them.
6. Close all windows near them.
7. Proceed in an orderly manner out of the building by the nearest doorway
8. If the building is smoke-logged, keep near the floor.
9. Do not endeavour to obtain personal effects from some other part of the building nor attempt to return to your own room if temporarily absent.
10. OWRC official to contact emergency services and activate emergency evacuation procedures as necessary.

#### **7.5 EARTHQUAKES AND STORMS**

**Definition:** Any major seismic activity or adverse weather conditions that has the potential to lead to loss of life, damage property, lead to loss of the stock/animals and otherwise cause serious harm to persons or animals.

1. The Club's Health and Safety Representative is to immediately liaise with emergency services
2. Ensure the electrical power supply is turned off at the mains to the show
3. Close down all activities
4. Ensure only generator power is used
5. Evacuate all people to designate safe areas e.g. from temporary structures and dangerous areas such as hot food appliances and electrically operated equipment
6. Secure animals
7. Control traffic

#### **7.6 CHEMICAL SPILL OR EXPLOSION**

1. Call the Fire Service – **dial 111**
2. Immediately contact emergency services.
3. Evacuate all personnel from the area.
4. Ensure the area remains secure.
5. Do not attempt to touch, dilute or absorb the chemical.

6. **Do not use water**

7. The Club's Health and Safety Representative is to contact emergency services and activate emergency evacuation procedures as necessary.

**7.7 ARMED CONFRONTATION**

1. Keep calm don't panic.
2. Do exactly what the person asks.
3. Observe as much information on the person as possible.

Height	Age
Hair Colour	Skin Colour
Eye Colour	Accent
Race	What the person is wearing

OR any other distinguishing features

4. Do not take risks.
5. After the person leaves – dial 111.
6. Document all observations immediately.
7. The Club's Health and Safety Representative is to contact the emergency services

**DO NOT CONFRONT OR ATTEMPT TO DISARM THE PERSON**

**7.8 ANIMAL ESCAPE OR OUT OF CONTROL**

The Club's Health and Safety Representative is to develop a procedure for handling animal escape or out of control animals.

The procedure should include:

- Responsibility
- Evacuation procedure (if necessary)
- Animal control procedure
- Follow up/ Corrective Action

**8.0 CONTRACTORS AND SUB CONTRACTORS**

**8.1 CONTRACTOR INDUCTION**

The OWRC shall ensure that on-site contractors are aware of workplace hazards and onsite health and safety information.

Contractors shall be subjected to an induction process by the Club's Health and Safety Representative. Contractors will be made aware of workplace hazards and the emergency response plan. Records of contractors' induction shall be retained by the Club's Health and Safety Representative.

**8.2 CONTRACTOR HEALTH AND SAFETY PLAN**

Where people or organisations are engaged to provide a service or product and are paid for that service they are deemed to be contractors under the Health and Safety at Work Act 2015.

Examples of contractors are: coaches, course builders, food stalls, food mobile shops and any person or organisation that provides a service and is paid for that service.

The organisation engaging their services are deemed to be principals. Duties of principles can be summarised into two areas.

- The principal must ensure that all practicable steps have been taken to ensure that the contractor is not harmed whilst on site.
- The contractor takes all practicable steps to ensure they do not harm the public, visitors or volunteers.

A contractor is expected to submit a health and safety plan to the Club's Health and Safety Representative prior to contract acceptance.

The contractor may submit their own health and safety plan or may use the OWRC template document to format their plan.

The plan will be kept on file by the committee and the contractor's significant hazards will be checked to ensure they are in control during the activity.





# Health and Safety Programme

for

Otago Western Riding Club

## APPENDIX I

# Health and Safety for Contractors / Paid Coaches

## HEALTH AND SAFETY FOR CONTRACTORS/PAID COACHES

Contractors/Paid Coaches wanting to apply to undertake work for the Club are required to provide a health and safety plan and complete a hazard identification plan prior to contract acceptance.

### Contractors/Paid Coaches Responsibilities

- Develop a Health and Safety Plan and complete a hazard identification plan that ensures the public, other contractors/coaches, riders and Club Volunteers are safe from harm from any activity undertaken by the Contractor/Coach.
- Ensuring sub contractors adhere to the above health and safety requirements.

### Club Responsibilities

- To take all practicable steps to ensure that no hazard that is or arises in the place of work harms volunteers, contractors/coaches, riders or sub contractors or members of the public.

# Otago Western Riding Club

## Requirements of the Contractor/Paid Coach Health and Safety Plan

Otago Western Riding Club: \_\_\_\_\_

Contractor/Company Name/Paid: \_\_\_\_\_

Coach: \_\_\_\_\_

Contractor/Company Address /Paid: \_\_\_\_\_

Coach: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Description of Contract Work

A description of the type of work that will be carried out including machinery and equipment that will be used.

\_\_\_\_\_  
\_\_\_\_\_

### Current Certification

\_\_\_\_\_  
\_\_\_\_\_

### Sub Contractors

Name and contact details of any sub contractors the principal contractor/paid coach may engage during the contract

\_\_\_\_\_  
\_\_\_\_\_

### Responsibilities relating to health and safety

Name the position of the person(s) responsible for Health and Safety and the implementation of this plan throughout the contract duration.

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

**Staff Training and Competencies**

Details of the training and competence of the contractor's employees with regard to working with significant hazards

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**Hazards involved with the process**

Provide information on all the significant hazards involved with this contract. Include;

**Hazard Identification Plan**

- Description of the hazard (include WorkSafe notifiable work)
  - Details of how they will be controlled including protection of the public and volunteers
  - Details of how often those controls will be reviewed
- 
- 

**Accident Reporting**

All contractors are legally bound to report serious harm accidents to WorkSafe NZ. Otago Western Riding Club requires Contractors/Paid Coaches to maintain an accident register in compliance with Section 25 of the Health and Safety at Work Act 2015. An Accident form is provided for reporting accidents if required by the Contractor/Paid Coach.

**Emergency Plans**

The Contractor/Paid Coach will provide details of an emergency plan for emergency situations arising as a result of the work being undertaken. (Attach more information if necessary)

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Hazards the Contractors/Paid Coach need to be made aware of at this site are:

**HAZARDS**

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**EMERGENCY PROCEDURES**

(tick) The contractor/paid coach has been made aware of any emergency procedure for this site

Signed: .....

Date: .....

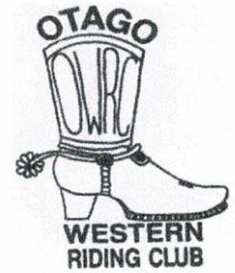
**Contractor/Paid Coach**

Signed: .....

Date: .....

**OWRC Representative**





# Health and Safety Programme

for

Otago Western Riding Club

## APPENDIX II

Risk Management Plan and  
Site Hazard Register

## **Risk Management Plan**

Complete pages below and hold a copy on file.

Fill a Risk Management Plan out for each separate event.

However, one Risk Management Plan may be used for activities held at Telford and updated for any new hazards that may arise. The Risk Management Plan must be signed by all members to show that they have read the Plan and are aware of the hazards contained therein. The Risk Management Plan must be readily available at all activities/events held at Telford.

At the beginning of each season a Risk Management Plan must be completed for events.

Please send a copy to:

The OWRC Secretary or Health and Safety Officer

A completed template is available on the OWRC website to assist the Club in filling out the Risk Management Plan.

Index:

L - Low

H = High

M = Moderate

E = Extreme



## RISK MANAGEMENT PLAN

Site Location			LIKELIHOOD <i>(How often)</i>	CONSEQUENCES <i>(What could be the extent of possible incident)</i>				
				INSIG.*	MINOR	MODERATE	MAJOR	CATA.
Event								
Persons at Risk			A (almost certain)	H	H	E	E	E
Medical Personnel			B (likely)	M	H	H	E	E
Veterinary			C (possible)	L	M	H	E	E
Judge			D (unlikely)	L	L	M	H	E
Emergency Details			E (rare)	L	L	M	H	H
Date of Event								
Date of Approval	/ /20	Approved by						

ACTIVITY	HAZARD	INITIAL RISK SCORE	PREVENTATIVE MEASURES	RESIDUAL RISK SCORE	RESP. PERSON



ACTIVITY	HAZARD	INITIAL RISK SCORE	PREVENTATIVE MEASURES	RESIDUAL RISK SCORE	RESP. PERSON

<b>ACTIVITY</b>	<b>HAZARD</b>	<b>INITIAL RISK SCORE</b>	<b>PREVENTATIVE MEASURES</b>	<b>RESIDUAL RISK SCORE</b>	<b>RESP. PERSON</b>

<ul style="list-style-type: none"><li>• Can a body part get caught in or between objects?</li><li>• Do tools, machines, or equipment present any hazards?</li><li>• Can the person make harmful contact with objects</li><li>• Can the person slip, trip or fall?</li><li>• Can the person suffer strain from lifting, pushing or pulling?</li><li>• Is the person exposed to extreme heat or cold?</li><li>• Is excessive noise or vibration a problem?</li><li>• Is there a danger from falling objects?</li><li>• Is lighting a problem?</li><li>• Is harmful exposure to radiation a possibility?</li><li>• Can contact be made with hot, toxic, or caustic substances?</li><li>• Are there dusts, fumes, mists or vapours in the air?</li><li>• Can weather conditions affect safety?</li></ul>	<p><b>Access:</b></p> <ul style="list-style-type: none"><li>• Adjacent persons</li><li>• Access method unsafe Manual Handling:</li><li>• Bend/Reach</li><li>• Lift/Carry</li><li>• Pull/Push</li><li>• Drag ropes/hoses</li></ul> <p><b>Other Hazards</b></p> <ul style="list-style-type: none"><li>• Unguarded equipment</li><li>• Slippery surfaces</li><li>• Obstructions</li><li>• Working at heights</li><li>• Persons above/below</li></ul> <p><b>Environmental</b></p> <ul style="list-style-type: none"><li>• Potential for leak/spill to soil or groundwater?</li><li>• Potential for leak to stormwater drain?</li><li>• Potential emission of dust, vapours or odour to atmosphere?</li><li>• Potential to generate excessive noise?</li></ul>	<p style="text-align: center;"><b>ALWAYS REMEMBER!</b></p> <p><b>STOP</b> whatever you are doing!</p> <p><b>LOOK</b> for hazards (these are everywhere)!</p> <p><b>ASSESS</b> the risk of these hazards!</p> <p><b>MANAGE</b> the risk to an acceptable level!</p>
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<b>PERSONNEL REGISTER</b>		<b>NOTE:</b> All personnel are to sign below to confirm an understanding of the information and responsibilities contained within this document.	
<b>NAME</b>		<b>SIGNATURE</b>	<b>DATE</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			



## Requirements and Procedure in the event of a Rider Fatality or serious injury

1. Crisis Team Manager to take charge.
2. CTM to proceed to the incident and assess the situation – Code Green for crisis situation.
3. Crisis Management Team to be activated by CTM.

**NB** it is essential as far as anyone is concerned at this stage that the accident is not fatal. This means that all radio transmissions must be carefully monitored. Cell phone communication is preferable, failing that a previously identified radio channel known only to the CM Team.

### **Crisis Management Team:**

Depending on the nature of the event your Crisis Management Team will comprise the senior officials:

**Crisis Team Manager:** Insert name and mobile number

**Event Convenor:** Insert name and number

**Chief Medical Officer:** Insert name and number

**Event Judge:** Insert name and number

**Secretary:** Insert name and number

**Repair Crew:** Insert name and number

**Chief Coach:** insert name and number

The Secretary's office will be used as the Administration Centre for the Crisis Management Team. Secretary to remain here until the completion of the management of the accident.

It is important to have tea and coffee available.

### **ACTION TO BE TAKEN**

1. Screens around the accident while treatment is taking place.

2. Police to be notified by Crisis Team Manager if the incident is a rider fatality.
3. Take rider into ambulance with agreement of police as soon as possible to get the grounds cleared and competition resumed.
4. Judges/witnesses to incident to be taken to Secretary's office where they will be required to write separate statements. If there are experienced equestrian people who witnessed the accident they could also be asked to write statements.

**ROLES OF TEAM MANAGEMENT PERSONNEL:**

1. CTM along with assistants are to ensure that procedure are followed correctly, especially any statements released to press.
2. Judge to control the course in terms of stopped riders etc. Decide if obstacle is to be deleted from course or not.
3. The OWRC Committee will liaise with the press, and ensure that family member's needs are taken care of. Event Convenor to go to hospital, providing transport for family as necessary.
4. Event Convenor to arrange for deletion of obstacle from course if advised to do so by Judge.
5. Chief medical Officer to control treatment of rider at the area.
6. Secretary to provide rider information such as contact phone numbers, next of kin, liaising with rider support personnel. (Also available on rider's arm band). Clearly the next of kin must be notified before any official information is released. (Police responsibility). Also to provide a private area for family members and Crisis Team Members with tea and coffee available.

**PRESS:** A holding press statement will be prepared and issued fairly swiftly to the effect that "a rider (no name given) had a fall and has been taken to hospital. Further details will be given when available, The Organisers are in touch with the hospital and will keep everyone posted." Or use a similar statement that fits the competition. This statement to be issued at the discretion of the OWRC Committee. Indication of the severity of the accident should only be released on official authorisation of the police – next of kin must be given every consideration. This applies to all persons involved with the accident, and they should be briefed to this effect by the Event Convenor.

**Other Points to be taken into account:**

1. The area of incident must not be repaired or altered in any way until examined by police.
2. Photographs should be taken before any repairs are made.
3. Event Convenor to be responsible for communication between hospital, OWRC Committee and Crisis Management Team.
4. There must be a clamp-down on any unofficial information being given out. Judge/Witnesses should be kept isolated until an official statement has been issued – if possible.

**CELL PHONE NUMBERS:**

**CRISIS TEAM MANAGER:**

**EVENT CONVENOR:**

**CHIEF MEDICAL OFFICER:**

**EVENT JUDGE:**

**SECRETARY:**

**REPAIR CREW:**

**DISTRICT COMMISSIONER:**

**CHIEF COACH:**

# **SITE HAZARD CHECKLISTS**

**Pre Activity Hazard Checklist**

**During Activity Hazard Checklist**

**Post Activity Hazard Checklist**

**Security and Emergency Activities Hazard Checklist**

**Livestock Hazard Checklist**

**Onsite Traffic Management Checklist**

**Health and Safety Checklist for Food Stalls and Mobile Shops**



## Otago Western Riding Club

### PRE-ACTIVITY HAZARD CHECKLIST

**Club Event:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

DESCRIPTION	Significant Yes/No	Comment on Controls in Place
Drinking Water Is the water safe to drink?	Yes	
Guy Wires and Pegs	Yes	
Pot Holes/Slippery surfaces	Yes	Public Protection, e.g., covers over pegs.
Event Signage Exits/ Directional	No	Signage indicating access and exit routes. Access ways clear and safe.
Traffic Management Is a traffic management plan required and in place?	Yes	
Procedures for Emergencies in Place – Loud Speaker System?	Yes	
Toilet Facilities Adequate? Location? Operational?	Yes	
Equipment being used - in good condition?	Yes	
Waste Disposal Facilities	Yes	
Electrical Safety	Yes	Ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about, and out of the way of water.
Health and Safety Signs in Place	Yes	General Public Health and Safety Sign/Public awareness at each principal entrance.
Contractors Health and Safety Plans in Place?	Yes	
<b>COMMENTS:</b> <i>Additional hazards, observations</i>		

## Otago Western Riding Club

### DURING ACTIVITY HAZARD CHECKLIST

Club Event: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

DESCRIPTION	Significant Yes/No	Comment on Controls in Place and note any actions taken
Ponies/horses and riders	Yes	Correct medical requirements Riders/ponies/horses competent for competition.
Guy Wires and Pegs	Yes	
Pot Holes/Slippery surfaces		
Event Access/Exit Signage Directional Signs	No	Signs indicating access and exit routes. Accessways clear and safe.
Stall Holders	Yes	Are there any additional hazards that are endangering the public?
Electrical Safety	Yes	Ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about, and out of the way of water.
Toilet Facilities Are they hygienic?	Yes	
Waste Disposal Facilities Are they coping?	Yes	
Are contractors managing their significant hazards?	Yes	Coaching Crowd control. Security/fencing.

**COMMENTS:**

*Additional hazards, observations*

## Otago Western Riding Club

### POST ACTIVITY HAZARD CHECKLIST

Club Event: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

DESCRIPTION	Significant Yes/No	Comment on Controls in Place and note any actions taken
Display stands - have they been completely removed from the site?	No	
Holes and disrupted turf Are there any large holes or disrupted turf that need to be filled?	No	
Has all signage been removed?	No	
Toilet Facilities Have mobile toilets been removed along with any associated contaminated material?  Have fixed toilet facilities been cleaned and sanitized?	Yes	
Waste Disposal Facilities Have all rubbish receptacles been emptied and/or removed?	Yes	
Has the site had a rubbish pick up exercise conducted?	Yes	

**COMMENTS:**

*Additional hazards, observations*

## Otago Western Riding Club

### SECURITY AND EMERGENCY ACTIVITIES HAZARD CHECKLIST

Club Event: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

DESCRIPTION	Significant Yes/No	Suggested Actions/Controls
Location of First Aid Facilities		Located next to high risk sites and accessible.
Signage	No	Signs displayed for toilets, registration office, exit, hazards emergency services and first aid facilities. Does the event programme include location of facilities?
Site Security	No	Is there a procedure to follow if there is an incident?
Emergency Response	Yes	Have all Volunteers been prepared for emergency procedures relevant to fire, evacuation, medical emergency?
Emergency Equipment in Place – Loud Speaker System, extinguishers?	Yes	

**COMMENTS:**

*Additional hazards, observations*

## Otago Western Riding Club

### LIVESTOCK HAZARD CHECKLIST

Club Event: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

DESCRIPTION	Significant Yes/No	Suggested Actions/Controls
Livestock Escape	Yes	Responsibility for animals lies with owners. Emergency plan in place for dealing with runaway animals.
Entrance and exit signage in place	No	Gates closed onto roads.
Animal obstacles, ground condition, activities		All obstacles are secure and safe for activity.
Gates, fences, stables, yards and troughs in working order and suitable	Yes	Ensure the gates and yards are suitable for the type of animal it is containing.
Fire protection in place	Yes	Check location of nearest fire extinguishers and hose reels and if they have been serviced.
Veterinarian	No	Is a veterinarian on site during the activity? How many and who?
Power Installation	Yes	Power leads and cables are adequately controlled to prevent trips and falls.

**COMMENTS:**

*Additional hazards, observations*

## Otago Western Riding Club

### ONSITE TRAFFIC MANAGEMENT HAZARD CHECKLIST

Club Event: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

DESCRIPTION	Significant Yes/No	Suggested Actions/Controls
Set Up Ground Suitability	No	Check slopes, pot holes, access.
Speed	Yes	Speed limit signage.
Traffic Control	Yes	Marshalls to direct traffic in high visibility clothing.
Emergencies	Yes	Cell phones for Marshalls.
<b>COMMENTS:</b> <i>Additional hazards, observations</i>		

## Otago Western Riding Club

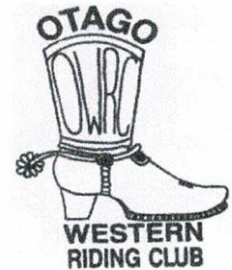
### FOOD STALLS, AND MOBILE UNITS HEALTH & SAFETY CHECKLIST

Club Event: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

DESCRIPTION	Significant Yes/No	Suggested Actions/Controls
Electrical Safety	Yes	Ensure all cords plugs and fittings are safe and out of the way of people moving about and out of the way of water. Safe appliances with no damaged electrics or exposed wiring.
Fire Protection in place	Yes	Check location of fire extinguishers in relation to cooking facilities. Awareness of fire/emergency procedures.
Appliances	Yes	All appliances are safe to use (including gas safety)
General Food Safety & Hygiene	Yes	Comply with Council Environmental Health Officer requirements.
Food Storage and Display units	Yes	Are they temperature controlled? Is food protected and covered? Handwashing facilities available?
Food Handling	Yes	Safe food service, eg. tongs, scoops, clean gloves and serviettes. Clean protective clothing worn.
General Cleanliness	Yes	Ensure area is kept clean and tidy including waste collection.
General Safety		Control of infants and children in potentially hazardous areas, eg. fat fryers, grills and BBQs.
<b>COMMENTS:</b> <i>Additional hazards, observations</i>		



# Health and Safety Programme for Otago Western Riding Club

## APPENDIX III

### **Accident Reporting and Investigation Form**

**A fall report MUST be completed for all riders that need to be seen by a First Aider or a higher level of medical care and sent to the OWRC Committee. In the event of an accident that involves hospitalisation of the rider, the adult in charge of the event must inform the OWRC Committee of the accident within 24 hours.**

**In the event of the death of a rider the adult in charge must inform the OWRC Committee as soon as possible. The OWRC Committee will assist in media statements and support for those involved.**

**The H & S Officer of the event or the adult in charge must also notify WorkSafe NZ of the accident. The date, time and name of the WorkSafe receptionist must be recorded.**



**Otago Western Riding Club**  
**Near Miss Reporting and Investigation Form**

<b>Date of Accident:</b>
<b>Description of Accident:</b> <i>Include who was involved and brief details of what happened</i>
<b>What Type of Injury was Sustained:</b>
<b>Investigation Details to Establish Main Cause of Accident:</b> <i>How was the investigation conducted what areas did it review, who was involved in the investigation process</i>
<b>Hazard Control Process:</b> <i>Describe if hazard is already on the hazard register checklist or if it is a new hazard</i>
<b>Corrective Action:</b> <i>Detail what will be done from here to prevent such an accident occurring again.</i>
<b>Signed to Verify Actions Have Been Taken:</b>
<b>Signature:</b> _____ <b>Date:</b> _____



**OTAGO WESTERN RIDING CLUB INC.**  
**ACCIDENT RECORD REPORT FORM**

**Instructions:**

**All falls and accidents should be recorded in a Club accident record book.**

**Please complete the Accident report Form when medical or veterinary attention has been administered.**

1. This form is to be used as a master copy, please photocopy and keep a number on hand for all occasions.
2. This form is to be completed by the Secretary or their appointee of the Event or Competition.
3. The information is required by the OWRC to help with future Injury Prevention Management.
4. The statistics collected from the Accident forms may be used by ACC / universities to help with future prevention management

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Event: \_\_\_\_\_

**Details:** ( Tick the appropriate box)

**1. Did this accident involve:**

Rider       Horse       Rider & Horse       Bystander       Official

**2. What activity / Competition?**

Reining       Ranch       Hunter under Saddle       Hunt Seat Equitation       Games  
 Horsemanship       Trail       Pleasure       Trekking       Training

**Other (please state):** \_\_\_\_\_

**3. Safety Gear Worn (any safety gear may be worn by a rider at their discretion):**

Footwear       Long Sleeves  
 Regulation Safety Helmet (must be worn for all English Classes, jumping & games)

**4. Weather:**       Fine       Wet       Windy  
**Ground Conditions:**       Firm       Wet       Hard       Slippery       Soft

**5. Who administered 'first aid'?**       Coach       Parent       St Johns       Paramedic       GP  
**Transported to:**       Hospital       Doctors  
**BY**       Helicopter       Ambulance       Private Car

**6. Injuries to:**

Head       Neck       Spine / Back       Arms       Wrist       Abdomen  
 Hand       Chest       Shoulder       Leg       Foot       Face

**7. Suspected:**

Fracture       Concussion       Strain/Sprain       Bruising

**Other (please state):** \_\_\_\_\_

**8. Did horse:**

Fall       Stop Suddenly       Rear       Buck       Take fright       Kick       Swerve  
 Lose Tack       Slip

**Other (Please state):** \_\_\_\_\_

**9. Vet Required?**

Yes     No     Injuries to Horse

*(If yes, please state):* \_\_\_\_\_

**10. Who else was in attendance?**

Coach     Parent/Guardian     Judge     Steward

**Other** *(Please state):* \_\_\_\_\_

11. Do you have any recommendations that could prevent re-occurrences of similar accidents?     Yes     No

*(If yes, please state):* \_\_\_\_\_

\_\_\_\_\_

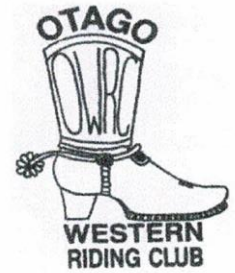
\_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(print name)*

Designation: \_\_\_\_\_

**NOTE:** It is good public relations to follow the accident up with a phone call to the persons concerned.  
Please keep a copy for OWRC records.



# Health and Safety Programme

for

Otago Western Riding Club

## APPENDIX IV

Health and Safety To Do List for Each Activity

and

Ongoing Implementation

Annual Review of Health and Safety

## **OTAGO WESTERN RIDING CLUB**

# **Health and Safety To Do List**

### **IMPLEMENTATION**

1. Sign the Policy
2. Clearly define (by plan) each designated area of the activity. (This will determine who is responsible for health and safety for each area and avoid confusion).
3. Have a set of Health & Safety Checklists:
  - a. Pre Activity Hazard Checklist.
  - b. During Activity Hazard Checklist.
  - c. Post Activity Hazard Checklist.

The relevant “section” specific Hazard Checklist eg.

    - Security and Emergency Hazard Checklist.
    - Livestock Hazard Checklist.
    - Traffic Management Checklist.
    - Health & Safety Checklist for Food Stalls and Mobile Shops.
4. Complete checklists prior to commencement of activity
5. Ensure you have adequate first aid facilities
6. Ensure all contractors submit a completed health and safety plan
7. Look at emergency procedures for fire, earthquake and for animals out of control
8. Record all accidents on the accident reporting and investigation forms.
9. Complete the checklists for ‘during’ and ‘post’ activity.
10. Have a committee meeting to discuss health and safety and make improvements for next time (change check sheets if necessary).

### **ONGOING IMPLEMENTATION**

Annual Review of Health and Safety Programme by OWRC



# Health and Safety Programme

for

## Otago Western Riding Club

### APPENDIX V

## Example Health and Safety Signs

**NOTICE TO VISITORS**  
**HEALTH AND SAFETY**

You are asked to abide by the safety rules and signage at this site. Health and Safety matters should be reported to an on-site Club official who can be contacted on:

**FIRST AID IS AVAILABLE ON SITE**  
**LOCATED AT:**

**EMERGENCY SERVICES**  
**DIAL 111**

# **FOOD PREPARATION**

- **Ensure gloves or tissues are available for handling of food**
- **Ensure hand washing facilities are working and near to food preparation**
- **Ensure hair is tied back or covered**
- **Ensure food contact surfaces remain clean and tidy**
- **Ensure fire extinguisher is available and in working order**



# FIRE EMERGENCIES

## IF YOU DISCOVER A FIRE

Raise the alarm immediately by shouting **"FIRE"**.

**DO NOT** trigger Telford Equine Unit Alarm, the sound will spook horses and make the situation worse.

Immediately advise an OWRC fire warden as per Telford Equine Unit directives and telephone the fire service

## WHEN YOU HEAR A FIRE ALARM

Leave the building by your designated exit which is at:

---

Your alternative exit is at:

---

Assemble at:

---

**Remain at assembly point until the all clear is given.**

**DO NOT USE LIFTS.**

**Walk, do not run.**

# NOTICE

**PLEASE**

**KEEP**

**THIS**

**AREA**

**CLEAR**

# First Aid



**EXIT**

**FIRE**

