

Horse riding schools, trail riding establishments and horse riding establishments

Code of Practice 2002

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1. Introduction

Horse riders have a higher risk of serious injury than participants in most other sports. Factors that influence this include the following:

- Horses are capable of acting independently of the rider and the extent to which the rider has control of the horse can suddenly change.
- Horses are capable of acting independently, whether being ridden or not.
- The horse is a large animal and the rider's head can be up to 3 metres above the ground.

Head and spine injuries are a significant problem. Various studies have shown that head injuries are by far the leading cause of death from horse related incidents. The most common injury to people when riding or working with horses is to the head and spine, followed by fractures to the extremities. Events most likely to lead to injury when dealing with horses include being:

- thrown or falling from the horse
- crushed by the horse
- kicked by the horse.

Most accidents at horse riding schools, trail riding establishments and horse hiring establishments are associated with horses themselves, either from riding or handling. Activities involving horses can never be without risk. The proprietor of the riding establishment should devise safe systems of work to minimise the risks. Throughout this code of practice the word 'horse' includes pony, mule, jenny, donkey and other equines.

1.2 What is the aim of the *Work Health and Safety Act 2011*?

The *Work Health and Safety Act 2011* (the WHS Act) and the *Work Health and Safety Regulation 2011* (the WHS Regulation) set out the laws about workplace health and safety for all workplaces and aim to prevent a person's death, injury or illness being caused by a workplace or by work activities. The WHS Act places the responsibility for workplace health and safety upon persons conducting a business or undertaking. This responsibility applies to the person conducting a business or undertaking whether the business or undertaking is conducted alone or with others, and regardless of whether or not the business or undertaking is conducted for profit. The WHS Act also places responsibility on others responsible for work activities such as persons conducting a business or undertaking with management or control of the workplace, or persons conducting a business or undertaking with management or control of fixtures, fittings or plant at the workplace.

The WHS Act defines a workplace as a place where work is carried out for a business or undertaking and includes any place a worker goes, or is likely to be, while at work. This definition includes places commonly recognised as workplaces, such as shops, factories, construction sites, hospitals, farms and rural properties. It also includes many other types of less obvious workplaces, such as a vessel used for teaching members of the public to scuba dive and a vehicle supplied by the person conducting the business or undertaking for use by a worker in the performance of work.

1.3 Duties of persons conducting a business or undertaking

Under the WHS Act, persons conducting a business or undertaking have a duty to ensure, so far as reasonably practicable, the workplace health and safety of all people who perform work for them. This duty extends to all workers and the definition of "worker" includes contractors (e.g. visiting horse practitioners like farriers) and volunteers who perform work for the business or undertaking. The duty also applies to any other person who can be affected by the work carried out as part of the business or undertaking.

Under the WHS Act, persons conducting a business or undertaking have the following duties:

- providing and maintaining a work environment without risks to health and safety
- providing and maintaining safe plant and structures
- ensuring the safe use, handling and storage of plant, structures and chemicals
- providing adequate facilities for workers and ensuring access to those facilities
- providing information, training, instruction or supervision that is necessary to protect all persons from risks to health and safety arising from the work carried out as part of the business or undertaking
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury to workers from the conduct of the business or undertaking.

It is also recommended that the establishment hold appropriate Public Liability Insurance for clients.

1.4 Duties of workers

Workers also have duties under the WHS Act. These duties include the following:

- (a) take reasonable care for his or her own health and safety
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow compliance with the WHS Act
- (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace which has been notified to workers.

1.5 Who is this code of practice intended for?

The Horse riding schools, trail riding establishments and horse riding establishments Code of Practice is an approved code of practice under section 274 of the WHS Act. An approved code of practice is a practical guide to achieving the standards of health, safety and welfare required under the WHS Act and the WHS Regulation.

From 1 July 2018, duty holders are required to comply either with an approved code of practice under the WHS Act or follow another method, such as a technical or an industry standard, if it provides an equivalent or higher standard of work health and safety to the standard required in the code.

A code of practice applies to anyone who has a duty of care in the circumstances described in the code. In most cases, following an approved code of practice would achieve compliance with the health and safety duties in the WHS Act, in relation to the subject matter of the code. Like regulations, codes of practice deal with particular issues and do not cover all hazards or risks which may arise. The health and safety duties require duty holders to consider all risks associated with work, not only those for which regulations and codes of practice exist.

Codes of practice are admissible in court proceedings under the WHS Act and WHS Regulation. Courts may regard a code of practice as evidence of what is known about a hazard, risk or control and may rely on the code in determining what is reasonably practicable in the circumstances to which the code relates.

An inspector may refer to an approved code of practice when issuing an improvement or prohibition notice. This may include issuing an improvement notice for failure to comply with a code

of practice where equivalent or higher standards of work health and safety have not been demonstrated.

In providing guidance, the word 'should' is used in this code to indicate a recommended course of action, while 'may' is used to indicate an optional course of action.

This code also includes various references to provisions of the WHS Act and WHS Regulation which set out the legal requirements. These references are not exhaustive. The words 'must', 'requires' or 'mandatory' indicate that a legal requirement exists and must be complied with.

Who has duties?

A **person conducting a business or undertaking** (PCBU) has the primary duty under the WHS Act to ensure, as far as reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking.

Officers, such as company directors, have a duty to exercise due diligence to ensure that the business or undertaking complies with the WHS Act and WHS Regulation. This includes taking reasonable steps to ensure that the business or undertaking has and uses appropriate resources and processes to provide and maintain a safe work environment.

As discussed above, **workers** have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.

Consulting with workers

Consultation involves sharing of information, giving workers a reasonable opportunity to express views and taking those views into account before making decisions on health and safety matters.

The WHS Act requires that you consult, so far as is reasonably practicable, with workers who carry out work for you who are (or are likely to be) directly affected by a work health and safety matter.

If the workers are represented by a health and safety representative, the consultation must involve that representative.

You must consult your workers when proposing any changes to work that may affect their health and safety.

Consulting, cooperating and coordinating activities with other duty holders

The WHS Act requires that you consult, cooperate and coordinate activities with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable.

Sometimes you may share responsibility for a health and safety matter with other business operators who are involved in the same activities or who share the same workplace. In these situations, you should exchange information to find out who is doing what and work together in a cooperative and coordinated way so that all risks are eliminated or minimised as far as reasonably practicable.

Further guidance on consultation is available in the *Work health and safety consultation, co-operation and co-ordination Code of Practice*.

This code of practice is intended for persons who operate horse riding schools, trail riding establishments and horse hiring establishments. This code is also intended for workers and Health and Safety Representatives associated with such businesses or undertakings.

This code describes the main risks associated with handling horses; the machinery, equipment, chemicals and work practices found in horse riding schools, trail riding establishments and horse hiring establishments; and what should be considered to safeguard the health and safety of workers, clients and visitors to the premises.

2. Training

Under the WHS Act, persons conducting a business or undertaking have a duty to provide workers with information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety. In addition, the WHS Regulation requires that the information, training and instruction be provided in a way that is readily understandable by any person to whom it is provided.

Before commencing any work or activities, workers and riders should undergo induction training and be provided with information relating to the risks involved. As a minimum, clients of a horse riding establishment should be provided with information on:

- the relevant risks and control measures in place
- procedures with which they are expected to comply (such as following instructions)
- relevant safety procedures in place (such as wearing safety helmets when riding)
- restricted areas of the workplace.

The person conducting a business or undertaking should provide adequate and appropriate training by following these steps:

1. Determine who needs to be trained
2. Determine what training is required
3. Determine how training will be delivered
4. Ensure the training is provided
5. Evaluate the training
6. Keep training records.

The different types of workplace health and safety training have different purposes, as follows:

- **Induction training** refers to the initial training given to workers when they commence employment or are new to the job. This training is of a general nature and may involve a workplace tour, information about conditions of employment, administration, organisational structure, emergency procedures and workplace amenities.
- **Supervisor and management training** is provided to help ensure that the supervision and management of the health and safety issues is appropriately carried out in the workplace.
- **Specific job training** involves providing information about the risks associated with the job.
- **Specific hazard training** involves providing information about the risk(s) associated with a particular hazard.
- **Ongoing training** or refresher training should be provided periodically to ensure that work continues to be performed safely.
- **Emergency procedures training** is provided to ensure workers know what to do in the event of an emergency.
- **First aid training** is provided to ensure appropriate procedures are followed for administering first aid.

The amount of detail required and the extent of training undertaken will depend on:

- the nature of the workplace hazard(s)
- the degree of risk associated with these hazards
- the complexity of aspects of work, such as operating procedures and equipment
- other control(s) being implemented
- the qualifications and experience of the worker.

Where relevant, the worker should also be introduced to:

- the Health and Safety Representative (if one has been elected to the worker's workgroup)
- the fire warden, and
- the first aid officer.

In general, all people exposed to risk should be provided with information about:

- the workplace health and safety legislation
- the organisation's workplace health and safety program/policy
- the workplace health and safety risk management process
- the control measures in place to minimise exposure to risks associated with workplace hazards
- the correct use of controls and how to ensure they are kept in full working order
- safe working procedures
- how to use and maintain equipment (refer to operators' manuals)
- any special safety information needed (such as safety precautions for working under certain conditions).

The person conducting a business or undertaking should take into account their workers' capabilities, as regards health and safety, when giving them tasks to do (for example, previous training, knowledge and experience). The person conducting the business or undertaking must also ensure their workers are provided with adequate health and safety training. Training is an important way of achieving health and safety competence and helps to convert information into safe working practices.

New workers (including volunteers and casual staff) should receive induction training on health and safety, including arrangements for first aid, emergency procedures, fire and evacuation. The needs of young workers should also be given particular attention. However, training is needed at all levels, including top management.

Risk assessments should identify where specific training is required, for example, to deal with manual tasks issues or the use of hazardous chemicals. Training needs may change when workers transfer or take on new responsibilities, or staff return to work after long periods of absence, or there is a change in equipment or systems of work or procedures.

The competence of staff should be monitored where lack of job knowledge and skills can adversely affect health and safety. Where such a lack is identified, any necessary update or refresher training should be provided. Special attention may need to be given to workers who deputise for others. Their skills are likely to be underdeveloped and they may require more help in understanding the health and safety issues. Staff who work only at weekends may also have training needs and can easily be overlooked. Injuries and illness can often be traced to poorly informed decisions through lack of training. Training can improve job performance, and it is sensible to keep a record of significant training events.

2.1 Instructors

Only instructors who can demonstrate their competence for the training being provided, and have a standard at least equivalent to the appropriate qualifications from equestrian organisations, should be employed to undertake the task. Instructors, and anyone in charge of a ride leaving the premises, should also hold a current First Aid certificate.

Qualification certificates from a Registered Training Organisation, at a level commensurate with the task, should be appropriate for the activities carried out by the horse riding school, trail riding establishment or horse hiring establishment.

2.2 Instruction of riders and clients

The health and safety of clients and riders can be at risk if they have inadequate knowledge, skills or experience related to riding. For instance, some people may panic while riding. Panic can contribute to faulty decision-making and unwittingly give the horse inappropriate messages – leading the horse to react with the wrong response to a situation. Instruction, advice and supervision can help reduce the likelihood of riding related panic and accidents.

Before riding, clients and riders should be given advice relating to the following:

- Characteristics and behaviour of horses
- The risks and control measures in place (such as wearing safety helmets when riding)
- Selecting and using riding equipment
- The riding environment
- Dealing with certain problems
- Procedures with which they are expected to comply (such as following instructions)
- All riding and stable protocols.

Where appropriate, demonstrations should be used to enhance understanding.

The instructor should ensure that the advice has been understood.

2.3 Instructor: student ratios

A risk assessment to determine the instructor: student ratio for riding schools, and the guide: rider ratio for trail riding establishments will include consideration of the following issues:

1. Instructor / guide experience and qualifications
2. Student / rider experience and ability
3. Horse temperament and experience
4. Level of training provided for the horses being used
5. Type of riding or lesson being undertaken.

The following examples provide some guidance (note that these are examples only, and need to be tailored to the individual establishment and purpose through undertaking a risk assessment):

- Example 1 – Riding lessons in a properly fenced arena: In general, using horses that are trained and accustomed to the task, this would not exceed 8 riders with one trainer or 10 riders with one trainer and one assistant.
- Example 2 – An easy trail ride: In general, using horses that are trained and accustomed to the task, a qualified and experienced head guide would accompany no more than 12 competent riders. On a more difficult trail, or with more inexperienced riders, this number would be significantly lower and may require an assistant.

3. Managing health and safety

The WHS Act and the WHS Regulation require persons who have health and safety duties to 'manage risks' by eliminating health and safety risks so far as is reasonably practicable. If it is not reasonably practicable to eliminate the risks, persons with health and safety duties are required to minimise those risks so far as is reasonably practicable.

A safe and healthy workplace does not happen by chance or guesswork. It requires the person conducting the business or undertaking to think about what could go wrong at his or her workplace and to consider what the consequences could be. The person conducting the business or undertaking must then do whatever he or she can (in other words, whatever is 'reasonably

practicable') to eliminate or minimise health and safety risks arising from their business or undertaking.

The *How to manage work health and safety risks Code of Practice* provides practical advice on the risk management process, including the conducting of a risk assessment for the workplace. When selecting the best way to control exposure to the risk of injury, illness or death at the workplace, persons conducting a business or undertaking must follow the risk management process detailed by the *How to manage work health and safety risks Code of Practice*. Persons conducting a business or undertaking should also consider the information and examples provided by this code of practice, the *Horse riding schools, trail riding establishments and horse riding establishments Code of Practice*, when undertaking the risk management process.

Undertake the risk management process:

- Now if you have not done it before
- When a change occurs (e.g. changing work procedures)
- After an incident or 'near miss' occurs
- At regularly scheduled times appropriate to the level of risk at your workplace.

4. Environment and welfare

4.1 Stabling

Horse riding schools, trail riding establishments and horse hiring establishments will need to consider whether the size and construction of the stable is adequate and provides a safe place of work. Lack of space can contribute to handlers being crushed or trodden on when attending to the horse. Access to the stable area should be restricted, and signed to indicate this restriction. If visitors are able to access the area around the stables, signage may be required giving details of risks (such as horses kicking or biting), and appropriate control measures.

Paddocks should be clean and well drained, and provide shelter and shade for horses in holding areas.

Ventilation

It is important that the stables are well ventilated. Stables tend to be dusty and have gases from urine and faeces, which pose a potential hazard to the handlers if good ventilation is not provided. Stables with high-pitched roofs generally have good air circulation. Windows hinged at the bottom with the sides blocked will allow airflow up and around the stable and provide extra ventilation. Windows should be either protected by metal bars or made of toughened, laminated or wired glass.

Floors and surfaces

Stable floors that are soundly constructed, slip-resistant to both horse and handler and impervious to moisture will help to prevent slips, trips and falls. Concrete slabs with a grooved surface are slip resistant and can assist with drainage. Smooth concrete becomes slippery when wet and may need to be treated or replaced to reduce the risks of slipping. Stable surfaces should be made of materials that can be readily cleaned to maintain stable hygiene.

Internal walls and partitions

Walls and partitions of strong construction, solid and free of nails and other protrusions will help to prevent injury to horse and handler.

Doors

Stable doors in two halves, so that the upper portion can be left open, will allow anyone wishing to enter the stable to see where the horse is and its condition before opening the lower half. The

horse may injure itself by banging its hip joints or legs and may also trap the handler between the doorframe and itself if the doors are too narrow. Doors, which open outwards, allow quick access to be gained to an injured person lying behind the door or to sick horses. A horse can easily push through a flimsy or damaged door. Doors of substantial construction fitted with two heavy-duty hinges on each door with bolts at the top and bottom will help to prevent this.

Lighting

All electric wiring and light bulbs should be protected. Light switches should be outside the stable and never within reach of a horse. They should be specifically designed for external use. The main control should be in a secure area so that lighting cannot be switched off inadvertently. Safe procedures should be developed, and if necessary, adequate equipment provided for changing light bulbs and similar activities.

Access to haylofts

A properly constructed staircase, which is provided with handrails, is the preferred means of access to haylofts. Where ladders are used, it is important that they:

- Are maintained in good condition, of sound construction with no defects and in particular the rungs of any wooden ladder should not be solely supported by nails or screws.
- Are supported on a firm, level surface.
- Securely fixed to the structure with lashings, straps or proprietary clips, so that it cannot slip.
- Extended to a height of at least 1.05 m above the landing place or above the highest rung on which the user has to stand unless there is an equivalent suitable handhold, and
- Placed at a suitable angle to minimise the risk of slipping (ideally at about 75° to the horizontal, i.e. about 1 m out from the building for every 4 m in height).

For more information on access to haylofts, refer to AS/NZS 1892 series – *Portable ladders*.

4.2 Collecting yard

Riders should mount horses in a fully enclosed safe area which is level, has a surface that minimises the risk of slipping, and is kept free from obstructions.

4.3 Riding arenas

Riding arenas enclosed by suitable fencing will help to provide a secure area where both horse and rider can be more easily managed. The fencing should ideally be post and rail with the rails facing inwards (to protect the riders outside leg) and high enough to deter the horses from jumping over (at least 1.2 m). Gates wide enough to allow the horse and handler to pass through will assist in minimising injury to the horse, rider or handler. A safe riding arena will be well drained, free from holes and other obstructions. Glass and other rubbish should be removed immediately. If the riding arena is floodlit, the cables should be protected from horse, rider and traffic. Show jumps and any other equipment used should be soundly constructed with no sharp edges or protrusions, and cleared from the riding area when not in use.

Jump cups must be removed from the wings when not required.

4.4 Indoor schools

Ideally, doors into the indoor school should be of a sliding type or open outwards and be provided with kicking boards. It is advised that kicking boards, no less than 1.35m high, should be fixed to the internal walls and slope outwards at an angle of around 10°. The school should be well lit with the lights set at a height that will not interfere with the horse and rider. There should be no obstructions or protrusions. Old shavings from stables should not be used in the indoor arena without adequate ventilation, to minimise potential inhalation of particulates and fibres.

Displaying a sign giving instructions on entering, leaving and use of the school will help to ensure that everyone is aware of the correct procedures. Providing training for both the horse and rider on how to enter the school steadily will help to prevent accidents occurring from horses rushing in and out of the school.

4.5 Riding outside the arena at riding schools

Riding outside the arena at riding schools should only occur after a thorough risk assessment has been undertaken. Issues to be taken into account include:

- rider competence
- suitability and experience of the horse
- riding surface
- presence of other horses (especially if they are at rest)
- adequacy of supervision.

It would not be reasonable for a riding school to use horses outside the arena when the horses are not used to it, without additional supervision and close control.

4.6 Electric fencing

Electric barriers should not be used in arenas, or in an area that horses while being ridden are likely to come into contact with them. Any electric barriers should be installed and maintained to AS 3014 *Electrical installations – Electric fences*.

4.7 Visitor access

Where possible, car parks should be situated away from the riding area, and, where appropriate, speed limits imposed. A traffic flow system, which takes account of pedestrian movements and minimises reversing, will reduce the risk of an accident. Viewing areas that are clearly defined and well lit will allow visitors to watch others riding without being exposed to danger. Visitors should not be allowed to interfere with those riding. Small children, and some people with an intellectual impairment, should be carefully supervised as they often show no fear with horses and do not appreciate the dangers of being near to horses.

4.8 General horse handling

Loading and unloading facilities

Safe loading and unloading of horses in transport will include loading and unloading in a calm manner, particularly where horses have not previously been transported. Use anti-slip loading ramps that are not steeply inclined. Attendants should not stand directly beneath the ramp when lowering or raising it.

Handling in restricted areas

If a horse has to be moved in a restricted area or near obstructions that pose a risk either to the horse or the handler, the horse should always be led.

Lunging area

Lunging a horse with a rider should only be carried out in a defined fenced area by competent people. Only those authorised or undergoing instruction should be permitted within the area during lunging. The lunging area should be a flat surface with adequate footing for the task and the horse should be familiar with being lunged.

4.9 General housekeeping

Many accidents result from trips and falls that may be prevented by good housekeeping. Accidents can be avoided if the means of access to the riding school and any passages, paths or roads and any part of the premises to which workers or visitors have access are kept clear of obstruction and have surfaces which minimise the risk of slipping. Pot holes, broken steps, stairs or treads, uneven paving, holes in stable floors, defective gates and door fastenings, broken gates and doors, projections of wood or metal in unexpected places, passages blocked by barrels, buckets, bales of hay or straw, and forks or shovels lying about in or by any access ways are all potential hazards to visitors and workers at the premises. Good housekeeping prevents accidents occurring.

4.10 Children

Extra care must be taken to ensure that children are not put at risk from work activities. Horses, tractors and other machinery, buildings and chemicals can present particular risks to children and young people unless adequate precautions are taken. Falls and falling objects, as well as drowning in water or suffocation in grain, are particular risks.

4.11 Amenities for workers

Facilities for washing, dining, drinking water and sanitation must be provided, as well as dressing rooms.

5. Tack/riding equipment

Rider safety and control of the horse may be seriously impaired unless all tack is in good condition and checked before use to ensure it is free from defects. Particular attention should be paid to the stitching, as the life of the thread is short compared to that of the leather. Horse sweat rots the stitching and leather, so all tack should be kept clean and supple and be well maintained. It is important that the tack is suitable and comfortable to both the horse and the rider. Each horse should have its own correctly fitted tack that is suitable for the activity to be carried out. Tack should be maintained in a clean and hygienic condition.

A register of riding equipment should be kept. This register should detail date of purchase, date and details of maintenance and inspection, etc.

5.1 The saddle

If properly looked after and well maintained, saddles will last for many years. Regular safety checks should be carried out on the saddle, these will include the following:

- (a) Girth straps and their attachment. Saddles should be securely attached to the horse when in use. The method of attachment must also keep the saddle properly in place. A double buckle, or single buckle with surcingle, or other secondary means of attachment, can be used to ensure the saddle stays in place, particularly in case the primary means of attachment becomes dislodged. Girth straps are stitched onto webs that pass over the saddletree. The stitching will eventually perish and will need to be replaced. Girth straps also become worn, usually stretched and split around the holes. When this occurs the strap should be replaced. Saddles that have girth straps attached to the tree by tacks are often insecure and should be avoided.

- (b) Stirrup bar safety catch. If used, this should always be in the open or down position when the saddle is being used. This allows the stirrup leather to be freed from the saddle in the event of a fall, minimising the risk of the rider being dragged.

5.2 Stirrup leathers

Stirrup leathers should be inspected thoroughly before use, for the thickness of the leather in relation to the stirrup bar, the stitching on the buckle end and around the holes. Any stirrup leather found to be less than satisfactory (i.e. with cracked, worn leather or rotten stitching) should not be used. Stirrup leathers which are too long for the rider should have extra holes punched in them and not be wound around the stirrup iron to make them shorter.

5.3 Stirrup irons

High quality stirrup irons are less likely to snap or become deformed. Soft metals such as brass are not recommended. It is important that the stirrup iron is of the correct size for the rider, so that it slips off the foot easily in an emergency but is not too big, allowing the whole foot to slip through and become trapped. Consider using safety irons that are available for children and novice riders. All the safety stirrups incorporate a design or device that allows the foot to be released in an emergency.

5.4 Bridles

Bridles should be of good quality. The stitching should be regularly inspected, along with the buckles and hook studs. Buckles should not be sharp so as to cut into the leather or have bent or loose tongues. Bent or loose hook studs should be replaced. Rein stops should be used on the reins when using a running martingale. This prevents the rings of the martingale becoming fast on the buckles or hook studs on the reins near the bit and impairing the rider's control over the horse.

5.5 Bits

High quality snaffle bits are less likely to snap and become deformed.

6. Matching horse and rider

6.1 Evaluating the rider

All riders are to be considered as a beginner unless an evaluation shows otherwise. The following definitions are provided as a guide for evaluating a rider:

- **Beginner rider** – a person who has never ridden a horse, up to a person who can mount a horse, dismount a horse and stop a horse. May be confident at riding the horse at a walk.
- **Medium rider** – competent at riding the horse both at a walk and a rising trot.
- **Competent rider** – confident and competent at riding a horse at a walk, trot and canter. Displays abilities at controlling the horse.

In competitions, riders should only ride within their assessed level of skill.

6.2 Selecting a suitable horse

Instructors at a horse riding school should ensure that the horse or pony provided for a rider's use (worker, trainee or client) is suitable and safe for that person, taking into account age, size, experience, general riding ability and any known handicap or limitation of the rider. Riders should be given information about the horse's character and behaviour.

Beginner riders should be given a quiet, steady horse or pony and the instructor to student ratio adjusted accordingly. The lesson should be held in a small, secure area.

Allocation of horses should be undertaken by the head guide or trainer, or another suitably qualified and experienced person. The person allocating horses should be familiar with the characteristics of the horses.

Horses which regularly buck, or which regularly behave unpredictably, should be excluded. Stallions, mares in foal, or lactating mares should generally not be used, unless an assessment of the horse shows they are suitable and additional measures are taken to reduce the risks involved.

When trail riding, on no account should novice riders be allowed to ride on the road unless led or accompanied by an experienced, competent person.

Carefully match the horse to the task expected of it. For example, horse riding in an arena and on a trail requires horses with different temperaments and characteristics. Not all horses are suitable for both tasks. The potential nervousness of a rider, used to riding the same "school horse" in an arena, may become a problem on a trail, particularly where the rider is unfamiliar with this activity. Additional precautions need to be taken.

Extra supervision and/or control need to be exercised when taking a horse out of its usual environment or activity.

No more than one person should ride a horse at any one time, except in very controlled circumstances, such as when the horse is used for vaulting under the control of a trained lunge person.

6.3 Horse behaviour and senses

The evolution of the horse has taken place over millions of years and the modern horse is gregarious and a herbivore. Wild horses form herds and each herd has a dominant mare. Horses kept in fields also have a leader and lower ranks.

The horse is not naturally aggressive to people and will normally run away when frightened. However, it will fight to establish a social hierarchy, protect its young, secure food, and defend itself if it feels threatened and cannot escape.

In order to handle horses safely the instincts and senses of the horse must be considered. Accidents can easily be caused by a handler (or a visitor to the premises) upsetting or frightening the horse.

The horse has the same five senses as human beings:

- (a) Sight. The horse is a non-predator and is thought to have relatively poor sight. A horse that appears to be looking into the distance may actually be using other more developed senses. Unlike humans, the horse is able to see images to the left and right at the same time due to the eyes being at the side of the head. A horse should always be approached from the side and not from its blind spot (directly in front or behind), as this could startle it.
- (b) Smell. Smell is a very important sense to the horse and is used to detect good from bad. If a horse is confused it will sniff the air. It should be noted that some perfumes have a musk base that could excite horses, particularly stallions. Therefore perfumes should not be worn and scented soaps and body sprays should be avoided when working with stallions.

- (c) Hearing. The horse has large mobile ears and acute hearing. Often it can hear something well before it sees the object or before humans hear the same noise, if humans are able to hear the noise at all. By turning its ears towards the sound, a horse is able to accurately determine the direction from which it is coming.
- (d) Touch. The sensory nerves throughout the body are more pronounced in areas devoid of hair or with little skeletal frame such as the ears and muzzle. Handlers often exert pressure on these areas when attempting to restrain difficult horses, and
- (e) Taste. This is the least used of the senses and is insignificant as an indicator of horse behaviour.

6.4 The frightened horse

In the field

The horse will throw its head up and prick its ears. It will tense the muscles from the muzzle to the tail, open the nostrils to smell and fill its lungs with oxygen ready for flight. In a field, the horse will only attack when cornered. Horses which bolt when frightened often knock people down or run into things because the horse is looking behind at whatever frightened it, rather than where it's going. This is known as 'blind fright'.

In the stable

The horse when frightened will initially still try to run away but, because it is cornered, will then revert to its survival instincts. It will usually give a warning before biting or kicking by swinging its rear end, swishing its tail and flicking its ears. If the warning is ignored, it will tense from muzzle to tail, clench the tail between its rear legs and kick or lay its ears flat back with the eyes standing proud, curl the mouth and lunge forward with the neck straight, ready to bite. It is important that everyone involved in handling horses can recognise the warning signs for their own well-being. Horses known to be temperamental should only be handled by experienced staff and have a warning sign on their stable doors.

Causes of fear

Any sudden movement, sudden noise or any unusual event or occurrence can frighten horses and ponies. Horses do not have reasoning power and are creatures of habit. If a horse has become used to an environment it may react in an unforeseen way, even when there is no obvious danger in the reasoned opinion of a human, for example the presence of a new road sign could result in a horse refusing to follow a previously established route.

7. Safety when riding

7.1 Personal protective equipment (PPE)

Suitable personal protective equipment should be used wherever there is a risk to health and safety that cannot be adequately controlled by other means. This includes, e.g. the provision of suitable footwear where there is a risk of foot injuries, helmets where there is a risk of head injuries or suitable outdoor clothing if the job involves working outside.

It may also be necessary to consider protective equipment for horses, such as breastplates and cruppers where needed in steep country, or other circumstances.

Protective helmets

The high number of head injuries, often of a severe nature, which occur when riding makes wearing protective helmets necessary. Handlers and riders who may be exposed to head injury should wear suitable protective helmets, correctly adjusted and fitted. Protective helmets considered suitable conform to AS/NZS 3838 *Helmets for horse riding and horse related activities*.

As an alternative standard, helmets approved to the following standards may be suitable:

- EN 1384 - Current European Standard
- ASTM F1163 - Current US Standard

It is important to check that helmets are correctly worn and adjusted. New riders may need to be shown how to carry out adjustments.

Protective helmets should be replaced periodically according to use and manufacturers' recommendations. Damaged or dropped helmets should not be worn until checked as being safe for use by the manufacturer or other competent person.

Rider clothing

Certain items of riding equipment such as protective helmets and safe footwear should be worn. Long trousers and a shirt are also necessary.

Footwear

Riding boots are preferred but suitable alternatives may be allowed for. For example, stout, strong shoes with a good heel (up to 2.5 cm) help prevent the foot from slipping through the stirrup iron. Riders should not be allowed to wear trainers or sandals unless suitable and safe adaptations to the tack have been made. Sensible footwear is essential for riding. Suitable footwear should also be worn when handling horses and mucking out to protect the feet from trampling and prevent possible puncture wounds by the fork.

Other clothing

It is recommended that arms and shoulders be covered to minimise the risk of abrasions during a fall, even in hot weather. Loose clothing should be fastened so that it cannot flap about, to help prevent distractions to the horse or rider. Tight clothing may restrict free movement of the body. Tying back long hair will help with visibility. It is advisable that jewellery, in particular rings and earrings, are not worn. Rings may become caught in the horse's mane and cause cuts to the fingers, while earrings can become tangled in hairnets and may rip the ear lobe. Alternatively, gloves may afford protection against rings becoming caught.

Backpacks, cameras or any other loose items that could affect control of the horse, should not be worn.

Body protectors may be appropriate in some circumstances.

7.2 Road safety

Every year there are a number of road accidents involving horses and motor vehicles. Generally, horses and motor vehicles should be kept apart. Horses are easily frightened by noisy, large vehicles and other events not normally encountered in a stable or field, for example a person mowing the lawn, or children playing football. Motorists often do not appreciate the behaviour of horses and will drive too quickly and too closely to the horse.

However, there are occasions when horses have to go onto the roads to gain access to trails, or when training either horse or rider. Only horses that are trained in traffic should be allowed on the road, especially if being ridden by an inexperienced rider.

Groups should be kept small, no more than five or six, and organised so that:

- The least experienced riders are on the quietest horses.
- Riders with least experience are in the middle of the ride.
- Young or nervous horses are positioned on the inside of an older experienced horse. Under no circumstances should riders ride more than two abreast, and
- Experienced riders are always at the front and rear of the ride.

The majority of road surfaces are very slippery and it is recommended that the ride be conducted at a walking pace. Never canter on grass verges at the side of roads. It is important that the riders are clearly visible to motorists. Fluorescent and reflective tabards and armbands are available for riders and leg bands for the horses.

Workers should have received sufficient and adequate information, instruction and training to allow them to ride safely on roads without putting themselves or others at risk.

Leading a horse on a road

Movement of horses across or along a road should always be undertaken in a safe manner and riders should be supervised and trained to adhere to safety procedures for horses.

Horses led either on foot or from another horse should preferably be on the left-hand side of the road.

A halter should be worn when leading a horse on a road.

Riding a horse on a road

When riding a horse on a road, be aware of the following:

- All riders and horses should be checked in an enclosed area before going onto a road, with practice exercises such as:
 - how to queue up while a gate is opened or closed
 - how to cross a road
 - what to do in case someone needs to dismount
 - how to respond to the hand or voice signals given by the ride controller or others.
- Avoid busy main roads as much as possible.
- Give clear and accurate signals, and remember other road users.
- Acknowledge and return courtesy, a smile and a nod will help to maintain a good relationship between riders and other road users.
- Avoid riding in failing light or darkness. If you have to, always wear reflective gear, and fit leg bands above the fetlock joints of your horse.
- When teaching a horse to ride safely along a road, have a steady horse present.
- When riding with a group of more than eight horses on the road, form into groups, each with a competent guide.
- Never ride more than two abreast on the road.
- If your horse slips and falls, stay calm and let the horse “find its feet”. Check that the horse is uninjured before remounting on non-slippery ground.
- Avoid riding on the road in foggy conditions or after dark.
- Don’t “trickle” over a major crossing. Always cross in a group when there is more than one rider, and
- It may be appropriate for one or more of the controllers to dismount and control the road traffic while the ride crosses.

8. Manual tasks

Manual tasks are part of nearly all work done in the horse riding schools, trail riding establishments and horse hiring establishments. The tasks include any activity where workers grasp, manipulate, carry, move (lift, lower, push, pull), hold or restrain a load. They include a wide range of tasks from lifting and carrying heavy water buckets to helping people mount horses. Manual tasks represent a significant risk of injury.

Within this industry, manual tasks contribute to musculoskeletal injuries affecting all parts of the body, particularly the back, shoulder and wrist. These account for half or more of the industries:

- Cost of worker's compensation claims
- Number of days lost from work
- Absences over six months.

Sprains and strains of backs and limbs are often sustained from manual tasks particularly where lifting is required. Injuries are commonly linked with ongoing wear and tear to the joints, ligaments, muscles and intervertebral discs. They are only occasionally caused by a one-off overload situation. Manual task injuries can result in physical impairment or even permanent disability.

Over a period of time, damage can gradually build up through:

- Handling of loads - frequent lifting with the back bent or twisted, or pushing/pulling loads with forceful exertions
(For example, placing heavy saddles away, manoeuvring horses in a restricted area)
- Working in a fixed position with the back bent, continuous sitting or standing
(For example, riding horses for long periods)
- Repetitive work with the hand or arm, and having to grip tools or loads tightly
(For example, veterinary or healthcare for the horse)
- Working with the neck, shoulders and arms in a fixed position
(For example, using foot care tools).

The loads handled while undertaking manual tasks will vary in size, weight, shape, fragility, stability, etc. Some may be difficult to grasp. Others may be sharp. The best way of handling the load considering the circumstances should be determined. There are additional complications when handling animals or people in this industry: the load lacks rigidity; there is particular concern on the part of the handler to avoid hurting the person or animal; and to complicate matters, the load will often have a mind of its own. These factors are likely to increase the risk of injury to the handler compared with handling an inanimate load of similar weight and shape.

Heavy items stored at high or low levels or handling in restricted workspaces need particular attention. For example, saddle racks placed at high levels may cause problems. Some saddles are heavy and awkward to lift, and heavy items falling from a height can cause injuries to people. Uneven and slippery floors can also put extra strain on the handler. For outdoor workers the extremes of temperature or wind can affect their manual handling capabilities.

8.1 Controlling risks associated with hazardous manual tasks

As discussed in section 3, the WHS Act and the WHS Regulation require persons who have health and safety duties to 'manage risks' by eliminating health and safety risks so far as is reasonably practicable. If elimination is not reasonably practicable, there is a duty to minimise those risks so far as is reasonably practicable.

The *How to manage work health and safety risks Code of Practice* provides practical advice on the risk management process including the conducting of a risk assessment for the workplace. Persons conducting a business or undertaking should consider the following information and examples when working through the risk management process detailed by the *How to manage work health and safety risks Code of Practice*. Persons conducting a business or undertaking should also refer to the *Hazardous manual tasks Code of Practice* which provides detailed information on the management of manual task risks.

8.2 Possible control measures for hazardous manual tasks

Redesign the task

It should not be assumed that a particular manual handling operation is unavoidable or cannot be changed simply because it has always been the practice. Many simple changes can minimise the risk of injury including:

- Use a trolley or wheelbarrow rather than carrying bales of hay.
- Take the horse to the hay rather than carry it to the animal.
- Small water buckets could be used to fill large buckets.
- Use hoses or pipes to reduce the need to carry water buckets. (Take care to ensure the hosepipe is positioned where it does not become a tripping hazard).
- Select well-designed tools and equipment (for example lighter saddles).

Aids that restrain the horse during manual tasks and assist the task being performed (particularly where they improve the work area design and layout) should be used where possible. For example, mounting blocks should be used in preference to giving a 'leg-up'. (Note: helping riders into the saddle is a manual task that presents significant risk in this industry – see section 8.3).

The variation in workers capability (related to age, gender, injury, and health), skills and experience and their physical characteristics can mean that some workers are at increased risk of injury. Manual tasks should be designed or adapted to suit all workers.

Administrative controls

Fatigue increases the likelihood of manual tasks injuries; therefore the number and length of rest or recovery periods are important. Organise work to spread manual tasks throughout the working shift. This allows workers longer recovery periods between the manual activities. Staffing levels will affect workloads and rest and recovery periods.

Training workers in good lifting, carrying and handling methods is no substitute for other risk control methods such as improving the design of the task. Training should not be used as the only control solution for problem manual tasks but as an addition to them. Manual handling methods require both specific training and practice. Ideally, training should be tailored to the particular manual task operation likely to be undertaken and be carried out where possible on the job or in conditions that are as realistic and relevant as possible.

8.3 Example manual task – “assisting a rider to mount”

This task represents significant risk of injury. A risk assessment indicates that the assistant or handler can assume awkward bending and reaching postures while suddenly taking part weight of the rider (applying forceful exertions to the body). They may be forced to take full weight of a rider where the rider does not give assistance during the mount. This further increases the risk of injury.

A design control for this problem manual task would be to use a mounting block where possible. This eliminates the need to handle altogether, apart from limited support and stabilisation that may be required. Mounting blocks save the handler from potential injury, and additionally reduce awkward forces on the horse during mounting. Make sure the block is sturdy and steady, and is placed where it is not a tripping hazard.

Where it is not possible to use a block (for example, out on trail) the handling method should be approached as follows (with training provided):

- Riders should be asked whether assistance is required and only assisted where necessary.
- Both the rider and the person assisting the rider stand on the left side of the horse.
- The person assisting instructs the rider to take most of their weight themselves and not to depend wholly on the person assisting.
- The rider takes up the reins, normally holding onto some mane, but faces the side of the horse, the right hand on the waist or pommel, left leg bent at the knee.

- The assistant holds their left hand under the rider's knee, and the right hand at the rider's ankle.
- The rider is further instructed to spring up from their right foot on the agreed signal.
- On an agreed signal (on the count of three) the rider springs up from the right foot and is assisted high enough to clear the cantle with the right leg and ease into the saddle.
- To reduce the risk of back injury, the assistant takes care to keep close to the rider, maintains the lower lumbar curve in their back and bends the knees before assisting.

For further information on hazardous manual tasks, see the *Hazardous manual tasks Code of Practice*.

9. Hazardous chemicals

The WHS Regulation applies to the handling, storage or generation of 'hazardous chemicals' (which incorporate hazardous substances, dangerous goods and combustible liquids) at a workplace. Horse riding schools, trail riding establishments or horse hiring establishments may use detergents, disinfectants, insecticides and veterinary products. Some of these chemicals may be hazardous chemicals and may create a risk to health if improperly used or mixed together.

9.1 Controlling risks from hazardous chemicals

While working through the risk management process outlined in the *How to Manage Work Health and Safety Risks Code of Practice*, persons conducting a business or undertaking should also refer to the *Managing risks of hazardous chemicals in the workplace Code of Practice*, which provides detailed information on how to manage the risks associated with hazardous chemicals in the workplace. The following information and examples should also be kept in mind while working through these two codes of practice.

One of the first stages in managing hazardous chemicals safety is to identify all hazardous chemicals used at your workplace and ascertain the hazardous properties and safe handling precautions that may be required.

To do this, review the package markings and labels that identify each hazardous chemical. Many chemicals, for example cleaning materials, contain risk phrases such as "Toxic in contact with skin", or "Irritating to respiratory system", and corresponding safety phrases such as "Avoid contact with skin" and "Do not breathe vapour". You will need this kind of information to help make your risk assessment. Where health and safety information is contained on a label, and contents are to be decanted into smaller containers, they must also be labelled stating the chemical's product name and risk and safety phrases, unless used up immediately.

Each chemical which is recognised as a hazardous chemical also has its own safety data sheet (SDS). The WHS Regulation requires the supplier of any hazardous chemical to provide a copy of the current SDS with the hazardous chemical. If the supplier does not provide a SDS, the person conducting the business or undertaking has a duty to ask for a copy of the current SDS.

All relevant SDSs should be referred to as part of the risk assessment process and can assist in determining the most appropriate control measures. The persons conducting the business or undertaking should review the relevant SDS to determine the identity, appearance, physical and chemical properties, health effects, precautions regarding use, and safe handling practices associated with each hazardous chemical.

The WHS Regulation also requires a register of hazardous chemicals used, handled or stored at the workplace to be prepared and kept up to date. The register must be readily accessible to

workers involved in using, handling or storing hazardous chemicals, and to anyone else who is likely to be affected by a hazardous chemical at the workplace. The register must contain the current SDS for each hazardous chemical listed.

Where workers are exposed to a chemical for which there is an exposure standard under the *Workplace Exposure Standard for Airborne Contaminants* (WES) as published by Safe Work Australia, the exposure standard for the chemical must not be exceeded. For a chemical for which no WES has been produced, efforts must still be made to minimise exposure. The WES for a particular chemical should also be stated in the SDS; however this should be checked during the risk assessment process to ensure it is current.

9.2 Possible control measures for hazardous chemicals

If you can find a less harmful or toxic product that also does the job, use it. If the chemical has fumes or vapours or is dusty, employ practices that minimise its spread throughout the workplace and use it only where there is good ventilation. For example, use it outside if possible. Always practice good housekeeping and minimise the number of workers having to use a hazardous chemical, and the time they are exposed to it. Suitable training/instruction should also be given on how to use the product safely, and, where appropriate, protective equipment provided and staff instructed to use that equipment.

Where there is no other possible control (such as in applying pesticides), use personal protective equipment such as gloves, eye protection and respirators as instructed in the SDS. If respirators are needed, they should comply with AS/NZS 1716 Respiratory Protective Devices and be selected and used in accordance with the guidance provided by AS/NZS 1715 *Selection, use and maintenance of respiratory protective equipment*.

The risk management process should be kept under review to ensure that appropriate control measures are being carried out and to check whether there have been any significant changes to working procedures, or there are new materials etc. which would merit reassessment.

Some hazardous chemicals, by virtue of their intrinsic properties, represent risks if they spill, leak, or catch fire or be involved in fires. For example, pesticides may be flammable as well as toxic. If you need to store significant quantities of such hazardous chemicals at your workplace, you will need to determine whether or not there are special storage requirements.

9.3 Example of hazardous chemical – pesticide

Pesticides including fungicides, herbicides, insecticides, pest control products, rodenticides and wood preservatives are a group of hazardous chemicals which can be used in this industry, and which can be associated with significant risks to health and safety. Everyone who uses pesticides should be competent in the tasks undertaken and should have received adequate information and training to use pesticides safely and legally. Only approved pesticides should be used. The instructions on the label or the SDS should be rigidly adhered to.

All pesticides should be stored in a suitably constructed, secure bin, cabinet, chest or vault capable of resisting fire for at least 30 minutes and robust enough to withstand reasonably foreseeable accidental impact. The store needs to be fitted with a sump that will retain the total capacity of the contents stored, in the event of all containers failing simultaneously (such as in the case of a fire). It should not be sited within a staff room, office, or any areas used for storing or preparing animal feed and if kept outside then it needs to be waterproof. The pesticide store should be identified by a cautionary warning sign and smoking prohibited in the area. For large quantities of pesticides, containers specifically manufactured to comply with the legislative requirements for storage are available on the market. Otherwise, a purpose-built pesticide store should be constructed.

Many pesticides are designed to act via a dermal route. For this reason it is important in your risk assessment to recognise the skin as the principal route through which entry occurs. Control procedures are provided primarily through protection of the skin. Gloves and protective clothing such as overalls are usually mandatory when mixing and applying pesticides. Eye protection and respiratory protection may be required when diluting the concentrates, and when cleaning up if splashes are incurred.

10. Plant (machinery and equipment)

While working through the *How to manage work health and safety risks Code of Practice* with regard to the management of health and safety risks from plant, persons conducting a business or undertaking should also refer to the *Managing risks of plant in the workplace Code of Practice* and *Rural plant industry Code of Practice*.

All machinery and its safeguards should be kept in good condition and be regularly serviced in accordance with the manufacturer's instructions. In general, machinery should only be used for the task for which it was designed. Sometimes accidents have occurred when machinery has been misused. Any person using a machine should be given appropriate information, instruction and training on how to use the machine and on the hazards or risks associated with its use. When not in use, machinery should be disconnected or isolated from its power supply to protect against unauthorised use and to reduce the potential for accidents. In particular, the following points should be followed:

- damaged plant should be withdrawn from service
- make sure plant meets relevant Australian Standards
- make sure plant with moving parts is adequately guarded
- implement regular inspection and maintenance programs
- provide adequate supervision of workers and others using plant
- develop and use safe work practices and operating procedures
- make sure any worker who is required to use an item of plant is competent in its use.

10.1 Approaching dangerous parts - power isolation

When access to the dangerous parts of any of the above machines is needed for maintenance, cleaning, adjustment and blockage removal, the machine should be isolated from the power, i.e. switched off by means of an isolating switch or unplugged at the mains. For power take-off (PTO) driven machines, the tractor power should be disconnected and the PTO disengaged.

10.2 Tractors

Routine checks will help to ensure that:

- brakes on tractors and equipment are connected and working efficiently
- steering is maintained so that there is no excessive free movement and no unnecessary play on the front wheel bearings
- tyres are inflated to the correct pressure and have adequate tread. They should not be used if they have suffered damage that could affect their safe use.

Tractors can overturn in certain situations such as on a slope, or when driven recklessly. Provide tractors with a Roll Over Protective Structure (ROPS) to give the driver protection in the event of overturning.

Drivers should be adequately trained, particularly to recognise potentially dangerous situations. The training should emphasise the need for care and concentration when working with tractors

and, in particular, the importance of paying attention to changes in ground conditions that may affect the safety of the operation.

A tractor power take-off (PTO) and the PTO shaft of a machine can be extremely dangerous and normally requires guarding. Some equipment, however, is designed in such a way that there is no access to rotating points.

The tractor PTO should be protected by a shield covering the top and both sides of the PTO so that people and their clothes are protected from contact with it. This shield should be substantially constructed and be capable of supporting at least 120 kg. When the PTO is not in use it may be covered by a fixed cap and the shield is not then required.

Certain components on tractors can be a hazard and need guarding, for example engine fan, dynamo pulley, fan belt run on points and the fuel injection coupling drive.

The tractor should have a suitable mounting and dismounting step fitted not more than 550 mm from the ground. All hydraulic controls need marking to show the effect of movement and the tractor should have a positive stopping device.

10.3 Grass cutters

In addition to the guarding of the cutting discs or blades and moving parts, the grass cutter should normally be provided with a skirt that reaches to the ground. Fatalities have occurred when the machine has thrown out stones that have hit people nearby. Accidents have also arisen when the blades and attachments of rotary mowers are not properly maintained or fixed in a position and fly loose. Blades and cutting discs should be replaced if they become damaged or worn to the extent that safety may be compromised.

10.4 Chaff cutters

Guards are required to prevent access to the blades. The guards should prevent the blades from being reached through either the inlet or outlet of the machine. In addition, care should be taken when feeding in the material.

10.5 Steam/water pressure cleaners

Steam/water pressure cleaners are often used for washing down vehicles, buildings and yards. People using these machines can die from electrocution, or receive burns or shocks from these machines. Most injuries occur when the metal lance at the end of the flexible hose becomes live through an electrical fault. Electrical faults are caused by:

- (a) An unsafe or inadequate electric extension cable
- (b) The wrong type of power cable connector, especially one that is not watertight
- (c) Damage to the power cable by running the cleaner over it, by another vehicle running over it, or by heat from the machine
- (d) A loose earth wire inside the plug.

An electric shock from one of these machines is likely to be made more severe by the wet conditions that surround the machine and operator. The machine should be used with a circulating current earth monitoring device or a residual current device. These devices should be fitted at the mains supply point, where they should be protected from splash by a waterproof cover.

11. Electrical safety

Electrical equipment, socket outlets and associated electrical wiring should be installed or located well away from the reach of horses to prevent them damaging electrical cables, plugs or leads with their teeth or by rubbing against them.

Electrical equipment, socket outlets and switches must be suitable for the environment they are being used in. Particular care needs to be taken with equipment that is located outdoors, exposed to the weather or in areas that increase the risk associated with electricity such as wash down areas. Talk to your licensed electrical contractor for advice on the correct selection and installation of equipment in these areas.

Equipment supply cords and extension leads should be arranged so they are protected from mechanical damage, not likely to be lying in water and will not create a trip hazard. Avoid using multiple extension leads whenever possible. However if unavoidable always use a lead safety pack to reduce the possibility of leads pulling apart and creating an electrical risk while in use.

Hand held electrical equipment supplied through a socket outlet and used in areas of increased electrical risk such as workshops, sheds, stables and grooming areas should be protected by a residual current device (RCD). These can either be fixed (installed at the switchboard) or portable types. Portable RCDs should be tested by operating the inbuilt test function before each use. Fixed and portable RCDs should also be tested by a competent person regularly to ensure they are operating correctly.

Electrical equipment should always be visually inspected before each use and inspected and tested as required to ensure it is electrically safe. Never use damaged or faulty electrical equipment and never attempt your own repairs of any electrical equipment or installation wiring.

For more information, visit worksafe.qld.gov.au or call 1300 362 128.

12. Solar UV protection

Although sun exposure produces a variety of health risks, the most obvious risks are to be eyes and to the skin. Both short and long term eye injuries can result from exposure to the sun, for example, inflammation, swelling and increased sensitivity to light initially and later, damage to the cornea and lens of the eye.

Skin changes caused by the cumulative effects of UV rays include premature aging, wrinkling and various types of skin cancer. In fact two out of every three people in Australia get some form of skin cancer. UV radiation can also cause skin conditions due to interaction with specific chemicals, including some present in industrial compounds. These produce photosensitivity, which cause the skin and other tissues to react in a severe way to exposure to sunlight.

The risk of developing skin cancer is directly related to the intensity and duration of exposure to sunlight. Intensity is affected by factors such as time of day, extent of reflection and shade, altitude and season of the year. Sun damage can occur on cloudy days and exposure sufficient to be harmful can be a year round problem in Northern Queensland. Virtually all people in Australia are at risk of skin cancer. However, fair-skinned people, particularly those who freckle or who never tan or tan poorly, are more at risk.

Groups especially at risk in Queensland include those working with horses in the outdoor environment. Work involving exposure to direct sunlight between 10am and 3pm, the hottest part of the day, is particularly harmful.

Control measures

Because of the risk of cancer, there is theoretically no safe level of exposure to UV radiation and exposure should be reduced to a minimum. Every workplace should carry out its own assessment of sun exposure. Persons conducting the business or undertaking and workers need to identify the jobs, tasks and work breaks that expose workers to solar UV rays. Implementing various administrative procedures, using natural and/or artificial shade, and providing personal protection should reduce exposure to sunlight. For example this can mean:

- Rescheduling outdoor work programs, where possible, to be performed outside the hours of greatest sun intensity, thereby avoiding direct exposure to sunlight during the hottest part of the day between 10am and 3pm.
- Making maximum use of natural shade from the trees, buildings and other structures or supplying portable structures that are easy to erect and dismantle.
- Advising individuals at particular risk and ensuring that all workers whose work involves direct exposure to sunlight make maximum use of personal protection against the hazards of solar UV rays.

After steps have been taken to minimise exposure, the next most important measure is the use of adequate protective clothing. Key features for selection of appropriate clothing include the design, tightness of weave and permeability of the material to assist evaporation of sweat. Non-reflective darker colours are preferable to white garments that reflect solar rays back on to the skin. Light summery weaves can transmit as much as 50 per cent of sun's rays, while the lighter weave or knit reduces the amount of penetration.

Ensure that the use of personal protection itself does not create a secondary hazard to a worker. Impermeable materials such as disposable overalls with plastic linings do not allow sweat to evaporate and will increase heat stress in hot climates. Also, certain loose fitting clothing which can screen out the sun's rays and allow air circulation may constitute a secondary hazard if worn near plant or machinery with moving parts.

For adequate head and face protection, hats with brims of 10-12cm should provide enough shade, but will not stop solar rays reflecting up from water, corrugated iron and aluminium sheeting surfaces. Sunglasses that comply with AS 1067 *Eye and Face Protection - Sunglasses and Fashion Spectacles* can provide eye protection.

As well as suitable clothing, sunscreen should be used when appropriate. Adequate supplies of sunscreen lotion should be maintained at any outdoor work location. Broad spectrum sunscreens rated at a factor of at least 15+ should be applied to dry skin 15-30 minutes before going out into the sun and reapplied every two hours. To avoid lip cancer and other sun damage to lips, clear lipsticks incorporating sunscreens should be applied. Some materials, for example zinc cream, produce almost total blocking of solar UV radiation.

Workers should be educated regarding early warning signs of skin cancer and provided with information on self-screening for skin cancers.

13. Heat stress

The WHS Regulation requires a person conducting a business or undertaking to ensure, so far as reasonably practicable, that workers carrying out work in extremes of heat or cold are able to carry out work without risk to health and safety.

Excessive exposure to heat may lead to a number of heat illnesses ranging from mild (prickly heat) to life threatening (heat stroke). Body temperature is a balance between heat generated (internally) or taken in (from the environment), and heat lost. It is important to keep a balance which avoids a rise in core body temperature that may lead to heat illnesses. An increase in heat generated or taken in, whether by heavy or intensive outdoor work or by staying outdoors for long periods in

high temperatures, must be offset by an increase in heat loss. Sweating is the most effective way to lose body heat.

Heat stress

Is the aggregate of environmental and physical work factors or conditions that constitute the total heat load imposed on the body. The environmental factors of heat stress include air temperature, radiant heat exchange, air movement and water vapour pressure. Physical work contributes to total heat stress by producing metabolic heat in the body in proportion to the intensity of work or exercise. Clothing also affects heat stress.

Heat strain

Is the effect on the person or reaction to heat stress (hot conditions).

Heat loss

When the temperature reaches the mid 30s and beyond, the body relies on sweating to lose heat. It is important to allow evaporation to happen, because unevaporated sweat is not effective in cooling the body. In rural and remote Queensland's high temperature and high humidity, this can be difficult. There can also be a problem if you are wearing protective clothing and your sweat cannot evaporate underneath it.

Evaporation

To help evaporation of sweat:

Wear as little clothing as possible – however balance this against sun protection.

Clothing should be light, preferably cotton and able to “breathe”.

Take regular breaks to cool down – length of breaks depends on the intensity or heaviness of the activity, the temperature and humidity, air movement and clothing.

If wearing protective clothing, remove at regular intervals in the shade to allow your body sweat to evaporate.

To avoid heat stress, the golden rule for people in hot conditions who may be feeling weak or faint is to stop immediately, take in fluids and cool down.

Heat illness	Condition	Treatment
Prickly heat	This is an itchy and painful skin rash caused by blockage of the sweat ducts and an increase in pressure in the ducts.	Keep the rash cool and dry, stop hot work until it has settled down.
Heat fainting	Blood vessels in extremities dilate to increase heat transfer to the skin causing reduced return blood flow to heart. In turn this temporarily reduces the blood flow to the brain and the person faints.	Lie person in shade, provide cool water and a fan to cool core body temperature.
Heat cramps	Painful muscle cramps	Lie person in shade, provide cool water and fan to cool core body temperature.
Heat exhaustion	A serious heat illness that may progress to heat stroke if not promptly treated. Most common in non-acclimatised individuals. Person complains of weakness and/or nausea and/or giddiness and appears pale, breathless and exhausted. Skin is usually moist (sweating).	Lie person in shade, provide cool water and a fan to cool core body temperature.
Heat stroke	A medical emergency with a high fatality rate in untreated cases. This is caused by	1. Urgent first aid required. Remove clothing, wet skin and

	<p>a rise in body core temperature to dangerous levels of 41°C and higher. The person becomes confused, staggers and may collapse. The skin may be moist or dry (no sweating, in which case cooling does not occur). Anyone doing hot work who exhibits confusion and odd behaviour should be treated initially as having heat stroke.</p>	<p>fan to increase evaporation. 2. Seek medical assistance urgently.</p>
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Guidelines to prevent heat strain

- **Drink small amounts of water regularly, at least 2 litres of cool water a day, more if sweating heavily.** Use cool water jugs, canvas water bags and water coolers indoors.
- **Acclimatisation.** Introduce new workers gradually to hot work. The body needs time to learn to lose heat efficiently. Most of the acclimatisation will occur in 4 to 7 days, and should be complete within 14 days. Acclimatisation provides only partial protection from extreme heat and adverse health effects to exposed workers may still occur. Once exposure to heat has ceased, the protection from acclimatisation is progressively lost. A worker who has been absent from a hot work environment for an extended period, (for example, over a week), should be re-acclimatised to the hot environment to avoid heat related effects.
- **Provide shade and air movement where possible.** Shade reduces the radiant heat load from sun, air movement increases sweat evaporation.
- **Schedule hot jobs for cooler parts of the day.** For instance, consider starting heavy work very early in the day and finishing by 10 am before temperatures begin to soar.
- **Provide cool rest areas where possible.** These enable a rapid return of core temperature to normal.
- **Wear lightest clothing that provides sun protection.** A balance is needed between clothing for sun protection, including a hat, and clothing that allows heat loss through evaporation.
- **Diet.** For most people the diet contains adequate salt. Those on low salt diet or acclimatising may need some salt supplementation such as sports drinks. Excessive salt (e.g. salt tablets) can worsen dehydration.
- **Alcohol.** Avoid drinking alcohol during the day. Alcohol increases urine output and therefore fluid loss.
- **Be careful where protective clothing is required.** Protective clothing such as plastic overalls, gloves and respirators allow no evaporation. In hot conditions, serious heat illness can occur rapidly. Choose a cool time of the day if possible.
- **Consider using cooling devices like cooling vests.**

14 Biological hazards and zoonoses

Biological hazards include hazards which arise from organic dusts, moulds and fungi, or from animals. Zoonoses are infectious diseases that can be transmitted from animals to humans.

Hazards associated with dusts / allergens

Exposure to organic dusts can cause respiratory inflammation and sensitisation resulting in respiratory diseases such as extrinsic allergic alveolitis and occupational asthma.

A respiratory sensitiser is a chemical which, when inhaled, can trigger an irreversible allergic reaction in the respiratory system. Once this has occurred, subsequent exposure - even to minute amounts - may produce respiratory symptoms and breathlessness resulting from constriction of the airways. Known respiratory sensitisers found in horse riding schools, trail riding establishments and horse hiring establishments are dusts found in horses' coats and moulds and fungal spores from hay, straw and animal feeds.

Symptoms may start within minutes of exposure or be delayed for several hours (such as occurring at night) in which case their association with work may not be immediately recognised. However, relief from symptoms during rest days and holidays often points to an occupational cause. The earlier a sensitised person is removed from exposure, the greater the likelihood of avoiding serious damage to health. However, the potential to react to the sensitiser will stay with the individual for life. If exposure is allowed to continue, respiratory symptoms are likely to become progressively worse and may result in chronic disease. Workers who develop respiratory symptoms should seek medical advice.

Do not create more dust than necessary when working. Increase ventilation, for example groom outside, keep doors and windows open when handling hay or straw inside. Soaking hay and using 'clean' bedding or 'dust free' bedding all helps to reduce the concentrations of dust and spores. If exposure is for long periods, such as when stacking straw during delivery, wear a suitable particulate respirator that complies with *AS/NZS 1716 Respiratory Protective Devices*. Many types of respirators require wearers to be clean-shaven, and workers should be instructed in their correct use including how to perform a fit check.

Zoonoses

Horses can occasionally be infected with diseases that are transmissible to humans, such as ringworm, leptospirosis, Hendra virus and gastrointestinal infections like salmonellosis. Skin infections may also occur from horse-related injuries like bites and kicks, and from working in animal areas with uncovered cuts and abrasions.

Risks from zoonoses in horse riding schools, trail riding establishments and horse riding establishments can be managed through good health and hygiene practices.

Possible control measures for zoonoses

- Provide information, training, instruction and supervision to workers on health and hygiene practices when working with horses and in animal areas.
- Provide hand washing amenities for workers and clients and maintain the amenities in a hygienic condition. Amenities should include running water, liquid soap and hand drying facilities like disposable paper towels. Buckets or troughs of water which are reused by several people do not allow for effective hand washing. Waterless alcohol-based hand rubs can be used to sanitise visibly clean hands.
- Instruct workers and clients to perform hand hygiene:
 - after contact with horses, handling horse equipment, removing PPE and on leaving animal areas
 - before eating and drinking
 - following accidental contamination with a horse's blood and body substances.
- Provide signage advising clients to wash their hands before leaving animal areas. Staff may need to supervise young children with hand hygiene.
- Provide designated eating areas away from animal areas and prohibit workers and clients from eating, drinking and smoking in animal areas.
- Maintain stables and yards in a clean and hygienic condition and minimise build-up of horse manure and soiled bedding.
- Regularly clean horse equipment and tools, including equipment that is contaminated with horses' blood and body substances.
- Provide PPE to protect clothing, exposed skin and face from contact with a horse's blood and body substances, for example wear disposable gloves to examine a horse's wound.

- If using veterinary sharps such as needles and syringes, ensure sharps safety and carefully dispose of sharps in a rigid-walled, puncture-resistant sharps container.
- Discourage contact with areas such as the muzzle where horse saliva or nasal secretions can be transferred to a worker or client's face. For example, discourage workers and clients from kissing horses on the muzzle.
- Instruct workers and clients to cover cuts and abrasions with a water-resistant dressing. Wounds sustained by workers and clients at the workplace should be properly cleaned and covered with a water-resistant dressing. Injured people should seek medical advice, particularly if they sustain a serious and/or tetanus prone wound, or if they have a health condition that increases their susceptibility to infection.
- Maintain regular veterinary checks of horses.
- Ensure prophylactic treatments such as vaccination and parasite control is maintained.
- Isolate horses showing signs of illness from people and other animals. Keep clients away from sick horses and ensure that sick horses receive appropriate veterinary care.
- Implement a pest control program and keep feed bins covered to discourage rats and other pests.

Hendra virus

Hendra virus is a sporadic disease of horses and humans that can cause serious and life threatening illness. The natural hosts of Hendra virus are flying foxes which can transmit the virus to horses. Human infection results from close contact with infected horses. Hendra virus can cause a range of clinical signs in horses including a rapid onset of illness, increased body temperature, increased heart rate, depression, and respiratory and neurological signs. Not all of these signs may be seen in an infected horse.

Prevention of Hendra virus requires stringent biosecurity, workplace health and safety and infection control practices.

Possible control measures for Hendra virus

- Maintain a high level of hygiene for all contact with horses and animal areas, as discussed above.
- Implement property and horse management practices to reduce the risk of horses from interacting with flying foxes, for example:
 - Place feed and water containers under cover.
 - Avoid planting trees that attract flying foxes in or near horse paddocks.
 - Remove horses from areas where flying foxes roost or feed.
- Develop a plan for responding to a possible case of Hendra virus and obtain the recommended PPE. Inform and instruct workers regarding the Hendra virus plan and in the correct use of PPE.
- Always consider Hendra virus as a possible cause of illness in a sick horse and take appropriate precautions. Isolate the horse and avoid contact until a veterinary opinion has been sought.
- If contact is necessary, consider the horse to be potentially infectious and take precautions to protect exposed skin and the mucous membranes of the eyes, nose and mouth from contact with the horse's blood and body substances. Cover cuts and abrasions with a water-resistant dressing and wear PPE including disposable overalls, disposable gloves, safety eyewear and a particulate respirator like a disposable P2 respirator. On completion, remove PPE carefully to avoid contamination and perform hand hygiene. If there is accidental contamination with the horse's blood or body

substances, wash off the contamination with plenty of soap and water and change clothing.

- Notify suspected cases of Hendra virus by contacting Biosecurity Queensland on 13 25 23 or the Emergency Animal Disease Watch Hotline on 1800 675 888. Seek medical advice or ring Queensland Health on 13 HEALTH (13 43 25 84) if there has been contact with a horse suspected or confirmed to have Hendra virus infection.

For more information on Hendra virus and its prevention visit the Workplace Health and Safety website worksafe.qld.gov.au.

15 Accidents and incidents

15.1 Reporting of injuries, illness and dangerous events

Persons conducting a business or undertaking must ensure that the regulator (Workplace Health and Safety Queensland) is notified immediately of the death of a person in a work related situation. The regulator must also be notified of any serious injury or illness of a person, or of any dangerous events that occur. The WHS Act provides further details on these notification requirements.

Persons conducting a business or undertaking must also notify the regulator of any infection to which the carrying out of work is a significant contributing factor, and any of the following occupational zoonoses (diseases that can be transmitted from animals to humans) contracted in the course of work involving handling or contact with animals:

- (i) Q fever
- (ii) Anthrax
- (iii) Leptospirosis
- (iv) Brucellosis
- (v) Hendra virus
- (vi) Avian influenza
- (vii) Psittacosis.

Of these notifiable occupational zoonoses, Hendra Virus is particularly pertinent to horse riding schools, trail riding establishments and horse hiring establishments.

15.2 First aid

The WHS Regulation requires persons conducting a business or undertaking to ensure the provision of first aid equipment for the workplace and that all workers at the workplace have access to this equipment and to facilities for the administration of first aid.

Persons conducting a business or undertaking must further ensure that an adequate number of workers are trained to administer first aid at the workplace, or that workers have access to an adequate number of other persons who have been trained to administer first aid.

When determining how to effectively meet these first aid requirements, persons conducting a business or undertaking must take into account:

- the nature of the work being carried out at the workplace
- the nature of the hazards at the workplace

- the size and location of the workplace
- the number and composition of the workers and other persons at the workplace.

The *First aid in the workplace Code of Practice* provides further details and practical advice on how to meet these requirements.

Records of all work caused injuries, illnesses and accidents must be made in the approved form and kept in a suitable, accessible place. Records should include at least the name of the casualty, date, time and circumstances of the accident, with details of the injury sustained and any treatment given.

15.3 Emergency plans and procedures

The WHS Regulation also requires persons conducting a business or undertaking to ensure that an emergency plan is prepared for the workplace that provides for emergency procedures.

The emergency procedures must include:

- an effective response to an emergency
- evacuation procedures
- notification of emergency services at the earliest opportunity
- medical treatment and assistance
- effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response, and all persons at the workplace.

The WHS Regulation further requires that the emergency plan provide for:

- testing emergency procedures—including how often they should be tested
- information, training and instruction to relevant workers in relation to implementing the emergency procedures.

Having an appropriate emergency plan in place, and following it, can reduce the consequences of fire and other such emergencies. Having regular fire drills is a necessary part of every emergency plan. Tragedies do happen and can happen anywhere. Planning for emergencies can mean the difference between life and death. Issues that require consideration include:

- fire
- accident or illness - for example, occurrence of a serious accident or illness requiring first aid, such as a significant fall from a horse or a heart attack
- internal emergencies - for example, explosion, water, electrical, gas or ventilation systems failure, structural damage, spills or leaks of hazardous chemicals
- personal threat - for example, armed robbery. This is especially relevant where cash is kept on the premises
- bomb threat
- external emergencies - for example, neighbouring storage tanks are leaking fumes or a noxious gas.

Suggested elements of an emergency plan include:

- appointment and duties of key personnel
- internal and external communication - for example, raising alarms, declaring emergency, informing outside authorities such as police and fire service, informing relatives, media
- emergency procedures - actions to be taken for each type of emergency, for example evacuation procedures, first aid procedures, questions to ask in the event of a bomb threat.
- duties of non-emergency personnel
- testing and maintenance program for emergency equipment – including fire extinguishers, blankets and hoses, first aid kits, emergency lighting, alarms

- education and training of all persons involved, including the use of mock evacuations followed by a debriefing session
- relevant information for rescue authorities.

The *Managing the work environment and facilities Code of Practice* provides further details and practical advice on how to meet the requirements for emergency plans and procedures.

Appendix 1: Self audit checklist

The following appendix is provided for information only, and does not form part of this code of practice.

The following checklist may be used to help direct attention to areas that require regular examination. It is by no means an exhaustive list and should be adapted to suit the establishment.

A. Instructor qualifications

Riding instructors are responsible for ensuring safety of educational programs. They must be experienced, responsible and have an understanding of the special needs of riders. In addition to having good riding skills, an instructor must be able to teach and communicate well with learners.

Requirements	Yes / No / NA
1.1. The head instructor and/or equestrian director holds current and appropriate riding instructor certification.	
1.2. The head instructor and/or equestrian director has at least 12 months experience in teaching group horsemanship.	
1.3. The head instructor and/or equestrian director has personal equestrian abilities corresponding to the needs of the program.	
1.4. The head instructor and/or equestrian director has training and experience in stable management and horse care.	
2. Riding instructors are qualified and competent.	
Suggestions	Yes / No / NA
3. Assistant instructors are qualified and competent, or under the supervision of a qualified instructor.	
4. Instructors are qualified in the seat they are teaching and their certificate level meets the needs of the program.	
5.1. The instructors and assistants have had training in instruction and training methods, and are able to use this in the program.	
5.2. The instructors and assistants have the knowledge and ability to demonstrate correct equestrian techniques and to school horses.	
5.3. The instructors and assistants meet appropriate standards of clothing, conduct and horsemanship.	

B. Planning and design of riding areas

Requirements	Yes / No / NA
1. A safe area for riders to handle their horses before and after riding, separated from public (non-riding) access.	
2. Rules and requirements are clearly provided to people arriving for riding activities.	
3. A riding ring or arena used for instruction: <ul style="list-style-type: none"> - Has fences which are at least 1.2 metres high - Has rails or fencing materials on the inside of the posts - Has gates at least 1.2 metres high, sturdily constructed with safety latches - Has a surface which provides good footing, and is as level as possible - Is kept free of obstructions such as rubbish, rocks, holes, water troughs, mounting blocks and other obstructions, including other animals - Is large enough for the expected number of riders, yet small enough to maintain adequate control - Is regularly inspected and maintained. 	
4. Riding trails: <ul style="list-style-type: none"> - Mainly have safe footing and adequate head clearance - Are typically located away from main highways - Have un-removable hazards identified or mapped - Are clearly identified or mapped, and instructors are given trail orientation - Any bridges are sufficiently strong enough to support the horses and riders - Are rated for their level of difficulty, and expected level of competence required - Have emergency access, where appropriate - Are regularly inspected and maintained, where appropriate - Minimum impact procedures are applied to all situations. 	

C. Safe procedures – working with riding groups

Requirements	Yes / No / NA
1. Riders are under direct supervision and control of a riding instructor at all times, whether mounted or unmounted.	
2. Instructors and the equestrian director have a comprehensive knowledge of all horses in the program, and can judge their suitability for various riders and trails.	
3. Student : instructor ratios must be based on a risk assessment which takes into account issues including: <ul style="list-style-type: none"> - Nature of the ride - Rider experience. 	
4. All riders must wear safe and suitable clothing, including: <ul style="list-style-type: none"> - Long pants and shirt - Protective helmets designed for horse riding activities, preferably to AS/NZS 3838 <i>Helmets for horse riding and horse-related activities</i> - Riding boots or other footwear appropriate for use with the stirrups used. 	
5. The quality and condition of equipment used on and with	

horses is: <ul style="list-style-type: none"> - Appropriate for the intended use - The correct size for the rider - Correctly fitted to the horse - Adequately maintained. 	
6. Safety checks are done on equipment and rider's clothing before each class begins, and each time a rider is mounted.	
7. Before each rider is allowed out on a trail ride, they are instructed in and can demonstrate horse control.	

D. Coordinating riding program with available facilities

Goals which contribute to meeting the goals of the facility should be established for a riding program. These goals should be clearly stated to the riding staff and be made available to clients.

Requirements	Yes / No / NA
1. The director of a facility that has an equestrian program should be familiar with limitations and potential problems of riding programs. The health and safety of riders should be the primary consideration, followed closely by the health, safety and welfare of the horses.	
Suggestions	Yes / No / NA
2. The goals are realistic for the program considering the facilities, financial capacity of the clients, and training and ability of staff.	
3. The program goals include: <ul style="list-style-type: none"> - Safe practices in riding and handling horses - Awareness of responsibilities to clients, horses and the environment - Quality instruction. 	
4. There is a comprehensive written policy about the use of horses and riding areas, including use by staff.	
5. Staff have been provided with clearly written job descriptions and responsibilities.	

E. Emergency facilities and protocol

Requirements	Yes / No / NA
1.1 Buildings and adjacent areas have a fire prevention program and a written plan of action in case of fire.	
1.2 Staff understands and can implement the plan of action which will ensure people are safely evacuated, followed by the evacuation of the horses.	
1.3 Fire extinguishers are available, and are appropriately located.	
1.4 Practice evacuations are held for staff, including the evacuation of horses.	
2. A person with a current first aid certificate is available during all horse riding activities.	
3. First aid kits are available at riding areas and are checked and re-stocked on a regular basis.	
4. For trekking in remote areas: <ul style="list-style-type: none"> - A current first aid certificate is held by the guide 	

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| <ul style="list-style-type: none">- Appropriate communication equipment is available (an EPIRB is recommended for very remote area operations). | |
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