

Racing Club Health and Safety Manual

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1. Terms

ACT means the Health and Safety at Work (2015) Act

Club means a Club duly registered under the Rules and includes any Racing Club.

Handler means the holder of a valid handler's licence.

Licensed person means any person licensed, registered or holding a permit or approval under the Rules.

Officer means directors, people who occupy positions that are comparable to directors, and any person who occupies a position that allows the person to exercise significant influence over the management of the business or undertaking. Officers of a Club will likely include committee members and board members.

PCBU means a "Person Controlling a Business or Undertaking as described in section 7 of the Health and Safety at Work (2015) Act.

Racecourse means a racecourse which is owned or under the control of a Club and includes all the land and improvements - such as stands, seats, stables, enclosures, rooms, offices, betting and recreational areas, carparks - used in connection with the conduct or observation of Races, Race Meetings or other matters connected with racing

Restricted Areas means the kennel, training tracks and **any other area designated by the Racing Club** are restricted areas. Access to restricted areas is limited to people licensed by GRNZ and no children are permitted in restricted areas

Racing Integrity Unit (RIU) means an independent organization that is charged with managing the integrity issues within the three New Zealand racing codes - [Harness](#), [Thoroughbred](#) and [Greyhound](#).

Race day means a day of a Race Meeting on which Races are held.

Race Meeting means any meeting conducted by a Club at which racing takes place, for which that Club has a betting licence, and at which the Totalisator is in operation.

Rules means these Rules of Greyhound, being the rules made by GRNZ for the purposes of section 29 of the Racing Act 2003, including any amendments to the Rules made under section 39 of the Racing Act 2003 and any regulations, directions, policies, guidelines and practices made under Rule 106.

Trainer means the holder of a valid trainer's licence.

2. Health and Safety Policy Statement

The racing industry is committed to the health and safety of its participants and stakeholders through:

- *ensuring there is strong safety leadership throughout the industry;*
- *recognising safety as an important part of industry planning and resource allocation;*
- *establishing and maintaining a strong safety culture;*
- *providing training and induction for all participants;*
- *maintaining a safe working environment; and*
- *consulting with all workers, contractors and stakeholders to ensure that health and safety plans are robust.*

To achieve this the Industry will:

- *systematically identify and control all hazards and risks to health and safety in our workplaces;*
- *take all practicable steps to eliminate or minimise these hazards and risks to prevent any injury or damage;*
- *inform all workers of these hazards and risks and the hazard controls;*
- *ensure all workers are properly trained and supervised;*
- *inform all workers of emergency and evacuation procedures;*
- *ensure all contractors and track users are inducted in any race course hazards and risks;*
- *record all incidents and accidents in the workplace, and take all practicable steps to prevent these events from recurring;*
- *carry out planned inspections to monitor health and safety issues; and*
- *hold regular health and safety meetings and report outcomes to all Board/Committee meetings.*

3. Health and Safety Responsibilities

3.1. Duty of Officers

Where a Club has a duty or obligation under the Act, an officer must exercise due diligence to ensure that the Club complies with that duty or obligation.

Due diligence includes taking reasonable steps to:

- a) acquire, and keep up to date, knowledge of work health and safety matters; and
- b) gain an understanding of the nature of the operations of the business or undertaking of the Club and generally the hazards and risks associated with those operations; and
- c) ensure that the Club has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and
- d) ensure that the Club has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- e) ensure that the Club has, and implements, processes for complying with any duty or obligation of the Club under the Act; and
- f) verify the provision and use of the resources and processes referred to in paragraphs (c) - (e).

For the purposes of paragraph (e), the duties of a Club include:

- eliminating or minimising risks to health and safety;
- reporting notifiable incidents;
- consulting with workers;
- ensuring compliance with notices issued under the Act; and
- ensuring provision of training and instruction to workers about health and safety.

3.2. Duty of Workers

A worker is anyone who carries out work in any capacity for the Club, including employees, contractors (and their employees), apprentices and volunteers.

While at work, a worker must:

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

3.3. Duty of Other Persons at the Workplace

A person at the workplace (whether or not the person has another duty) must:

- a) take reasonable care for his or her own health and safety; and
- b) take reasonable care that his or her own acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the he or she is reasonably able, with any reasonable instruction that is given by the Club to allow the Club to comply with the Act.

4. Reasonably Practicable

Clubs are required to manage risks to health and safety by eliminating risks, so far as is reasonably practicable. Where it is not reasonably practicable to eliminate the risks, they must be minimised so far as is reasonably practicable.

Reasonably practicable means that which the Club is reasonably able to do in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

- the likelihood of the hazard or the risk concerned occurring; and
- the degree of harm that might result from the hazard or risk; and
- what the person concerned knows, or ought reasonably to know about:
 - the hazard or risk; and
 - ways of eliminating or minimising the risk; and
- the availability and suitability of ways to eliminate or minimise the risk; and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Reasonably practicable ways of minimising risks which are currently used include:

- rules;
- personal protective equipment;
- licensing;
- containment;
- safety rails;
- alcohol and drug testing;
- induction and training; and
- independent overview (RIU).

5. Hazard Identification and Control Procedures

5.1. Hazard Identification

In managing risks to health and safety, the Club must identify reasonably foreseeable hazards that could give rise to risks to health and safety.

Hazards and risks in the industry may include:

- activities – e.g. racing, working at heights;
- arrangements – e.g. storage of heavy items, work place set up;
- circumstances – e.g. deadlines or imposing a heavy work load;
- events – e.g. transporting unstable heavy loads;
- processes – e.g. mowing, spraying, maintenance;
- behaviour – e.g. bullying, impairment through alcohol, drugs or fatigue; and
- situations – e.g. work place layout, dual use.

5.2. Risk Reporting Log

Hazards or risks to health and safety must be reported to the Club as soon as possible and recorded in the Risk Reporting Log, which is kept [**set out location of Risk Reporting Register**].

5.3. Roles and Responsibilities

Workers and visitors to the Club, including trainers, handlers, contractors and [**any other relevant persons**] must:

- identify and report hazards and risks in the workplace;
- record hazards and risks in the Risk Reporting Log;
- discuss hazards and risks in the workplace with the Club/management;
- assist the Club in the hazard and risk resolution process; and
- follow any reasonable direction from the Club.

The Club must:

- induct all new workers (including board members) in the Club's health and safety processes;
- conduct regular walkthrough safety audits of the workplace;
- identify hazards and risks in the workplace;
- evaluate work processes, hazards and risks involved in tasks;
- consult with workers about health and safety matters;
- review the Risk Reporting Log to identify areas/actions where incidents occur;
- use manufacturer's instructions as an important source of information regarding the safe operation of plant and any associated hazards;
- check Material Safety Data Sheets (MSDS's) for hazards from chemicals used around stables and race tracks (refer to the dangerous good policy for further MSDS information).

5.4. Risk Assessment

The Club must assess all identified hazards and risks to health and safety, taking into account:

- the risks associated with a task;
- the number of persons at risk;
- the likelihood of a hazard occurring;
- the potential consequences if the hazard occurs; and
- the frequency in which workers are exposed to the hazard.

Risks can be categorised using the Risk Rating Table below. **Likelihood of injury or harm to health**

Consequences of injury or harm to health

Insignificant
no injuries

Moderate
first aid and/or medical treatment

Major
extensive injuries

Catastrophic
fatalities

Very likely

High

Extreme

Extreme

Extreme

Likely

Moderate

High

Extreme

Extreme

Moderate

Low

High

Extreme

Extreme

Unlikely

Low

Moderate

High

Extreme

Highly unlikely (rare)

Low

Moderate

High

High

Once risk has been assessed and control measures put in place, the Club should assess the risk again to establish the residual risk.

5.5. Control Measures

Once the risk has been assessed the Club must determine what control measures to put in place to eliminate or minimise the risks identified. The Club should:

- prioritise hazard control measures for extreme risk activities; and
- establish requirements for short-term/immediate control measures and long-term control measures.

If an activity is assessed as extreme risk, the Club should break down the task into basic steps and provide an action plan to minimise the risk.

The Club must implement risk control measures for identified hazards so far as is reasonably practicable. The control measures listed below are in order of preference for the resolution of a hazard in the workplace.

Elimination	Allows hazards to be designed out and control measures to be designed in. It will require a modification to the process, method or material to eliminate the risk.
Substitution	Replacing the material or process with a less hazardous one.
Isolation	Isolating the hazard from any person exposed to it.
Restriction	Preventing any person from coming into contact with the hazard.
Engineering	Redesigning plant or work processes to reduce or eliminate risk.
Administration	Adjusting the time or conditions of risk exposure (e.g. job rotation, increased supervision). Ensure staff members have received training, information and instruction regarding the particular hazards and risks within the stables.
Personal Protective Equipment	Using appropriate safety equipment where other control measures are not practicable.

5.6. Maintain, Review and Revise Control Measures

The Club must ensure that control measures are effective, and maintained to remain effective, including by ensuring that control measures are and continue to be:

- fit for purpose; and
- suitable for the duration of the work; and
- installed, set up, and used correctly.

The Club must regularly review and revise control measures as necessary. In particular, measures must be reviewed when:

- the control measure does not control the risk it was implemented to control so far as is reasonably practicable (i.e. the control measure does not work, or does not work as effectively as it could);
- there is a change in the workplace and the control measure may not effectively control a new or different risk introduced by the change;
- a new relevant hazard or risk is identified;
- a health and safety monitoring report indicates workers have been affected by hazardous substances;
- consultation with workers indicate a review is necessary; or
- a health and safety representative requests a review.

Reminder: If a Trainer or their workers identifies any hazards or risks at a registered training facility used for training their dogs, they are required to report the hazard or risk to the racecourse manager and complete any associated forms.

6. Specific Control Measures

6.1. Signage

The Club must erect signs in any area where there is a potential risk to health and safety. Signage should warn stakeholders/patrons/visitors/workers of the danger within the specified area and, where necessary, exclude nominated people from entry to these areas.

The key areas that must be covered, but not limited to are:

- Kennels
- Parking areas
- entry gates;
- float drop off;
- stable and tie up stalls;
- horse barns;
- horse exercise yards;
- connecting walkways;
- parade ring;
- birdcage;
- machinery and equipment sheds;
- storage sheds (hazardous substances);
- kitchen; and
- building/venue evacuation procedures.

Signage should also be erected at the entrance gates to the racecourse, particularly where the course attracts a lot of traffic. These signs should warn people that they are entering a horse containment area and be aware of horses and riders at all times and advise all visitors/contractors to report to the office (if appropriate).

6.2. Kennel and Birdcage Access

Access to greyhounds / horses on race courses must be tightly controlled. All permitted access must be managed by an experienced handler / horse person at all times.

6.3. Traffic Management Plan (TMP)

If a Club identifies traffic, parking and/or trailers loading and unloading as a hazard or risk a TMP may be required. The degree of complexity involved will determine the necessity of a TMP. A TMP is essential for large carnival days.

Specific control measures of a TMP may include, but are not limited to:

- isolating vehicles and plant from the people working on the site;
- planning/scheduling work so that vehicles and pedestrians are not operating in the same area at the same time;
- minimising horse movement on the racecourse by locating loading areas close to stabling areas;
- providing drive through access to minimise turning or reversing;
- establishing designated delivery and turning areas;

- using fences, barriers, barricades, safety rails, exclusion zones, etc. to separate pedestrians from mobile plant, vehicles
- planning the direction of traffic movement to minimise travel around the site;
- providing warning signs at all entrances and exits to the site;
- establishing speed limits on site;
- using audible reversing alarms, flashing lights and reversing cameras;
- using spotters or dedicated traffic controllers to manage traffic movement during racedays; and
- trained parking attendants must be employed on major race days to optimise parking space available
- ensuring that workers/volunteers wear high visibility clothing.

Clubs must provide instruction and training on the traffic control measures to all workers involved in traffic management.

The layout of the site may change during high attendance meetings so in order to remain effective, Clubs should review control measures regularly. Any review should:

- assess the effectiveness of the control measures;
- ensure that control measures are correctly implemented;
- identify future changes to the site before they occur;
- determine the potential impact of changes to the current control measures; and
- propose alternative control measures for when the site layout changes.

7. Risk Management Template

Below is a recognised risk management template, the appendix has more examples that have been prepared with some typical race course hazards and risks identified.

Register of racing related hazards and controls

Risks What could go wrong?	Hazards What could cause it to go wrong?	Risk control What is in place to prevent it going wrong?	(E)liminate (M)inimise	1-5 Low to Extreme	Who is responsible?	When?	Event day
Dog handling	Bitten by dog	Only licensed persons can handle greyhounds and they have been through training and induction	M	3	NZGRA (licensing)	Annual	RIU

8. Racedays

8.1. PCBU Liaison

Each raceday will see many different PCBUs working together. It is essential to ensure that each PCBU understands their responsibilities to ensure that no one is exposed to any safety risks.

When two or more PCBUs work together, they may have overlapping duties. Each PCBU:

- retains responsibility for its duties;
- cannot transfer its duties;
- must discharge its duties to the extent to which it has the ability to influence and control that matter; and
- has an obligation to consult, cooperate and coordinate with the other PCBUs with overlapping duties.

To discharge its duties where there are multiple PCBUs working together, the Club should:

- identify its own duties;
- identify other PCBUs with duties in relation to the same matter;
- consult with the other PCBUs and identify where there are overlapping duties;
- cooperate with other PCBUs and determine how the overlapping duties will be discharged (e.g. through contractual allocation of responsibility);
- coordinate with other PCBUs to ensure the Club's activities do not adversely affect the others' ability to discharge their duties; and
- review arrangements to ensure the Club has discharged its duties (e.g. by checking the contractual allocation of responsibility has been adhered to).

The Club running the meeting must ensure that all PCBUs on the raceday have been inducted, are aware of the hazards and risks and understand their health and safety duties and responsibilities.

Examples of raceday PCBUs include:

- NZRB; (Tote staff, Trackside, commentators)
- the RIU; (Stewards, Investigators, Vet, Swabbing attendants)
- JCA
- trainers;
- handlers;
- starters;
- catering companies; and
- security companies
- Contractors, including food and entertainment providers

8.2. Responsibility

The RIU will arrange a formal pre-raceday health and safety meeting with the racecourse manager and other as required dependant on the size and nature of the meeting.

While each PCBU retains all duties, in respect of duties on racedays, the RIU and code bodies have agreed:

- the RIU is responsible for enforcing health and safety compliance for racing activity, including movements from the kennelling block / racecourse stables to the track and back again;
- licence holders are responsible for their greyhounds / horses and staff; and
- the hosting Club is responsible for security.

8.3. Post Raceday Reporting

The RIU will:

- comment on health and safety at all meetings;
- prepare a separate, not for publication, health and safety report after each raceday;
- if required, prepare a near miss and incident report after each raceday; and
- send the health and safety, near miss and incident reports to code bodies and the hosting Club.

The hosting Club will advise WorkSafe of any notifiable events.

The code bodies will investigate any breaches of health and safety as reported by the RIU.

9. Information and Training for Workers

9.1. Worker Training

No untrained worker is permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience, training and, if applicable, certification (unless closely supervised by someone with such experience, training or certification).

The Club must make all workers aware of:

- the hazards and risks they will be exposed to in the workplace, and the controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property;
- what to do in an emergency; and
- where all necessary safety gear or safety equipment and materials are kept.

To ensure the Club complies and maintains this system, it must:

- ensure new and existing workers read and understand the Club's health and Safety plans;
- ensure that identified risks are shown in all worker inductions, including Board member inductions;
- ensure the Manual is available and accessible to all new and existing workers;
- review this Manual as required, but at least annually; and
- maintain records to ensure all workers have read and understood this Manual.

9.2. Induction Training

The Club must induct all workers, volunteers, Board/Committee members, contractors and where reasonably practicable, visitors.

The Club must address the following health and safety topics during inductions:

- emergency procedures;
- injury and incident reporting;
- risk management;
- Club and individual responsibilities;
- worker consultation;
- who does what in the health and safety system;
- what to do in the case of a notifiable event;
- individual and Club responsibilities for rehabilitation;
- use and maintenance of health and safety equipment; and
- safety around the lure and lure rail (if the individual is likely to come into contact with dogs at any stage).

10. Bullying and Harassment

All forms of bullying, harassment, unlawful discrimination and victimising are prohibited.

The Club must take reasonable steps to ensure that the workplace is free from all forms of bullying, harassment, unlawful discrimination and victimising.

10.1. Definition

Harassment, unlawful discrimination and victimisation are fully defined in the Human Rights Act 1993.

Bullying is any repeated unreasonable behaviour directed towards a person, or group of people, that creates a risk to their mental or physical health and safety.

Discrimination can occur either directly or indirectly:

- **direct discrimination** is when a person is treated less favourably than another person, in the same or similar circumstances, because of a prohibited ground such as their sex, race, marital status, disability etc.
- **indirect discrimination** is when there is a requirement, rule, policy, practice or procedure that is the same for everyone, but has an unequal effect on particular groups. This type of requirement is likely to be indirect discrimination unless the requirement is reasonable in all the circumstances.

Harassment is unwelcome conduct that is offensive, humiliating or intimidating to any other person and is either repeated, or of such significant nature, that it has a detrimental effect on the person, their performance or their work and study environment.

Racial harassment is behaviour that is racist, hurtful or offensive and is either repeated or serious enough to have a detrimental effect on a person. The Human Rights Act 1993 defines racial harassment as behaviour that is uninvited and humiliates, offends or intimidates someone because of their race, colour, ethnic or national origin. It can involve spoken, written or visual material or a physical act.

Sexual harassment is unwelcome conduct of a sexual nature that is offensive, humiliating or intimidating to any other person and is either repeated, or of such a significant nature, that it has a detrimental effect on the person, their performance or their work and study environment. It is unlawful to sexually harass another person even if there was no intention to harass the person

Victimisation occurs if someone suffers unfavourable treatment because they have made, or propose to make, a genuine complaint, or appear as a witness or provide information about such a complaint

10.2. Advice, Information and Support

Advice and support on bullying, harassment, unlawful discrimination and victimising is available from:

- friends or family members;
- senior colleagues;

- managers;
- health professionals; and
- external agencies such as the Equal Employment Opportunities Trust www.eeotrust.org.nz or the Human Rights Commission www.hrc.co.nz.

11. Health and Safety Meetings and Representation

11.1. Health and Safety Representatives

The Club must initiate an election of a health and safety representative if a worker requests it. The Club may, on its own initiative, initiate the election of one or more health and safety representatives.

11.2. Health and Safety Meetings

The Club should hold health and safety meetings regularly addressing the following points:

- minutes from the previous meeting;
- accidents/incidents since the previous meeting;
- risk identification;
- purchases for health and safety;
- construction or other work in progress or planned;
- general business;
- recommendations to CEO/Board/Committee; and
- the date of the next meeting.

The timing of meetings will depend on the size and nature of each Club. However meetings should be regular enough to adequately report back to Board/Committee meetings on health and safety issues and address any concerns workers raise.

12. Ongoing Self Auditing and Regular Inspections

Any change to systems or structures or proposals presented to management or Board/Committee must address the question “What implications will this have for health and safety?”

The Club must have a health and safety review inspection every 12 – 18 months.

The regular inspection is a necessary back up to ensure that all hazards and risks introduced have been recorded previously. It is not a substitute for self-auditing every proposal for change or ensuring the Club complies with its duties on an on-going basis because an inspection will not ensure that at any point in time management and staff has a complete set of information regarding the safety and health of their organisation.

13. Accident and Incident Recording, Reporting and Investigation Procedures

All near misses, accidents and notifiable events must be notified to the Club's Manager or Supervisor immediately.

All near misses, accidents and notifiable events must be recorded on the Accident / Incident Register included in the appendix of this Manual.

The scene of a notifiable event must be left undisturbed until authorised by an inspector, unless disturbance is:

- required to assist an injured person;
- required to remove a deceased person;
- essential to make the scene safe or to minimise further risk;
- directed by police; or
- authorised by WorkSafe.

The Club must notify WorkSafe, as soon as possible after a notifiable event by the fastest means possible. WorkSafe can be contacted by:

- calling 0800 030 040;
- filling out an online form at <http://www.employment.govt.nz/Tools/Accident/Home/SeriousHarmNotification>;
- emailing SeriousHarm.Notification@worksafe.govt.nz; or
- faxing 09 984 4115.

The Club must keep records of every notifiable event for at least five years from the date on which WorkSafe was notified.

Everyone must comply with all requests and directions from WorkSafe.

NB Examples of notifiable events are in the appendix.

14. Emergencies and First Aid

14.1. Emergency and Evacuation Procedures

The Club must ensure fire drills and evacuation procedures are practised at least annually.

In the event of any emergency or natural disaster:

- prevention of harm to all persons on site is the first priority;
- raise the alarm;
- contact emergency services on 111 (as required);
- no one should put themselves or anyone else at any unnecessary risk;
- evacuate the building or area; and
- assemble at **[Emergency Assembly Area]**; and
- the Club must check all persons are accounted for.

NB On major days when tents and temporary seating are in use and the numbers attending are much larger than usual a special emergency and evacuation plan should be made and discussed at the raceday health and safety meeting on the morning of the event, involve the local fire brigade if possible in the planning.

14.2. First Aid

First Aid Kits and equipment are located at: **[First Aid Kit Location]**

A register of equipment and chemicals is maintained and held at: **[Register Location]**

15. Appendix