

HEALTH & SAFETY – EQUINE SERVICES

South Coast Psychology will give each new Equine Services employee/contractor a Health and Safety briefing during their orientation. As they review each section, the employee/contractor's Equine Training Matrix ([Appendix 1](#)) will be signed off.

HAZARD IDENTIFICATION REGISTER

The Hazard Identification Register ([Appendix 2](#)) aims to either eliminate, isolate or minimise hazards at the Equine Services facility, along with providing mitigation notes so that controls can be put in place.

During the employee/contractor orientation, all equine service providers will be taken through the Hazard Identification Register by the Equine Manager (or whoever the Equine Manager appoints to complete the orientation).

As new hazards are identified, they will be added to the register. The entire document will be reviewed **annually**.

The Hazard Identification Register is stored in the Equine Office.

SAFETY PROCEDURES AROUND HORSES

All employees/contractors, who will be working with the horses, will be taken through the Safety Procedures Around Horses ([Appendix 3](#)) list. If, at any time, the employee/contractor does not follow one of these procedures, they will be taken back to the list to review it with the Equine Manager (or an appointee of the Equine Manager).

INCIDENT / ACCIDENT REPORT

If an accident/incident occurs during Equine Services, the Accident/Incident Register ([Appendix 4](#)) must be completed. If there is "Serious Harm" WorkSafe must be notified, and an official form must be completed. See section on [Notifiable Events](#).

If practicable, please preserve the scene and take photos as soon as possible as WorkSafe will require them.

During orientation employees/contractors will review the previous incidents/accidents that have occurred at the Equine Services facility.

EMPLOYEES

South Coast Psychology will give each new **employee** a Health and Safety briefing during their orientation and provide them with this document.

The employer and employee will meet their obligations under the Health and Safety at Work Act.

The **employer** will complete the following:

1. Providing and maintaining a safe working environment for employees and others in the workplace
2. Providing and maintaining facilities for the welfare of the employee while at work
3. Providing all necessary training and instructions to employees
4. Making sure machinery and equipment is safe
5. Making sure working arrangements are not hazardous
6. Making sure health and safety employee engagement and participation processes are in place
7. Consulting and cooperating with other businesses operating in the same workplace(s) to keep everyone safe and healthy.

As an **employer**, this will be achieved by following the requirements in this Health & Safety Policy.

The **employee** will follow the **employer's** health and safety rules and procedures. The employee will take reasonable care to look after their own health and safety at work, their fitness for work, and the health and safety of others.

The **employee** can take reasonable care include:

- following all reasonable health and safety rules and instructions
- participating in health and safety discussions
- exercising their right to refuse to do unsafe work
- taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others
- not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work
- wearing all necessary personal protective equipment and clothing.

The **employee** must report any potential risks, incidents and near misses so the **employer** can investigate, and eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules may be considered serious misconduct.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The work being done by the employee **may** involve risks to their health and safety from time to time for which **personal protective equipment (PPE) must be used or worn**.

Employer and Employee Responsibilities: The **employer** will provide suitable PPE, as well as training and information about how it must be used or worn, where it is stored, and how it is maintained.

This PPE may include:

- Riding Helmet
- Suitable Footwear
- Gloves
- Sunscreen
- Vest
- Riding pants
- Wet weather gear

If the **employer** agrees in advance, the **employee** can choose to provide their own PPE at the **employer's** cost for genuine reasons of comfort and convenience. The **employer** must be satisfied that this PPE is suitable and:

- The **employee** must follow any conditions about its use laid down by the **employer**.
- The **employer** will provide training and information about how and when PPE must be used or worn, where it is stored and how it is maintained.
- The **employee** may, at any time, tell the **employer** they no longer wish to provide their own PPE — and the **employer** will provide it instead.

The **employee** must take all reasonable care at all times when dealing with risks. They must use or wear PPE when appropriate. At all times, the **employee** must follow the **employer's** health and safety policies and use safe and appropriate practices.

Failure to use or wear PPE as instructed may be considered serious misconduct.

FIRST AID CERTIFICATION

During equine sessions, there must be **one** employee/contractor onsite who holds a current first aid certificate.

CLIENT SAFETY DURING SESSIONS

Before a client begins Equine Therapy, they must be given the Informed Consent & Waiver of Liability Form ([Appendix 5](#)).

This form can be emailed to the client in advance; however, the client must be taken through the document in person, explained to ensure the client fully understands the risks of working with horses, and signed before any Equine Therapy begins.

If the client is a child, the form will be completed by the child's caregiver.

When clients are in a session working directly with the horses, there must always be at least **two** people present.

Mobile phones must always be available.

NOTIFIABLE EVENT (INJURY & INCIDENT)

If you are witness to a [notifiable event](#) occurring in your South Coast Psychology workplace, South Coast Psychology expects its contracted providers and employees to complete the following steps:

You must notify the PCBU "*Person Conducting a Business or Undertaking*", your supplier, ACC case manager (if relevant), and the supplier manager (if relevant) immediately.

What is a Notifiable Injury?

These are specified serious work-related illnesses or injuries.

- **Any horse vs human injury**
- All injuries or illnesses that require (or would usually require) a person to be **admitted to hospital** for immediate treatment are notifiable.

Admitted to a hospital means being admitted to hospital as an inpatient for any length of time – it **doesn't include** being taken to the hospital for out-patient treatment by a **hospital's Emergency Department**, or for corrective surgery at a later time, such as straightening a broken nose.

What is a Notifiable Incident?

A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from **immediate or imminent exposure** to:

- a substance escaping, spilling, or leaking
- an implosion, explosion or fire
- gas or steam escaping
- a pressurised substance escaping
- electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons)
- the fall or release from height of any plant, substance, or thing

- damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations
- the collapse or partial collapse of a structure

What must a PCBU do if a Notifiable Event occurs?

1. PRESERVE the site

The PCBU who manages or controls the workplace (and the providers/employees undertaking the tasks) must take all reasonable steps to ensure the site of a notifiable event is not disturbed until authorised by an Inspector (i.e. an Inspector gives permission for normal work to resume at the site of a notifiable event).

What are the exceptions to this requirement?

Exceptions are if the disturbance is:

- to help an injured person
- to remove a deceased person
- essential to make the site safe or to minimise the risks of a further notifiable event
- by or under direction of a police officer
- permitted by the regulator or an Inspector

Regulations can also exclude particular sites from the requirement to preserve sites in particular circumstances (i.e. there are none at present).

What should the PCBU (and the providers/employees undertaking the tasks) do?

To ensure that the site is not disturbed:

- the work set-up should not be changed
- any plant, substances or other things involved in the event should stay where they are
- work that could interfere with the scene of the event should stop
- no alterations should be made to the plant, vehicles, or structures involved

Can work continue?

- Work can continue in other parts of the workplace

2. A PCBU must NOTIFY THE REGULATOR as soon as possible

When must notification occur?

- A PCBU must ensure the regulator is notified as soon as possible after it becomes aware of a notifiable event arising from the conduct of the business or undertaking. This notification must be done even if emergency services attend. Only one notification is required for each notifiable event.

If there are multiple PCBUS, who is responsible for notifying?

- If multiple PCBUs are involved in the work, one PCBU should be nominated to notify the regulator. However, all PCBUs are responsible for ensuring a notification is made. As such contractors are responsible for notifying SCP and we will determine who notifies the regulator, employees notify SCP and the PCBU will notify the regulator.

How do PCBUS notify?

- The regulator must be notified by the fastest means possible given the circumstances.

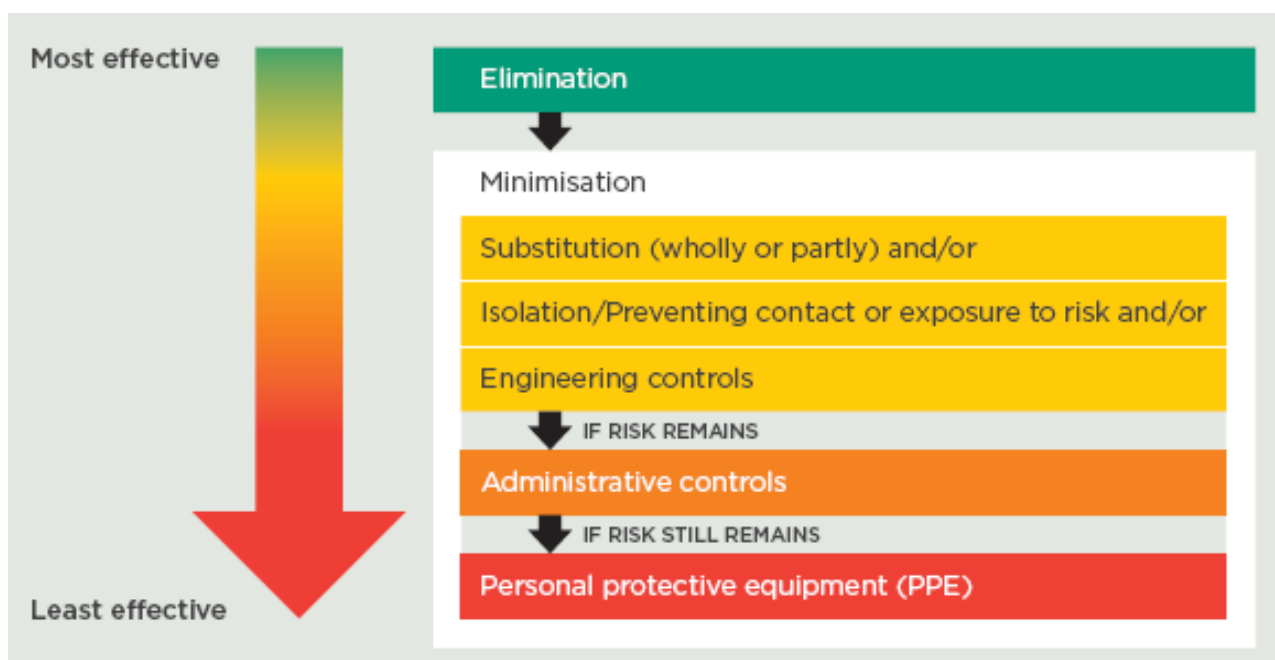
- The person giving the notification must provide details about the notifiable event as requested by the regulator.
- For phone notifications, the regulator will send an acknowledgement that the notification has been received.

REGULATOR	CONTACT
WorkSafe	If someone has been killed as a result of work, notify us immediately by phone: 0800 030 040 (24/7). In the case of emergency, phone 111. For all other notifications, go to the WorkSafe website: www.worksafe.govt.nz and select 'Notify WorkSafe'.

If under an ACC contract, complete the Health & Safety report form and contact your supervisor & supplier [Online form to report health and safety incidents](#)

HAZARDOUS SUBSTANCES – HIERARCHY OF CONTROLS

For any hazardous substances at the Equine Services facility, there must be control measures implemented using the [HSW Act hierarchy of controls](#).



Elimination: removing the source of harm, i.e. getting rid of unwanted chemicals, using another pest control method not involving agrichemicals.

Minimisation:

- **Substitution:** using lower risk alternative
- **Isolation:** separating the person from the risk
- **Engineering:** use mechanical devices or processes, ventilation systems
- **Administrative:** procedures or rules for workers to follow, i.e. prohibiting eating and drinking near hazardous substances

- **PPE:** used to reduce exposure to any remaining risk. (Note that PPE is the last, not the first, level of risk management) i.e. gloves, overalls, eye protection.

HAZARDOUS SUBSTANCES – SAFETY DATA SHEETS

A safety data sheet (SDS) provides comprehensive information about the properties of a hazardous substance, how it affects health and safety in the workplace and how to manage these risks. A SDS explains how the substance should be safely used, stored, transported and disposed of. It provides first aid information, information about the personal protective equipment that the person handling the substance should wear and what to do in the event of an emergency, such as a spill or fire.

All chemicals stored at the Equine Services site **must** have a [Safety Data Sheet](#) (full 16 paragraphs) from a NZ supplier stored in the Equine Services Health & Safety folder.

All chemicals will be [Inventoried](#) using the [Hazardous Substances Calculator](#) and the link/pin will be emailed to the relevant parties. The inventory represents the **maximum** quantity of each hazardous substance likely to be at each workplace, not the current quantity. Each time the inventory is updated with a new chemical, the Inventory List will be printed and replaced in the Equine Services Health & Safety folder.

As per [GrowSafe](#) requirements, the signs 2WE AgriChemicals and No Smoking will be displayed where hazardous products are stored to alert people and emergency responders that they are approaching an area where hazardous substances are present.



EARTHQUAKE

We follow the [Civil Defence Guidelines](#) of Drop, Cover and Hold.

Drop, Cover and Hold is the right action to take during an earthquake. It stops you being knocked over, makes you a smaller target for falling and flying objects, and protects your head, neck and vital organs.

If you feel an earthquake:

- **DROP** down on your hands and knees. This protects you from falling over but lets you move if you need to.
- **COVER** your head and your neck (or your entire body if possible) under a sturdy table or desk (if it is within a few steps of you). If there is no shelter nearby, cover your head and neck with your arms and hands.
- **HOLD** on to your shelter (or your position to protect your head and neck) until the shaking stops. If the shaking shifts your shelter around, move with it.

Inside an Office: Drop, Cover & Hold. Stay indoors until the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand, you are safer if you stay where you are until the shaking stops. Do not run outside after an earthquake.

Outside: If you are outside, find a clear area away from buildings, trees, power lines as these may fall and cause injuries during an earthquake. Drop, Cover & Hold.

Horses: If safe to do so, let the horses into an open area way from structures.

After the Earthquake:

- Check yourself for injuries and get first aid if necessary. Help others if you can.
- Look quickly for damage around you, particularly in buildings where furniture and fittings may have become hazardous.
- Look for small fires and, if safe to do so, extinguish them.

FIRE

Get yourself and your client/s out of the building immediately (don't try and save possessions)

Close doors behind you as it slows down the spread of the fire

Alert others

If it's a small fire and it's safe to do so, use your fire extinguisher – if it's a large fire, don't try to extinguish it – go to the evacuation point and call 111 and ask for Fire

Meet at the designated evacuation point

Don't go back into the building

APPENDIX 1 – EQUINE TRAINING MATRIX

Equine Team Member Name:		Start Date:			
<ul style="list-style-type: none"> Initially assess new Equine Team Member, if new to the task fill out the “in training” section and ensure they are supervised. If after initial assessment it is clear the Equine Team Member is experienced, fill out the “trained” section and they may work unsupervised. Once “in training” Equine Team Members are assessed as competent they become “trained” and can work unsupervised. 		<ul style="list-style-type: none"> Equine Team Members that are very competent and good at teaching others the job can be marked as “able to train others”. Ensure Equine Team Member and their manager both sign and initial the form to show that they have reached that training level. Keep these sheets as training records. 			
Task Description	In Training	Trained	Able to train others	Equine Member Signature	Manager Signature
	Date:	Date:	Date:		
	Equine initial:	Equine initial:	Equine initial:		
	Manager initial:	Manager initial:	Manager initial:		
	Date:	Date:	Date:		
	Equine initial:	Equine initial:	Equine initial:		
	Manager initial:	Manager initial:	Manager initial:		
	Date:	Date:	Date:		
	Equine initial:	Equine initial:	Equine initial:		
	Manager initial:	Manager initial:	Manager initial:		
	Date:	Date:	Date:		
	Equine initial:	Equine initial:	Equine initial:		
	Manager initial:	Manager initial:	Manager initial:		
	Date:	Date:	Date:		
	Equine initial:	Equine initial:	Equine initial:		
	Manager initial:	Manager initial:	Manager initial:		

APPENDIX 2 – HAZARD IDENTIFICATION REGISTER

Location:							
Hazard		Action (✓)			Notes	Reviewed By	
Hazard Identification (brief summary of the hazard)	Impact Description (what could potentially occur)	Eliminate	Isolate	Minimise	Mitigation Notes (controls put in place)	SCP Member	Date of Last Review
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

APPENDIX 3 – SAFETY PROCEDURES AROUND HORSES

We select equine staff with the requisite skills, experience and aptitude for working with a herd of horses at liberty and riding. Equine staff participate in regular communication, team meetings and training to ensure their ongoing engagement and competence. The following are particular safety procedures when working with horses

1. Always regulate yourself and clients before you enter the arena
2. Always give clients an overview of the safety guidelines and education about horses
3. Introduce each horse to clients and talk about any safety issues
4. Ensure you gain consent from horses when engaging with them to reduce the likelihood of protective behaviours
5. Feed horses outside the fence
6. No feeding the horses by hand
7. Use tape to separate the other horses when in an equine session
8. Don't walk between horses

This list will be added to.

APPENDIX 4 – ACCIDENT INVESTIGATION FORM

Date		Time	
Scene Preserved	Yes / No	Photo/s taken	Yes / No
Name of person injured			
Where did the accident / incident occur			
Type of accident / incident			
Type of injury			
Action taken / treatment given			
SCP member name recording the incident		Signature	
Outcomes / instructions given / new procedures required			
WorkSafe Notified by: (if applicable)		Date:	

APPENDIX 5 - INFORMED CONSENT & WAIVER OF LIABILITY FORM

See attached