

## Health, Safety and Welfare Responsibilities of Participants

Australian Equine Institute (AEI) encourages the health, safety and welfare of their staff and students through the use of health and welfare policies aimed to reduce the risk of physical and psychological injury to those persons and animals present at activities carried out for or on behalf of AEI.

### **1. Student Enrolment and Induction**

#### **1.1. Enrolment Requirements**

- 1.1.1. The applicant must complete and sign the relevant Enrolment Form, ensuring they are aware of the terms and conditions of enrolment
- 1.1.2. The applicant must complete and sign the Liability Waiver to take part in any activity provided by or through AEI
- 1.1.3. The applicant is made aware of the inherently risky nature of horses and taking part in equine activities through viewing and signing the Waiver Form.
- 1.1.4. The applicant must complete and sign the Health, Safety and Welfare Responsibilities Form to take part in any activity provided by or through AEI
- 1.1.5. The applicant is made aware of their responsibilities in relation to health and safety during participation in activities provided by or through AEI
- 1.1.6. The applicant must complete and sign the Horse Identification Form to take part in any activity provided by or through AEI

#### **1.2. 5.2 Participation Requirements**

- 1.2.1. The student must comply with their requirements as set out in the students Health, Safety and Welfare Responsibilities document
- 1.2.2. The student must provide a horse identification sheet for perusal by the trainer or assessor at every activity at which the horse is present
- 1.2.3. The student must take responsibility for the condition and safety of their horse
- 1.2.4. The student must take responsibility for the condition and safety of their equipment

#### **1.3. Student Induction**

- 1.3.1. Prior to the commencement of participation in any activity carried for or on behalf of AEI the student should complete an Induction relevant to the chosen site
- 1.3.2. The student is to be made aware of the risks of the activity being conducted on the property/location

### **2. Behaviour**

#### **2.1. Personal Endangerment**

- 2.1.1. All staff, students and trainers/assessors of AEI must take reasonable steps to avoid personal endangerment
- 2.1.2. The Person Conducting a Business or Undertaking (PCBU) must take steps to discourage personal endangerment through informing students of the risks present in the activity or location

#### **2.2. Endangerment**

- 2.2.1. All staff, students and trainers/assessors of AEI are always to act responsibly and with concern to the welfare of themselves and others
- 2.2.2. No staff, student and trainer/assessor of AEI is to set out to negatively impact on the welfare of themselves or another
- 2.2.3. All staff, students and trainers/assessors of AEI must take reasonable steps to prevent the endangerment of others including reporting of hazards to activity supervisors, controlling self and animals in their care to avoid damage etc.
- 2.2.4. No staff, student and trainer/assessor of AEI is to deliberately damage any personal, private, or public property

#### **2.3. Assault**

- 2.3.1. No staff, student and trainer/assessor of AEI involved in an activity through or on behalf of AEI shall assault another staff, student and trainer/assessor of AEI
- 2.3.2. Assault is taken to include verbal, physical or emotional attack
- 2.3.3. The activity provider, or trainer/assessor must take reasonable steps to prevent students and other staff being exposed to assault; which may include the removal of the aggressor from the activity or property, or the calling of police services for intervention etc.

#### **2.4. Impairment**

- 2.4.1. No trainer/assessor is to conduct an activity if they are under the influence of illegal drugs
- 2.4.2. Persons suffering from impairment from drugs, prescription or illegal, shall not take part in any activity carried out for or on behalf of AEI
- 2.4.3. Persons suffering from impairment from alcohol shall not take part in any activity carried out for or on behalf of AEI
- 2.4.4. No person is to consume alcohol when undertaking or participating in an activity carried out for or on behalf of AEI
- 2.4.5. The activity operator, or trainer/assessor should take steps to identify the cause of any impairment shown by a student or staff member and act appropriately according to this policy

**2.5. Anti-Harassment**

- 2.5.1. AEI staff and trainers/assessors must follow and enforce strict anti-harassment policy
- 2.5.2. No staff, student and trainer/assessor of AEI involved in an activity through or on behalf of AEI shall harass another staff, student, and trainer/assessor of AEI
- 2.5.3. AEI staff must take reasonable steps to encourage victims to speak out without fear of recrimination
- 2.5.4. AEI staff must take reasonable steps to prevent interaction between aggressors and victims
- 2.5.5. AEI must investigate claims of harassment and apply to appropriate disciplinary measures

**2.6. Compliance with Reasonable Instruction**

- 2.6.1. All students must follow the reasonable instruction of the trainer/assessor or other person otherwise in charge of the activity
- 2.6.2. A student failing to comply with the reasonable instruction of the assessor, trainer, or other person otherwise in charge of the activity may be asked to leave the activity

**2.7. Failure to Comply**

- 2.7.1. The activity provider, or trainer/assessor may suspend the participation of any student in the activity if that student fails to comply with the any of the policies contained in this WHS Manual
- 2.7.2. The student will be given the option of rectifying any breach prior to suspension
- 2.7.3. The trainer/assessor must report any compliance failures of the student to AEI as soon as practicable
- 2.7.4. Where the trainer/assessor has failed to comply, they may be liable for penalties
- 2.7.5. The student should report any compliance failures of the trainer/assessor to AEI soon after the incident

**2.8. Disputes**

- 2.8.1. Any dispute arising from participation or conducting of an activity for or on behalf of AEI must be notified to AEI and the relevant paperwork submitted
- 2.8.2. Steps should be taken to minimise contact between the parties at dispute, especially where there is a threat of escalation
- 2.8.3. In the event of the dispute putting at risk any of the parties or bystanders, the activity provider, or trainer/assessor must appropriate the necessary resources to intervene and protect the safety of all e.g. the police

**3. Bio-Security**

**3.1. Movement Tracking**

- 3.1.1. The attendance of any horse at an activity undertaken for or on behalf of AEI must be recorded to provide tracking information in the event of an emergency
- 3.1.2. The student must complete and submit to AEI a Horse Identification Sheet on enrolment for any horse they plan to use during their training/assessment, a copy will then be provided to the student and the original filed with AEI
- 3.1.3. Horses showing signs of disease must be immediately removed from the presence of other horses including other incoming horses at the activity
- 3.1.4. Where disease is suspected in an animal the handler must wear PPE in the form of disposable gloves, long sleeved shirts, long pants and enclosed leather shoes.
- 3.1.5. Where required under law, the suspected disease must be reported to the relevant authorities

**3.2. 7.3 Hygiene Standards**

- 3.2.1. All persons coming into contact with horses must take steps to prevent the spread of disease or infestation
- 3.2.2. Hand washing facilities must be made available at activity locations and their use encouraged
- 3.2.3. Waste disposal facilities must be made available at activity locations
- 3.2.4. Cross contamination should be minimised through restriction of the sharing of tools and equipment
- 3.2.5. The provision of manure removal equipment and disposal must be provided at activity locations
- 3.2.6. Any item contaminated with bodily fluids from an animal must be secured in a plastic bag and disposed of by burning or waste disposal
- 3.2.7. Where contact with the bodily fluids of an animal are likely, for example when treating a wound, the handler must wear PPE in the form of disposable gloves, long pants, enclosed leather shoes and long-sleeved shirt
- 3.2.8. Open wounds on horses or humans should be covered with the necessary medical supplies to avoid contact with the bodily fluids present at the wound site

**3.3. Hazardous Substances**

- 3.3.1. When working with substances that pose an inhalation risk, staff, students, or trainers/assessors must wear a disposal face mask
- 3.3.2. Any staff, students or trainers/assessors working with substances that may have a caustic reaction to skin must wear gloves, long pants, enclosed shoes and long-sleeved shirt
- 3.3.3. All needles must be capped until immediately prior to use and disposed of in a suitable sharps bin immediately after use
- 3.3.4. Substances that pose a poisoning risk must be clearly marked as 'poisonous' or 'toxic' and stored in such a way to avoid access by unauthorised persons/animals
- 3.3.5. Any substance toxic to aquatic species must be disposed of to avoid contamination with waterways

**4. Conduct Activities**

**4.1. Float Parking**

- 4.1.1. It is recommended that trailers be parked with a minimum distance of 4 meters between each to allow for the movement of horses on and off the trailer safely 8.2.3 No horse is to be ridden through or in this area
- 4.2. Holding Areas**
- 4.2.1. A secure holding area is to be provided for the horses taking part in the activity
- 4.2.2. The area should be located close to the activity area
- 4.2.3. The holding area must have entry and exit points that are enclosable by a gate and secure latching system
- 4.2.4. The fencing of and in the holding area must be in good condition
- 4.2.5. The area must be free of hazardous objects
- 4.2.6. Horses are to be secured at a distance of at least 4 meters apart
- 4.2.7. Tying points are to be provided in the form of baling twine or other pressure release system
- 4.3. Area Access**
- 4.3.1. Areas used during the activity must be fenced in a manner to discourage horses from attempting to jump out of or otherwise escape from the area
- 4.3.2. Fences must be made from good condition and highly visible material
- 4.3.3. Fences should be of a minimum height of one meter
- 4.3.4. The fence must not be made from or include star pickets, barbed wire, rope, electrified, or other materials that could entangle, impale or otherwise pose an unacceptable risk of injury
- 4.3.5. All equine areas must have entry and exit points that are enclosable by a gate and secure latching system
- 4.4. Spectator Areas/access**
- 4.4.1. Effective measures must be taken to minimise the interaction between horses, humans, other animals and vehicles
- 4.4.2. The activity provider, or trainer/assessor must ensure that there are separate designated areas for the use of humans and horses
- 4.4.3. Equine areas are only to be accessible to and accessed by students and trainers/assessors and their horses
- 4.4.4. A designated spectator area should be made available for persons wishing to watch the activity
- 4.4.5. This area must be separated from all equine areas preferably using a safe fence
- 4.4.6. If fencing the area is not possible then this area must be separated by a distance of at least 8m from the equine activity area
- 4.4.7. Information relating to hazards in the immediate area should be present in spectator areas e.g. warnings relating to the facilities or the presence of horses
- 4.5. Minors**
- 4.5.1. All persons under the age of 18 must be supervised by an adult
- 4.5.2. No person under the age of 18 may approach, ride or handle a horse without appropriate supervision
- 4.5.3. All persons under the age of 18 are required to wear an approved safety helmet when working with horses
- 4.5.4. No person under the age of 15 is to take part in any activities carried out for or on behalf of AEI
- 4.5.5. The student, or their guardian (under 18 years of age), will sign the form to state that they have been made aware of the risks of the activity
- 4.6. Other Animals**
- 4.6.1. Animals other than those horses used during the activity are not to be present in the activity equine area during the undertaking of the activity
- 4.6.2. Animals may be present around the spectator and public access areas provided they do not pose an injury risk to the public or participants of the activity
- 4.6.3. Dogs should not be present at the activity but if so, must always be restrained through the use of a lead or chain
- 4.7. Suitability of Horse**
- 4.7.1. Horses must be assessed for suitability prior to being allowed to commence with an activity
- 4.7.2. Horses not considered to be suitable include those under the age of five years old, those showing signs of extreme old age, those in a poor physical condition, those who are more than eight months pregnant or lactating
- 4.7.3. Stallions are not to be used during an activity or be present in the immediate area
- 4.7.4. Horses known or recorded to behave dangerously shall not be permitted to take part in any activities except in extenuating situations where the risk to others can be controlled
- 4.7.5. If it becomes apparent that the safety of participants or other third parties is jeopardised by the presence of a horse showing dangerous Behaviour, the participant must take all necessary action to identify, isolate and/or control the offending horse
- 4.7.6. Students must demonstrate the ability to control their horse before they can participate in any activity undertaken for or on behalf of AEI
- 4.8. Handling Horses**
- 4.8.1. All persons under the age of 18 must wear an approved safety helmet when handling horses
- 4.8.2. Students must demonstrate suitable control over the horse to take part in handling activities
- 4.8.3. All horses must be fitted with a halter and lead rope when being led

- 4.8.4. Horses know to rear when being handled should be fitted with an anti-rearing bit
- 4.8.5. When securing the horse the lead rope shall be attached to bailing twine secured to a solid object
- 4.8.6. Horses must be secured with a distance of at least 4 metres apart
- 4.8.7. When handling and working around the horse all other animals must be restrained out of the immediate area
- 4.8.8. At all times when leading or handling, a distance of at least one horse length should be maintained between horses
- 4.8.9. No person is to stand directly behind a horse
- 4.8.10. No person is to sit or kneel within a distance of 4 metres from the horse
- 4.9. Lunging Horses**
- 4.9.1. The horse must be fitted with a bridle or lunge cavesson when being lunged via a lunge rope
- 4.9.2. The horse must be fitted with a halter during free lunging
- 4.9.3. If the horse is lunged with a saddle, the stirrups must be run up and secured on the saddle, and the reins removed from the bridle
- 4.9.4. When lunging the horse, the handler must wear an approved safety helmet
- 4.9.5. Horses must be lunged in an enclosed area such as a round yard or small paddock
- 4.9.6. The lunge rope must never be looped around the handler's hand and the excess rope must be kept coiled and held above the ground
- 4.10. Riding Horses**
- 4.10.1. The assessment aims to reduce the risk of harm to the rider, horse or others by ensuring rider has sufficient skill and experience to control the horse
- 4.10.2. Ridden activities must take place in an enclosed area for example an arena, small paddock or round yard
- 4.10.3. Gates to the area must be able to be latched closed, and kept closed during the activity
- 4.10.4. Riders must mount their horse for the first time in a secure area under direct supervision
- 4.10.5. At all times when riding, a distance of at least one horse length should be maintained between horses
- 4.11. Equipment Used**
- 4.11.1. Where equipment is provided to the student for use, the student is responsible for checking the condition of that equipment
- 4.11.2. If the student is not satisfied with the condition of the equipment they must alert the activity operator, trainer or assessor of their concern and not use the equipment. The activity operator, trainer or assessor shall provide a suitable replacement
- 4.11.3. All equipment used must be in good condition (working order) with no visible or tactile malfunctions or breakages
- 4.11.4. All equipment used must be in good condition with no loose stitching, cracking leather or broken pieces
- 4.11.5. All equipment used on the horse must be fitted to the horse correctly so as to not cause discomfort and to do the task it is designed for
- 4.11.6. All equipment must adequately fit the horse so as not to become loose, fall off, cause discomfort to the horse, or injure the horse or rider
- 4.11.7. Riding equipment should be suited to the tasks being undertaken during the activity
- 4.11.8. Where possible western saddles should not be used to carry out any activity do to the risk posed by the horn
- 4.11.9. All saddles used must be fitted with stirrup leathers, stirrup irons and girth
- 4.11.10. All saddles must be secured by two points of attachment where designed to do so (two point girth, or single point girth with a surcingle or latigo strap)
- 4.11.11. The girth/straps must be in good condition and be securely fastened to keep the saddle in place
- 4.11.12. The saddle must fit the horse correctly and with space between the horses back and the channel of the saddle
- 4.11.13. The stirrup iron must be fitted with a tread, except in the case of 4-bar and oxbow stirrups
- 4.11.14. The rider must wear safety footwear comprising of a small heel and smooth sole to hinder the foot from sliding forwards through the iron and assist in the removal of the foot from the iron
- 4.11.15. The riders shoe must fit within the stirrup so that a gap of 10mm is present between shoe and iron on each side
- 4.11.16. At all times when mounted, the rider must wear an approved safety helmet
- 4.11.17. An approved safety helmet is an equestrian helmet in good condition, carrying the standard AS/NZ3838, or ATSM F1163, or EN1384.
- 4.11.18. It is the rider's responsibility to ensure that their helmet is in suitable condition and has not suffered any serious impact or other deterioration
- 4.11.19. Where spurs are used only suitable styles are permitted
- 4.11.20. Spurs with harsh rowels are not permitted. These include sharpened rowels, long rowel tips and roweled spurs with a shank longer than 4cm
- 4.11.21. A standing martingale or 'head-check' must not be used on the horse
- 4.11.22. Where a martingale is used the rings must of the 'running' variety
- 4.11.23. The rings of the martingale must be fitted long enough so as not to pull down on the line of the rein from bit to hands of the rider

- 4.11.24. The reins must be fitted with stoppers to prevent the rings of the martingale reaching or becoming caught on the bit
- 4.11.25. The horse must be fitted with a suitable bit in its mouth when being ridden
- 4.11.26. Bits not considered to be suitable include those that cause pain or suffering to the horse. These bits may include twisted wire bits, high port mouth bits and bits with severe leverage action 8.16.14.2 Bits with a curb chain attached must have a curb guard fitted
- 4.11.27. The bridle must be secured by the use of a throat lash and must consist of two cheek pieces, a browband, a throat lash, a bit and a set of reins
- 4.11.28. Reins must be joined at **one** point to form a continuous loop from each side of the bit
- 4.11.29. Reins must not be joined at more than one point

#### **4.12. Dress Code**

- 4.12.1. Persons taking part in practical activities must follow the minimum dress requirements to promote health and safety
- 4.12.2. Appropriate footwear must be worn at all times during the activity
- 4.12.3. Footwear must be enclosed and should have a leather upper and non-slip sole
- 4.12.4. Lace up styles of shoes are discouraged due to the tangle risk they pose
- 4.12.5. Long pants such as jodhpurs or riding jeans and a collared, sleeved shirt must be worn
- 4.12.6. Jewellery should not be worn due to the risk of injury from entanglement
- 4.12.7. Helmets used must comply with one of the following standards AS/NZ 3838, ASTM F1163 or EN 1384
- 4.12.8. Helmets must be less than five years old from date of manufacture and be in visible good condition
- 4.12.9. Wet weather jackets should be well fitted to avoid loose material flapping during riding

#### **4.13. Manual Lifting**

- 4.13.1. No single person shall lift an item with a gross mass in excess of 15kg
- 4.13.2. Where possible machinery should be used to lift and transport heavy items
- 4.13.3. The machine used must be currently registered if so required by law
- 4.13.4. The person operating the machine must be suitably qualified and experienced

Students are also required to follow practices to protect the Australian economy, environment, agriculture, and human health. Any gathering of horses can result in a multiplier effect for the spread of disease. Although complete protection against the spread of infection at equine gatherings is not possible, steps can be taken to successfully reduce the risk.

It is the primary responsibility of the horse owner/rider to take precautions to ensure the health of their horse and prevent the spread of infection. It is the student's responsibility to address the biosecurity risk by:

- ✓ Ensuring the horse is up to date with their vaccinations (Tetanus and Strangles)
- ✓ Ensuring the horse has been recently wormed (every 6-8 weeks)
- ✓ Never taking or using a horse showing obvious signs of disease to the activity
- ✓ Observing good hygiene around horses and humans (including washing hands between handling horses)
- ✓ Avoiding sharing feed and water containers
- ✓ Notifying the PCBU if the horse becomes ill in the days immediately following the activity
- ✓ Notifying the PCBU if the horse becomes ill during the activity
- ✓ Notifying the relevant authorities in the event that the horse is suspected or diagnosed with a notifiable disease under law