

NZRDA Health and Safety Compendium

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Health and Safety Management System Framework

Last review date: June 2023
Last changed date: June 2023

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Introduction

This framework together with implementation of the detailed policies and procedures that give it effect within NZRDA and the RDA Groups, is fundamental to achieving our goal of **safe and effective RDA**.

Purpose

- The purpose of the NZRDA Health and Safety Management System Framework is to
 - keep people safe and healthy and prevent harm from exposure to HSW risks;
 - meet legislative and good practice requirements to provide and maintain a safe and healthy working environment;
 - minimise HSW risks; and
 - promote continuous improvement.
- This document sets out
 - standards and desired outcomes and
 - responsibilities and accountabilities.
- For further information refer to:
 - The Stable and The Arena where all NZRDA policy, procedure, guidance and other resources are located.
 - WorkSafe NZ
 - The Health and Safety at Work Act 2015, Amendments and Regulations

Definitions

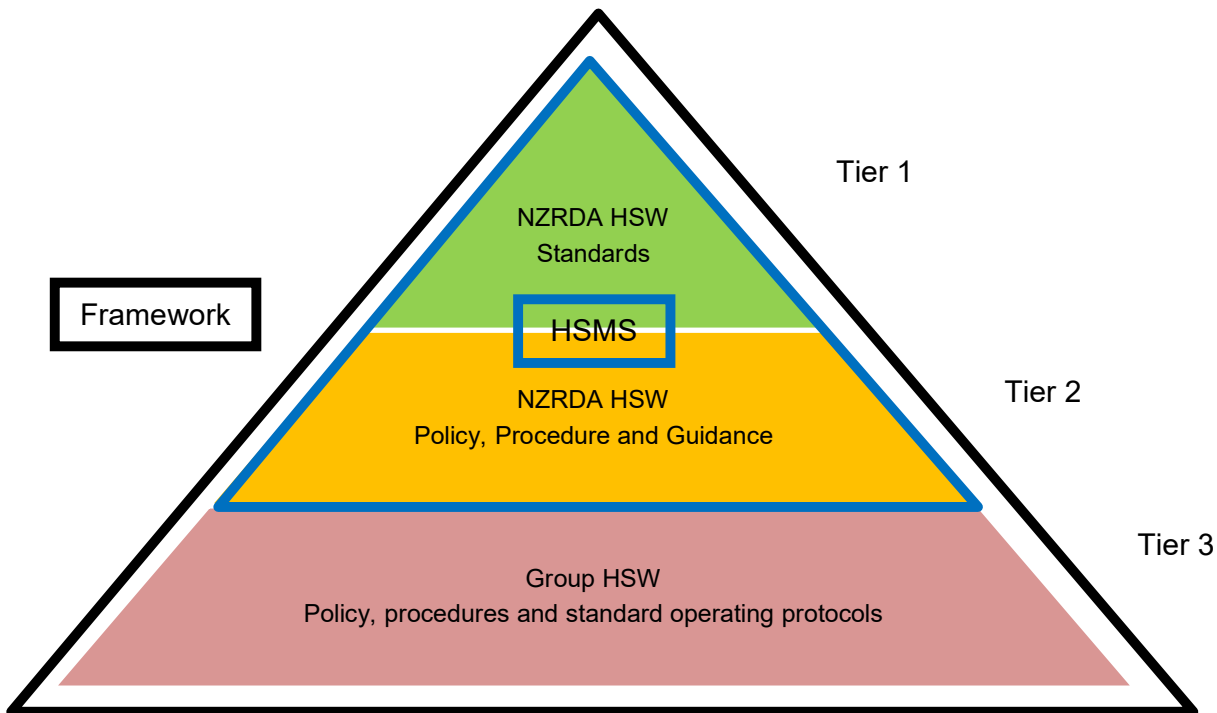
Act	The Health and Safety at Work Act 2015, Amendments and Regulations
Contractors	Contractors providing services excluding contractors who fulfil RDA operational roles e.g. Coach, Manager.
Critical risk	Things that can seriously harm or kill a person.
Duty Coach/Manager	The RDA Person on site in charge, a required designation for every Group during operating hours. See the C03 Duty Coach/Manager Policy.
EPCF	The A36 Engagement, Participation and Consultation Framework that supports the consideration of proposals across the organisation for development and amendment of NZRDA policy, procedure and guidance.
Group(s)	Each RDA Group and NZRDA as individual legal entities.
Group Management	Duty Coach/Manager, Committee for RDA Groups and the CE for the National Team.
Harm	An illness, injury or both including physical or mental harm caused by work related stress.
Hazard	An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance that could be an actual or potential cause of harm.
HSMS	The HSW standards and the policies, procedures and guidance that give them effect.
HSW	Health, safety and wellbeing.
Incident	An event that has, or in different circumstances might well have, resulted in some form of harm to a person.
Notifiable Event	Notifiable death, notifiable injury, notifiable illness, notifiable incident. Refer to the Worksafe NZ website for full details.
Notifiable Injury	Amputation, serious head injury, serious eye injury, serious burn, spinal injury, loss of bodily functions, serious lacerations, skin separation, injury requiring hospital treatment as an in-patient. Refer to the Worksafe NZ website for full details.
Officer	A person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of a PCBU.
Plan	Documented actions, outlining responsibilities, objectives and a defined timeframe.
PCBU	Person conducting a business or undertaking.
RDA People	Employees, contractors in RDA operational roles, and volunteers.
Reasonably Practicable Steps	This means you need to determine what kinds of hazards and risks exist; consider how likely these are to result in an incident; take appropriate action that is proportionate to the injury or illness that could occur; implement effective practices to mitigate the risk; and involve RDA people in identifying and controlling risks.
Risk	The combination of the chance that the hazard will cause harm (likelihood), and if it does, how bad that harm will be (consequence).
Restricted Work	A return-to-work scenario where an employee is phased back to duties due to physical or psychological absence but is unable to completely return to their previous role.
Workers	Employees, contractors in operational roles, volunteers in operational roles.

NZRDA Health, Safety and Wellbeing Commitment

NZRDA is committed to healthy and safe working environments, and the wellbeing of all for those involved with RDA. NZRDA will:

- Allocate resources to ensure an appropriate health, safety and wellbeing (HSW) system framework is maintained and regularly reviewed for continuous improvement to meet good practice, and to ensure it complies with all legislative requirements.
- Provide comprehensive policies, procedures and resources to RDA Groups to support implementation of the framework.
- Commission regular external reviews of the effectiveness of the HSMS to meet its stated objectives and take action on recommendations arising.
- Ensure that RDA Groups implement the framework through the Operational Certification process.

Overview of the Framework



The framework comprises three tiers.

Tier 1: NZRDA HSW Standards

To assist in defining and implementing the HSMS, ten standards have been established. These are described in this document.

Tier 2: NZRDA Policy, Procedure and Guidance

Detailed NZRDA HSW policy, procedure and guidance supports achievement of the ten standards. Key documents are listed at the bottom of each section of this document. Refer to The Arena Index for the full list. Tiers 1 and 2 together comprise the HSMS.

Tier 3: Group Procedures and Standard Operating Protocols

Each Group will adopt NZRDA policies and procedures by developing its own local processes that define how all activities are to be carried out safely, and that will act as the basis for developing HSW competencies of their RDA People. The Operational Certificate details the evidence that NZRDA will look for when assessing each Group's compliance with the HSMS and references all available resources in The Arena to support Groups to comply.

The Act, this Framework and the HSMS

- The Framework and HSMS makes almost no distinction between those Groups who are a PCBU under the Act and those that are not.
- There are 4 sets of duty holders under the Act. The **duty holders** and their overall duties are as follows.
 1. The primary duty of care requires a **PCBU** to ensure the health and safety of workers and other persons at RDA “so far as is reasonably practicable”.
 2. **Workers** must take reasonable care of their own health and safety, take reasonable care not to harm others, co-operate and comply in HSW matters.
 3. **Other persons at RDA** must take reasonable care of their own health and safety, take reasonable care not to harm others, co-operate and comply in HSW matters.
 4. **Each individual Officer** must exercise due diligence to make sure that the PCBU complies with its health and safety duties. They must exercise care, diligence and skill in doing so.
- The HSMS fully embeds the duties shown under 1, 2 and 3 above (and all the requirements to support them) for all Groups whether they are a PCBU or not.
- For item 4, the duty is extended to individual Officers of PCBUs only. This is the only instance where there is a distinction between PCBU and non-PCBU Groups in the framework and HSMS.
- The following table extends the earlier definitions into specifics for RDA.

Concept	Application for NZRDA and Groups
PCBU	Person conducting a business or undertaking. <ul style="list-style-type: none"> • Group with an employee (including any de-facto employee) • Group with a paid contract Coach or Manager (including any de-facto Manager)¹ • Paid contract Coach or Manager
Officer	A person who occupies a <i>specified position</i> or who occupies a position that allows them to exercise <i>significant influence</i> over the management of a PCBU. <ul style="list-style-type: none"> • Committee Members (including any de-facto Committee Member), paid Manager (including any de-facto Manager) = Officers of an RDA Group • NZRDA Board Members, CE = Officers of NZRDA • NZRDA Board Members, CE = Officers of RDA Groups (because they have significant influence over RDA Groups)
Worker	RDA People (Employees, contractors in RDA operational roles, and volunteers). Contractors for services and their workers.
Other persons at workplace	Riders, caregivers, casual volunteers and other visitors

¹ NZRDA require a Group to consider itself to be PCBU where it has a contract Coach or a contract Manager even if it has no employees. While technically this does not make the Group a PCBU under the Act, the contract Coach or Manager is a PCBU under the Act which makes this approach appropriate.

Health, Safety and Wellbeing Standards

Standard 1	<p>Leadership and Accountability The NZRDA Board, NZRDA Chief Executive and Group Management understand their accountabilities and demonstrate active leadership and commitment to HSW. Due diligence activities are undertaken by all those who are Officers under the Act.</p>
Standard 2	<p>Planning and Documentation HSW is an integral part of annual planning with goals and targets established to drive continual improvement in performance. All elements of the framework are documented.</p>
Standard 3	<p>HSW Hazard and Risk Management Critical risks are fully understood and effectively mitigated to manage their impact to as low as reasonably practicable.</p>
Standard 4	<p>Information, Training and Supervision RDA People, contractors and visitors are aware of relevant HSW requirements, risks, hazards and controls, so that they are competent to conduct their activities and keep themselves and others safe and healthy.</p>
Standard 5	<p>Safely Controlling Activities All RDA People are protected from physical and mental health hazards associated with their work and have access to effective workplace illness and injury management processes. All activities are managed to prevent harm and keep people healthy and safe.</p>
Standard 6	<p>Incident Management Incidents are reported, investigated and analysed to determine underlying root cause. Corrective actions are taken and lessons shared.</p>
Standard 7	<p>Emergency Management Procedures and resources are in place to respond to, and recover from, all potential emergency situations.</p>
Standard 8	<p>Engagement, Participation and Consultation There is active engagement across RDA, enabling RDA People to have meaningful participation in HSW matters including development of policy and procedure. Group Management consult with their paid RDA People on changes that affect them.</p>
Standard 9	<p>Additional Employee Support Additional supporting processes are in place for employees.</p>
Standard 10	<p>Monitoring and Review HSW performance and systems are monitored and reviewed to identify trends, measure progress, assess conformance and drive continuous improvement.</p>

Standard 1 Leadership and Accountability

The NZRDA Board, NZRDA Chief Executive and Group Management understand their accountabilities and demonstrate active leadership and commitment to HSW. Due diligence activities are undertaken by all those who are Officers under the Act.

1.1 National Leadership

- The NZRDA Board is responsible and accountable for setting the HSW Strategy for RDA in New Zealand and ensuring that Groups implement the HSMS as a requirement of ongoing Affiliation.
- The NZRDA Board and NZRDA Chief Executive demonstrate leadership and commitment to HSW by:
 - Approving the NZRDA HSW Strategy, Health and Safety Management System Framework, and Tier 2 policies, procedures and guidance.
 - Defining, resourcing and completing detailed annual tactical plans to achieve the strategy.
 - Ensuring the NZRDA HSMS and supporting documentation is and remains fit for purpose.
 - Providing training and support to Groups to implement the HSMS.
 - Ensuring the requirements of the HSMS are reviewed as part of Operational Certificate process.
 - Taking a personal interest in HSW matters and maintaining an understanding of the requirements for effective health and safety management systems.
 - Completing due diligence (a responsibility for each individual Officer).

1.2 Group Management

- Group Management is responsible and accountable for the HSW of their RDA People, contractors and visitors. They will ensure
 - the implementation of the HSMS;
 - that effective and sustainable Tier 3 HSW processes are in place; and
 - that HSW is appropriately planned, resourced, monitored and reviewed regularly.
- Group Management will demonstrate their leadership and commitment to HSW policies, objectives and initiatives by:
 - Signing up to the prescribed format for a Group HSW Policy.
 - Creating a culture that allows RDA People to use their skills and knowledge to take personal ownership for HSW in the workplace.
 - Taking a personal interest in incidents, ensuring proper and accurate reporting, recording, investigation and follow up, and the welfare of people involved.
 - Ensuring a high priority is given to HSW through its prominence in operational plans, projects, and performance reviews.
 - Ensuring adequate resources and training are available to ensure the success of HSW initiatives.
 - Regularly participating in HSW activities such as training, workshops, audits, and reviews.
 - Including HSW as an agenda item at all Committee, staff, volunteer and Group meetings.
 - Ensuring appropriate engagement, participation and consultation is undertaken.
 - Completing due diligence (a responsibility for each individual who is a Committee Member or Manager in a Group which is a PCBU).

1.3 Key Documents on The Arena

A03	Operational Certificate	C02	Format Health, Safety & Wellbeing Policy
B18	Safety Checking Policy	A15	Example Committee Member Job Description
B25	Coaching Policy	GO5	NZRDA Board member Job Description
C03	Duty Coach/Manager Policy	C40	Meeting Officer Due Diligence Obligations
C04	Example JD Health & Safety Officer	B12	Example Group Coach Job Description
B27	Code of Ethics for RDA People		

Standard 2 Planning and Documentation

HSW is an integral part of annual planning with HSW goals and targets established to drive continual improvement in performance. All elements of the framework are documented.

2.1 NZRDA HSW Strategic Plan

An NZRDA HSW Strategic Plan will be maintained, monitored and updated annually. The Strategic Plan will;

- outline the direction NZRDA wishes to take in the area of HSW over the following three years;
- consider financial, human, and technical resources required; and
- be considered and approved by the NZRDA Board.

2.2 NZRDA HSW Action Plan

- The NZRDA Chief Executive will develop the HSW Action Plan, to deliver the HSW Strategic Plan, as part of the NZRDA annual planning process. Measurable and time bound objectives are to be set as part of this process.
- The NZRDA Chief Executive will review progress against the HSW Action Plan at each scheduled NZRDA Board meeting. This will include an update on key performance indicators, objectives completed, HSW activities/initiatives undertaken, results of any reviews, discussion of any issues needing resolution and other HSW issues relevant to NZRDA.
- The NZRDA Chief Executive will propose any required amendments to the HSW Action Plan (and potentially the HSW Strategic Plan) at each scheduled Board meeting.

2.3 RDA Group Plan

- HSW will be included in an annual plan as required with a focus placed on new initiatives, monitoring and review activities. Measurable and time bound objectives are to be set as part of this process.

2.4 Documentation

- It is essential that all aspects of the HSMS be thoroughly and clearly documented. This is to ensure consistent application throughout NZRDA. Documentation also helps in the review process and auditing of the system and its components by internal or external parties.
- NZRDA will document all components of Tier 2. These will be controlled documents in common formats where appropriate, showing last reviewed and last changed dates. All will be available in The Arena. The Arena Index will show the document owner and the date of the next review.
- Groups will document all components of their Tier 3 processes as necessary to support induction, training and reporting.

2.5 Key Documents on The Arena

A001	The Arena Index
G04	NZRDA Strategic Plan (including the HSW Strategic Plan)

Standard 3 Hazard and Risk Management

Critical risks are fully understood and effectively mitigated to manage their impact to as low as reasonably practicable.

3.1 General

- All RDA People are encouraged to participate in hazard and risk management procedures.
- Management of Critical Risks is supported by a comprehensive approach to management of all hazards and risks.
- As part of their process, Groups will consider Critical Risks that NZRDA have identified exist in RDA settings and these are detailed in the HSW Hazard and Risk Management Policy and Procedure. Groups may also identify other Critical Risks.

3.3 Management of Change

- Proposed changes to equipment, process, materials or people which have the potential to introduce new, or increase existing, HSW hazards and risks will be assessed prior to making the change to enable appropriate controls to be out in place on introduction.

3.4 Key Documents on The Arena

C05	HSW Hazard and Risk Management Policy and Procedure
C06	HSW Hazard and Risk Report Form
C06A	Example C06s for Critical Risks that NZRDA have identified
C07	Example HSW Hazard and Risk Register

Standard 4 Information, Training and Supervision

RDA People, contractors and visitors are aware of relevant HSW requirements, risks, hazards and controls, so that they are competent to conduct their activities and keep themselves and others safe and healthy.

4.1 General

- The provision of information, training and supervision is a cornerstone of an effective HSW management system.
- Information, training and supervision needs relating to HSW are identified through the hazard and risk management processes, Committee meetings and other mechanisms.
- It is essential that any training and information provided is understood and applied as intended in the Group. Verification of this will be sought by a number of means including practical skill demonstration, observation, and written or oral test recall.
- Training records will be maintained, and any requirement for re-training will be identified by Group Management.

4.2 Information

- In addition to training and supervision, email notifications, and committee meetings will be used to communicate and promote relevant HSW information.
- NZRDA provides clear information and links on HSW matters on The Arena.
- HSW information is available on the WorkSafe (www.business.govt.nz/worksafe/), ACC (www.acc.co.nz), and Ministry for the Environment (www.mfe.govt.nz) websites. Information regarding legislation is available on the NZ statutes website (www.legislation.govt.nz).
- Other HSW information and developments are available through publications, through reports/notices from legal advisors, WorkSafe NZ, and through a range of external providers.

4.3 HSW Training

- Each Group will ensure all RDA People, contractors and visitors receive an appropriate induction when commencing employment, involvement, providing services or visiting.
- Formal on-the-job training is required for Coaches (including qualification), Leaders, Side-walkers and those involved with mounting/dismounting.
- Group Management will identify any other HSW training needs and ensure this is undertaken.

4.5 On the Job Supervision

- A qualified Coach will oversee RDA sessions, with a Duty Coach/Manager in overall charge. These are both key roles to ensure a safe and healthy environment for all at RDA. The session Coach will supervise all RDA People involved in the session.
- Group Management will identify requirements for supervision of other work which may include supervising Contractors providing various services.

4.6 Key Documents on The Arena

B14	Induction and Training Policy & Procedure	B22	Volunteer Induction Checklist
C17	Contractor Management Procedure	B23	Volunteer Competency Card
C18	Contractor minimum H&S requirements	B40	Equine Competency Card
C19	Contractor Induction Checklist	B41	Coach Competency Card
C20	Example Contractor Health & Safety Plan		
C21	Monitoring Contractors and Visitors on site Policy		

Standard 5 Safely Controlling Activities

All RDA People are protected from physical and mental health hazards associated with their work and have access to effective injury management processes. All activities are managed to prevent harm and keep people healthy and safe.

5.1 General

- Tier 2 NZRDA policy, procedure and guidance supports the safe control of most specific activities at RDA.
- Tier 3 Group policy and procedure will be required for other activities.
- Group Management will address sources of workplace stress and act immediately if a member of the RDA team an seems overly stressed.

5.2 Key Documents on The Arena

A06	Children and Vulnerable Persons Protection Policy
A07	Code of Practice – Safeguarding VPs and RDA People
A10	Harassment-free Policy
A11	Offenders as Volunteers Policy
B	Example Job Descriptions for RDA Operational roles
C08	Example Pre-ride checklist
C09	Hazardous Substances Policy & Procedure
C10	Personal Protective Equipment Policy and Guidance
C22	Purchase & modification of Plant, Equipment or Materials Policy & Procedure
C23	Purchase & modification of Plant, Equipment or Materials Checklist
C24	All-terrain Vehicle Policy, Procedure & Guidance
C25	All-terrain Vehicle Rider Competency Assessment Checklist
C26	All-terrain Vehicle pre-operation checklist
C27	Manual Handling Policy & Procedure
C28	Occupational Overuse Syndrome Prevention Policy & Procedure
C29	Hygiene & Infection Control Policy & Procedure
C31	Workstation management procedure
C32	Setting up your workstation guide
C35	Smoke-free Environments Policy
C36	Drug and Alcohol Policy
C37	Your personal safety guide
D01	Rider Personal Protective Equipment Policy & Procedure
D02	Rider Administration Policy
D06	Medical Consent Form
D20	HDC Code of Rights
E01	Horse Selection, Training and Welfare Policy
E06	Horse Induction, Training and Ongoing Schooling Record

Standard 6 Incident and Injury Management

Incidents are reported, investigated and analysed to determine underlying root cause. Corrective actions are taken, and lessons shared.

6.1 General

- Groups will be prepared to deal with minor injuries and have a trained first aider on site during all RDA sessions.
- All RDA People, contractors and visitors will be made aware of the reasons and the process for reporting incidents.

6.2 Incident reporting and Investigation

- All incidents will be reported to the Group Committee (in the format prescribed by the Group Committee) and to NZRDA (using the online reporting system and forms in place).
- Notifiable Events are reported to WorkSafe NZ, the Group Committee and NZRDA Chief Executive within 24 hours.
- All incidents at level 2 or above will be investigated to identify hazards and underlying system failures.
- Where corrective actions are identified as a result of the incident investigation process, agreement will be sought with the appropriate stakeholder for implementation. Once agreement has been obtained, responsibility for implementation will be allocated and time bound.
- All incident data will be reviewed by each Group Committee and by NZRDA at least each term to identify trends and provide injury prevention information to others.

6.2 Key Documents on The Arena

C11	Incident Reporting and Investigation Policy & Procedure
C12	Incident report Form
C13	Incident Investigation Form
C14	Example Incident Register
C15	First Aid Register
C38	Managing Traumatic Incident Guidelines
C42	Coach comprehensive Workplace First Aid Requirements
C43	Basic First Aid Kit

Standard 7 Emergency Management

Procedures and resources are in place to respond to, and recover from, all potential emergency situations.

7.1 General

- Each Group is committed to protecting their RDA People, contractors, visitors and members of the public in the event of emergency situations.
- Plans and procedures for dealing with existing emergency scenarios must be developed and maintained and RDA People trained in their application.
- Potential emergency situations will be identified, and plans developed to mitigate their consequences.

7.2 Key Documents on The Arena

A19A	Example Emergency Evacuation Procedure
B32	Example Trial Evacuation Form
C15A	Example emergency procedure for responding to threats

Standard 8 Engagement, Participation and Consultation

There is active engagement across RDA, enabling RDA People to have meaningful participation in HSW matters including development of policy and procedure. Group Management consult with their paid RDA People on changes that affect them.

8.1 Engagement and Participation

- The engagement and meaningful participation of all RDA People in HSW matters is a prerequisite for a safe and healthy work environment.
- All RDA People will be pro-actively engaged to provide suggestions for improving HSW within their RDA Group.
- Group Committee meetings will be used to provide an opportunity to raise and discuss any Health and Safety issues or improvement ideas from their RDA People. To the extent that these can benefit other Groups or NZRDA as a whole, or require change to existing NZRDA policy and procedure, the Group will promote a proposal through the EPCF.
- Committee and other Group meetings will be used to consider suggestions from other Groups and NZRDA through the EPCF.
- Additionally, Groups will formally consult with their paid RDA People over any potential and actual changes in policies or practices that may affect them. They are prompted to do this through application of the EPCF and specifically by providing feedback on all proposed changes before they are implemented.

8.2 HSW Policy, Procedure and Process Development

NZRDA will maintain and administer the ECPF, to develop and improve NZRDA policy, procedures and processes, including but not limited to those affecting HSW. The purpose of the NZRDA Engagement, Participation and Consultation Framework (EPCF) is to

- provide a formal and transparent mechanism for proposals for change to be considered;
- enable consultation with RDA Groups and their RDA people on potential additions and changes to NZRDA policy, procedure and guidance that would affect them if implemented;
- support engagement, participation and consultation within each RDA Group; and
- ensure the requirements of the Health and Safety at Work Act 2015 are met.

Based on the recommendation of the RDA Operations Committee which considers the feedback on all proposals put through the EPCF, the NZRDA CEO or NZRDA Board will consider and approve any changes to the HSMS (depending on the current delegations in place)

8.5 Key Documents on The Arena

A36	Engagement, Participation and Consultation Framework
A37	Proposal Form

Standard 9 Additional Employee Support

Additional supporting processes are in place for employees.

9.1 General

- Groups may choose to extend policies and procedures that apply to employees, to also include contractors in RDA operational roles.
- An assessment of occupational health exposures in RDA settings has identified that, with the exception of gradual process type conditions, there are no significant hazards that require a pre-start check.
- Prospective employees may be asked about any health conditions that affect their ability to do the job they are being considered for.
- If pre-existing gradual process type conditions are present, the ACC Habit at Work www.habitatwork.co.nz site will be used by the relevant manager to confirm appropriate workstation set up where relevant.
- An assessment of ongoing health monitoring requirements has identified that, with the exception of gradual process type conditions, there are no requirements.

9.3 Ongoing health screening

- If a medical screening questionnaire or physical assessment highlights a potential medical condition, the Group may require an employee to attend a medical provider for the purposes of gaining specific medical diagnosis.
- In the event of medical examination flagging a sub-optimal result, the Group will refer the individual to the appropriate medical specialist(s) for confirmation of the condition and likely source of harm. Where it is indicated that the source of harm is work related then a hazard assessment will be carried out including the nature of the hazard and appropriateness of controls applied to it.

9.4 Rehabilitation

- Each Group will assist injured employees with their early and safe return to the workplace and will provide support to employees through injury management and rehabilitation processes. Injuries will be evaluated on a case by case basis to determine support required and if applicable, possible alternative duties.

9.4 Flexible Working Arrangements

- Groups acknowledge an employee's right to request flexible working arrangements and their duty to consider any such request.
- Follow the guidance provided by Employment New Zealand on their website.

9.5 Key Documents on The Arena

C16	Early Discomfort Report Form
C30	Pre-employment Questionnaire
C33	Rehabilitation Policy & Procedure
C34	Stress at Work Policy

Standard 10 Monitoring and Review

HSW performance and systems are monitored and reviewed to identify trends, measure progress, assess conformance and drive continuous improvement.

10.1 General

- Periodic review of the HSMS is essential to:
 - Evaluate the effectiveness of the HSMS;
 - Ensure the continued relevance of the processes within it;
 - Identify and implement corrective actions and recommendations; and
 - Provide feedback so that new strategies and plans can be developed.

10.2 Internal Review

- The NZRDA CE will initiate an internal review of the HSMS and related documentation annually. This review will be completed by a suitably experienced person.
- As part of the internal review, the HSMS will be revised and updated to provide for new planned activities, changes to the organisation and to ensure the system is achieving its purpose.
- The review will be completed in line with the HSW Action Plan as described in Standard 2.

10.3 External Review

- NZRDA will commission an external expert to review the HSMS, compliance with current legislation and the effectiveness of implementation every second year. All significant recommendations will be implemented.

10.4 Critical Event Review

- The HSMS (in whole or in part) will also be reviewed after any critical event. This includes but is not limited to a Serious Harm injury.

Changes in Compliance Requirements

- NZRDA will monitor for any legislative or other compliance changes that may affect the approach NZRDA takes to HSW. The HSMS and other related documents will be updated accordingly.

C02

[note - Groups may add statements to this policy, but not delete other than the due diligence item if the Group has no paid people]

Health, Safety and Wellbeing Policy

[Name] RDA is committed to a health, safety and wellbeing culture that promotes participation and engagement, along with continuous improvement, to achieve excellence in managing health, safety and wellbeing in our workplace and work practices. This is fundamental to achieving our goal of safe and effective RDA.

Group Management will ensure:

- that effective and sustainable HSW processes are in place to support compliance with NZRDA HSW standards, policies and procedures;
- that HSW is appropriately resourced, monitored and reviewed regularly; and
- compliance with all legislative requirements.

Group Management will demonstrate their leadership and commitment to HSW by:

- Creating a culture that allows RDA People to use their skills and knowledge to take personal ownership for HSW in the workplace.
- Ensuring a high priority is given to HSW through its prominence in operational plans, projects and performance reviews.
- Ensuring adequate resources and training are available to ensure the success of HSW initiatives.
- Engaging with and participating in hazard and risk management, incident investigation, and the welfare of RDA people.
- Regularly participating in HSW activities such as training, workshops, audits, and reviews.
- Including HSW as an agenda item at all Committee, staff, volunteer and Group meetings.
- Ensuring appropriate engagement, participation and consultation (EPC) is undertaken to complement the national NZRDA EPC framework.
- Completing due diligence (a responsibility for each individual who is a Committee Member or Manager in the Group).

Health and safety is a shared responsibility. Our RDA people, riders, contractors and visitors will:

- Take reasonable care of their own health and safety, take reasonable care not to harm others, and co-operate and comply in HSW matters.
- Promptly report hazards, risks, incidents and near misses to the Health & Safety Officer or Duty Manager.

[Name]

President, for and on behalf of the Committee

[date]

Duty Manager/Duty Coach Policy

Last review date: June 2023

Last changed date: May 2022

Purpose

- To define lead accountability for ensuring the safety of all those present during RDA operating times.
- Note that the designation and role of Duty Manager or Duty Coach is in addition to any other role the person holds in the Group.
- The role title (either Duty Manager or Duty Coach) may be chosen by the Group and recognises that Groups vary in size. Many smaller Groups will choose to utilise the term Duty Coach because the person in charge is the Coach. Larger Groups may prefer Duty Manager where the role is held by someone who is not acting as a coach. It is recommended that various scenarios are considered by each Group to ensure the requirement for a Duty Manager or Duty Coach can reasonably be met whenever RDA sessions are held.
- The Duty Coach may not necessarily be the Coach. If this is the case, groups need to be aware that RDA sessions can only be run by a Coach as per B25 Coaching Policy.

Policy Statements

- The Group Committee must formally authorise those able to hold the designation of Duty Manager and Duty Coach.
- An approved Duty Manager or Duty Coach
 - must be on site at all times during RDA operating hours i.e. when the Group is open to riders, visitors and/or the general public; and
 - is the single responsible and accountable person in charge.
- The role of Duty Manager or Duty Coach can only be held by a person physically on site and will therefore rotate as required subject to the following;
 - Only those people that have been approved by the Committee may hold the role of Duty Manager or Duty Coach.
 - If no person on site is qualified under the specifications of B25 Coaching Policy, no RDA sessions can take place.
- The name of the Duty Manager or Duty Coach must be clearly displayed in a prominent place so that all people on site know who it is.
- The Duty Manager or Duty Coach must hold a current NZ recognised Comprehensive or Level 2 First Aid certificate (Unit standards 6400/ 6401 and 6402) as a minimum qualification

Duty Manager/Duty Coach Responsibilities

1. Sole responsibility and accountability for making the decision to continue with or cancel riding sessions.
2. Taking overall responsibility for;
 - all RDA operations as the person in charge;
 - an emergency, including but not limited to decision making after the emergency has occurred.
3. Understanding the NZRDA Health & Safety Management System Framework and all related policies and procedures and ensuring all health, safety and wellbeing procedures are completed.
4. Ensuring the name of the Duty Manager or Duty Coach is displayed where all people expect it to be displayed and handing over to another Duty Manager or Duty Coach on leaving the site if RDA operations are continuing.

C04 Job Description - RDA Group Health & Safety Officer

Name		Date of appointment	
Job description accepted (signature)			

Position Purpose

To take a leadership role in ensuring a healthy and safe workplace, implementing and operating in compliance with the NZRDA Health & Safety Management System Framework and all related policy and procedure.

See Group organisation chart for reporting lines. A close working relationship with the Coach and Committee is essential.

Key Responsibilities

1. Demonstrating leadership and commitment to health, safety and wellbeing (HSW) as described in the Group's Health, Safety and Wellbeing Policy.
2. Supporting the Group Manager, Coach and other relevant managers to implement NZRDA policies and procedures through development of local processes that define how all activities are to be carried out safely, and that will act as the basis for developing HSW competencies at the Group.
3. Operational Certificate
 - a. Participating in the review of the Group's Operational Certificate.
4. Hazard and risk management
 - a. Implementing hazard and risk management procedures.
 - b. Conducting regular HSW inspections.
 - c. Informing RDA people, riders, contractors and visitors of any known HSW hazards/risks and the steps to be taken to control any such hazard/risk.
 - d. Working with Group management to ensure a comprehensive pre-ride checklist is in place and is signed off prior to riding sessions.
5. Information and training
 - a. Ensuring that all RDA people and contractors receive appropriate information, induction and training including all HSW documentation relevant to their role.
6. Emergency management
 - a. Maintaining emergency evacuation procedures for fire and earthquakes.
 - b. Acting as the Emergency Warden (unless delegated to another specified individual) and ensuring all RDA people understand emergency evacuation procedures.
 - c. Ensuring that Emergency contact numbers are readily available.
 - d. Ensuring that "in case of emergency" contact numbers are available for all RDA people and Riders.
 - e. Maintaining a register of those who may require special assistance in the case of an emergency evacuation.
 - f. Ensuring appropriate fire extinguishers are provided, are accessible and are tested in accordance with the manufacturer's recommendation.
7. Incident management
 - a. Ensuring all near misses, accidents and incidents are recorded accurately, investigated and reported to the Committee and for taking steps to prevent any recurrence of a similar event.
 - b. Ensuring timely completion and completeness of all required H&S reporting to NZRDA, WorkSafe NZ and internally within the Group.
 - c. Participating in HSW audits and taking steps to remedy deficiencies as recommended.

8. First Aid
 - a. Ensuring appropriate first aid supplies are provided and are accessible.
 - b. Holding an appropriate first aid certificate or other equivalent qualification.
 - c. Maintaining a list of trained first aiders and ensure training remains up to date.
9. Engagement and Participation to continuously improve HSW
 - a. Proactively participate in the Group process that supports continuous improvement across NZRDA through the NZRDA EPC Framework. In doing so, ensure the Group's good practices and learnings are shared with other RDA Groups, and that the Group takes up learnings from others.
10. The maintenance of smoke-free signage and if the Committee has approved one, signage for an outside area where smoking is permitted. Others must be protected from smoke drift and passive smoking.
11. Work with the Treasurer and President to ensure budget funds allocation exists for implementation of HSW policy, procedure, training, personal protective equipment and other required HSW expenditure.

Health, Safety and Wellbeing Risk Management Policy and Procedure

Last review date: June 2023

Last changed date: June 2023

Purpose

- The purpose of this policy and procedure is to ensure HSW risks are managed and mitigated effectively to minimise harm.
- There are numerous HSW hazards and risks that can potentially harm people at RDA. They include physical hazards, and the hazards and risks created through riding and other operational activities.
- While it is important to manage all HSW hazards and risks, particular focus is required for Critical Risks.
- Definitions are as per the C01 Health & Safety Management System.

Policy Statements

- Groups will take all reasonably practicable steps to prevent harm through implementation of effective risk management procedures as described in this document.
- Group Committees will consider the Group's Critical Risks including those listed in this document which are common to most if not all RDA Groups.
- All individuals exposed to risks are required to be provided with information about the risk and the controls that are necessary to keep themselves and others safe from harm. This may include on the job training focusing on specific risks encountered during typical operations.

Risk Management Procedure

The Risk Management Procedure can be divided into six specific areas, and for it to be effective all must be covered.

1. **Identify**

The following methods may be used to identify hazard and risks:

- Ongoing monitoring of day-to-day tasks, pre-ride checks and regular operational area inspections
- RDA session observations
- Review of current or new tasks/activities
- Purchases of new plant and equipment and/or modification of existing plant or equipment
- Investigation of incidents

Remember to consider both immediate safety hazards such as falls, gradual health hazards like repetitive work and psychosocial hazards like workplace stress.

2. **Report**

- Complete the top section of a C06 HSW Hazard Risk Report Form.
- RDA Groups advise their RDA people how to do this at induction. Group Manager or Health & Safety Officer is able to assist.

3. **Assess**

- To work out the level of risk (the **Risk Rating**), determine how likely it is to occur (the **Likelihood**) and the possible severity of injuries if it does occur (the **Consequence**).
- These assessments take account of the existing controls that are in place and operating effectively as listed on the C06. The Risk Rating is often referred to as the "residual" Risk Rating i.e. the risk remaining after the application of existing controls that are working effectively.

- The potential **Consequence** is assessed using the following definitions;

Level	Consequence
5	Fatality
4	Permanent Disability
3	Notifiable Injury/Illness/Incident, Restricted Work
2	Medical Treatment by a registered medical practitioner, Lost Time
1	Insignificant, no treatment or First Aid only, no Lost Time

- The **Likelihood** is estimated on the basis of historical evidence across NZRDA, and an assessment of the future occurrence. The future occurrence might need consideration of historical evidence beyond RDA activities.

Likelihood	Historic experience (whole of NZRDA)	Description of likelihood
Rare	No experience of the chosen consequence occurring	Conceivable but only in extreme circumstances and/or will probably not occur in the next 5 years
Unlikely	Chosen consequence has occurred	Not likely in normal circumstances and/or is unlikely to occur within the next 3 years
Possible	Chosen consequence has occurred within last 2 years	Above average chance that the risk will occur at least once in the next 3 years
Likely	Chosen consequence or near miss has occurred once per year	More than an even chance of occurring at some time in the next year
Almost certain	Chosen consequence or near miss occurs several times per year	Expected to occur regularly under normal circumstances


- The Risk Rating is determined using the table below; as E = extreme, H = high, M = moderate, L = low.
- Any risk that is assessed with the possible Consequence of Level 3 or above (regardless of the likelihood) is also considered a **Critical Risk**.

Risk Rating	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
Fatality	M	M	H	E	E
Permanent disability	M	M	H	H	E
Notifiable incident/restricted work	L	M	M	H	H
Medical treatment or lost time	L	L	M	M	M
No treatment or First Aid only	L	L	L	M	M

Extreme rating
High rating
Moderate rating
Low rating
Critical risk

4. **Control**

- When determining the controls to be applied to a risk, the following hierarchy of controls must be utilised to manage the risk to as low a level as reasonably practicable.

Most effective  Least effective	ELIMINATE		
	1	Eliminate the hazard Remove it completely from the workplace	If this isn't reasonably practicable then...
	MINIMISE		
	2	Substitute the hazard (wholly or partly) with a safer alternative Isolate the hazard Using physical barriers, time or distance Use engineering controls Adapt tools or equipment to reduce the risk	Minimise the risk, so far as is reasonably practicable, by taking one or more of these actions that is the most appropriate
3	Use administrative controls Develop methods of work, processes and procedures	If a risk then remains, you must minimise the remaining risk, so far as is reasonably practicable	
4	Use personal protective equipment (PPE) This is the last option after you have considered all other options	If a risk then remains, you must minimise the remaining risk by using PPE	

- All controls require management, enforcement and commitment, together with training.
- Activities associated with the controls should be recorded on the Register and reviewed regularly.

Risk rating	Required control activity
Extreme risk	<ul style="list-style-type: none"> • Activity must be stopped immediately
High risk	<ul style="list-style-type: none"> • Committee to approve the ongoing control measures evidenced by sign off by the President on the C06
Moderate risk	<ul style="list-style-type: none"> • Group Manager or H&S Officer to approve appropriate control measures
Low risk	<ul style="list-style-type: none"> • Risk will be managed by the H&S Officer or other assigned person as part of the continuous improvement process

5. **Monitor**

- Monitor health of RDA People and the safety of the workplace.
- Monitor the risk assessment and the effectiveness of the controls in place on a periodic basis. Stronger controls may become possible or necessary over time.
- Changes may be required to C06 forms as a result of the review.

Risk rating	Minimum control review timeframes
Critical Risk	<ul style="list-style-type: none"> • Controls reviewed every term
High	<ul style="list-style-type: none"> • Controls reviewed every term
Moderate	<ul style="list-style-type: none"> • Controls reviewed every 12 months
Low	<ul style="list-style-type: none"> • Controls reviewed every 24 months

6. Review

- Group Manager and Health & Safety Officer will review the process of hazard and risk management at the Group annually to ensure it is effective and working, reporting to Group Management on outcomes.

HSW Hazard and Risk Register (the Register)

- The Register is a list of all HSW risks associated with Group operations containing a summary of more detailed information that is held about each risk on a C06 Hazard and Risk Report Form.
- See the C07 Example HSW Hazard and Risk Register on The Arena. This suggests separate tabs for Critical Risks and All Other Risks, to support Committee oversight.
- For each risk, the following is recorded; hazard, risk, location, risk rating, eliminate/minimise, controls, monitoring required, training required, dates reviewed.
- Transitional risks that are temporarily uncontrolled e.g. a pot hole in the car park or building repairs, are not be recorded in the Register. These issues are logged as incidents or maintenance items as per Group process. Transitional risks may be recorded on notice boards and require interim controls e.g barriers.

Critical Risks

- Groups are wholly responsible for determining and documenting their own Critical Risks.
- To support Group determination, NZRDA have identified several Critical Risks that are encountered in RDA settings and these must be considered by Groups as part of their process. Details included on the C06 for these Critical Risks may vary in specific detail between Groups.
- The risk assessment for these Critical Risks shown in the table below assumes full compliance with NZRDA standards, policy and procedure at all times. If a Group is not fully compliant, their risk rating assessment could be higher.
- See The Arena for the example C06 form for each of these Critical Risks including the controls in place when applying NZRDA HSMS in full and supports the residual Risk Rating below.

Hazard	Risk	L	C	Rating
All terrain vehicle used over rough ground	ATV turns over, driver is injured or killed	P	5	H
Unsupervised riding (i.e. not RDA riding)	Fall from a horse can cause serious injury	P	4	H
Rough ground i.e. trip and fall hazard	Person falls and breaks ankle etc	L	3	H
RDA riding	Could cause RDA Rider's existing condition to worsen or introduce other permanent disability	U	4	M
Horse management (other than when riding)	Handler seriously injured e.g. kicked or trampled	P	3	H
Unexpected external influence impacts RDA riding e.g. heat, sun, loud noise, loose dogs, etc	RDA assistant is seriously injured by horse	P	3	M
Unexpected external influence impacts process of mounting riders on horses e.g. loud noise, loose dogs, weather, etc	Rider or RDA assistant is seriously injured by horse	P	3	M
RDA riding in an outdoor arena – external influence e.g. loud noise, loose dogs, etc	Leader gets trampled causing serious injury	P	3	M
Heat, sun, physical work of supporting RDA Riders	Unsuitable or unfit team members suffer serious medical condition e.g. heart attack	P	3	M
Horses can kick and trample	Someone other than the horse-handlers could get kicked or trampled and seriously injured	P	3	M
Manual handling of heavy items e.g. hay bales	Back injury, etc	P	3	M
Manual handling of Riders mounting or during emergency dismount	RDA assistant is unfit for process or injured by incorrect manual handling of Rider, causing serious injury	U	3	M

HSW HAZARD AND RISK REPORT FORM				Register Ref	CR1
INITIAL ASSESSMENT					
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk					
Name	ATV Incident	Date of observation	N/A		
Location of hazard	Arena, paddock and surrounding areas/tracks				
Description of hazard and potential risk consequence	See below – critical risk assessment update				
Description of any immediate action taken to reduce risk	See below – critical risk assessment update				
Recommendations to control the hazard/risk	See below – critical risk assessment update				
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer					
Full description of hazard and potential risk consequence	All-terrain vehicle used over rough ground. ATV turns over due to loss of control, driver is injured or killed				
Controls already put in place (taken in account for risk rating below)	<p>C24 All-terrain Vehicles Policy, Procedure & Guidance, C10 Personal Protective Equipment Policy and Guidance</p> <p><u>Vehicle</u></p> <p>All manufacturer specifications for use are adhered to</p> <p>Regular Maintenance of ATV</p> <p>Regular Vehicle Checks - C26 All-terrain Vehicle Pre-operation Checklist</p> <p>Regular Servicing/maintenance of vehicle in accordance with industry regulations</p> <p><u>Driver</u></p> <p>Driver Training - C25 All-terrain Vehicle Rider Competency Assessment Checklist</p> <p>Trained rider only with full driver's license and Rider Competency Assessment Checklist</p> <p>PPE Available to driver – helmet, footwear, seatbelt, nets. Driver:</p> <ul style="list-style-type: none"> • wears appropriate PPE –seatbelt, nets (compulsory) helmet, footwear (highly recommended) • completes daily check of vehicle before use • Is trained appropriately through experience or course attendance and to use an ATV in RDA environment. • Only approved number of passengers as per manufacturer specification <p><u>Terrain</u></p> <p>Regular review of terrain operated on – seasonal change, no go areas – uneven terrain/angled slopes/mud/flooding</p> <p>Review of terrain/areas after periods of rain/wind</p>				
Likelihood	P	Consequence	5	Risk Rating	H

Controls to be put in place (if required) to reduce risk further	Further training Stop use of ATV eg bad weather		
Signature of H&S Officer/Group Manager		Date reviewed	
Signature of President (Consequence L3-5)			

Risk Rating	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM			Register Ref	CR 2	
INITIAL ASSESSMENT					
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk					
Name	Unsupervised riding	Date of observation	N/A		
Location of hazard	Indoor/Outdoor Arena, surrounding riding tracks/areas and offsite riding.				
Description of hazard and potential risk consequence	See below – critical risk assessment update				
Description of any immediate action taken to reduce risk	See below – critical risk assessment update				
Recommendations to control the hazard/risk	See below – critical risk assessment update				
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer					
Full description of hazard and potential risk consequence	Unsupervised riding (ie not RDA riding). Rider falls from horse causing serious injury.				
Controls already put in place (taken in account for risk rating below)	<p><i>E01 Horse Selection, Training and Welfare Policy, B30 Example JD Horse Manager, B31 Horse Sub Committee Terms of Reference, C07 Example Hazard Register, C10 Personal Protective Equipment (PPE) Policy & Guidance E06 Horse Induction, Training and Ongoing Schooling Record</i></p> <p>Wherever possible supervised riding occurs.</p> <p><u>Exercise Rider</u> Unsupervised riding only undertaken by skilled/experienced riders. Must carry cellphone, PLB or radios. Rider is assessed by Coach/Horse Manager to be skilled/competent to exercise/school horses. Rider is wearing appropriate clothing and PPE Helmet/boots Another person knows of rider's plans – riding location/length of ride. Rider checks in and out. Consider use of E10 Example agreement for horses going off site.</p> <p><u>Horse</u> Horse to be ridden has completed introductory training (<i>E06 Horse Induction, Training and Ongoing Schooling Record</i>) Strongly recommended that new horses are only ridden with supervision</p> <p><u>Environment</u> Rider to give consideration to weather conditions – eg rain making terrain wet/uneven/slippery Rider has checked hazard registers (<i>C07 Example Hazard Register</i>) and is aware of any new or temporary site hazards.</p>				
Likelihood	P	Consequence	4	Risk Rating	H

Controls to be put in place (if required) to reduce risk further	Unsupervised Riding is postponed whilst temporary hazards are occurring eg Building works, A horse is identified as not being suitable to be ridden alone and unsupervised.		
Signature of H&S Officer/Group Manager		Date reviewed	
Signature of President (Consequence L3-5)			

Risk Rating	Likelihood				
Consequence	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM			Register Ref	CR 3	
INITIAL ASSESSMENT					
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk					
Name	Rough ground i.e. trip/fall hazard	Date of observation	N/A		
Location of hazard	Paddocks, arena, stable areas, surrounding areas and tracks				
Description of hazard and potential risk consequence	See below – critical risk assessment update				
Description of any immediate action taken to reduce risk	See below – critical risk assessment update				
Recommendations to control the hazard/risk	See below – critical risk assessment update				
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer					
Full description of hazard and potential risk consequence	Rough Ground i.e. trip and fall hazard. Person falls and breaks ankle, etc.				
Controls already put in place (taken in account for risk rating below)	<p>Appropriate personnel, (eg coaches/H&S Officer) regularly review Pre-ride checklist (<i>C08 Example Pre-ride Checklist</i>), hazard registers (<i>C07 Example Hazard Register</i>) and consider any changes to surrounding environment, clear communication of changes to environment, eg Health and Safety briefings of volunteers.</p> <p><u>Riders & Whanau</u> Defined waiting areas for riders, caregivers & visitors, where immediate issues can be identified and eliminated or isolated swiftly.</p> <p><u>Volunteers</u> Participate in Health & Safety briefings Wear appropriate footwear.</p> <p><i>C20 Example Contractor Health & Safety Monitoring, C21 Contractors & Visitors on Site Policy. C17 Contractor Management Procedure</i></p> <p><u>Contractors</u> All regular contractors/sub-contractors have signed and completed a <i>C18 Minimum H&S Requirements</i> <i>C19 Contractor Induction Checklist.</i></p>				
Likelihood	L	Consequence	3	Risk Rating	H

Controls to be put in place (if required) to reduce risk further	Appropriate signage for temporary uneven or rough ground. Additional signage		
Signature of H&S Officer/Group Manager		Date reviewed	
Signature of President (Consequence L3-5)			

Risk Rating	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM			Register Ref	CR 4	
INITIAL ASSESSMENT					
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk					
Name	RDA Riding (impact on Rider)	Date of observation	N/A		
Location of hazard	Indoor Arena, Outdoor Arena, Mounting Ramp, Outdoor Riding Areas				
Description of hazard and potential risk consequence	See below – critical risk assessment update				
Description of any immediate action taken to reduce risk	See below – critical risk assessment update				
Recommendations to control the hazard/risk	See below – critical risk assessment update				
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer					
Full description of hazard and potential risk consequence	RDA Riding – causing RDA Rider’s existing health conditions to worsen or introduce other permanent disability.				
Controls already put in place (taken in account for risk rating below)	<p><i>D02 Rider Administration Policy & Procedure, D03 Standards; Precautions & Indications, B25 Coaching Policy, B14 Induction and Training Policy and Procedure</i></p> <p><u>Coaches</u> All coaches are qualified or enrolled in and working towards Level 3 Assistant Coach qualification. Coaches participate in regular training; seek support & advice from other registered professional healthcare providers when required.</p> <p><u>Riders</u> All riders enrolled in Therapy Programmes receive input from a registered, qualified therapist. Up to date <i>D06 Medical Consent Form and Precautions & Contraindications D12 Moving and Handling Rider Profile.</i></p> <p><u>Volunteers</u> Sidewalkers are trained in correct rider holds; aware of any precautions for riders they are working with. Volunteers participate in regular training & complete NZRDA training bi-ennially.</p>				
Likelihood	U	Consequence	4	Risk Rating	M
Controls to be put in place (if required) to reduce risk further	<p>Rider to complete a <i>D08 Medical Consent Update</i> if condition changes or they undergo significant surgery. Re-evaluate <i>D12 Moving & Handling Rider Profile</i> if required Seek further advice from appropriate registered professional healthcare provider Rider is Graduated from programme <i>D18 Example Policy for Retiring riders and starting new riders, D19 Example Terms & Conditions for Riders</i></p>				

Signature of H&S Officer/Group Manager		Date reviewed	
Signature of President (Consequence L3-5)			

Risk Rating	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM			Register Ref	CR 5	
INITIAL ASSESSMENT					
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk					
Name	Horse management and handling (in general)	Date of observation	N/A		
Location of hazard	Paddock, Stable/Yards/Stalls, Surrounding Areas and Tracks				
Description of hazard and potential risk consequence	See below – critical risk assessment update				
Description of any immediate action taken to reduce risk	See below – critical risk assessment update				
Recommendations to control the hazard/risk	See below – critical risk assessment update				
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer					
Full description of hazard and potential risk consequence	Horse management and handling in general (other than horse riding) e.g. catching, turning out, feeding. Handler seriously injured eg kicked or trampled.				
Controls already put in place (taken in account for risk rating below)	<p><i>E01 Horse Selection, Training and Welfare Policy, B30 Example JD Horse Manager, B31 Horse Sub Committee Terms of Reference, C07 Example Hazard Register, C10 Personal Protective Equipment (PPE) Policy & Guidance</i></p> <p><u>Volunteers</u> Only volunteers with proficient horse skills to feed out, catch, turn out. Volunteers receive regular training appropriate to their role (<i>B22 Volunteer Induction Checklist, B23 Competency Card</i>) Where possible horse handlers/coaches/volunteers do not work alone All Coaches have a minimum horse competency to be completed prior to enrolment in the qualification.</p> <p><u>Horses</u> Horses receive training appropriate to their individual requirements(<i>E06 Horse Induction, Training and Ongoing Schooling Record</i>).</p>				
Likelihood	P	Consequence	3	Risk Rating	H
Controls to be put in place (if required) to reduce risk further	<p>Further training of volunteer or horse (<i>E06 Horse Induction, Training and Ongoing Schooling Record</i>).</p> <p>Removal of a horse from programme if any identified behaviours are not able to be corrected with training (<i>E08 Horse Retirement Guidance</i>) Consider whether additional PPE is required for those working with horse undergoing training <i>C10 Personal Protective Equipment (PPE) Policy & Guidance</i></p>				
Signature of H&S Officer/Group Manager			Date reviewed		

Signature of President (Consequence L3-5)	
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Risk Rating	Likelihood				
Consequence	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM		Register Ref	CR 6
INITIAL ASSESSMENT			
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk			
Name	RDA Riding	Date of observation	N/A
Location of hazard	Indoor Arena, Outdoor Arena, Outdoor Riding Areas and Tracks		
Description of hazard and potential risk consequence	See below – critical risk assessment update		
Description of any immediate action taken to reduce risk	See below – critical risk assessment update		
Recommendations to control the hazard/risk	See below – critical risk assessment update		
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer			
Full description of hazard and potential risk consequence	Unexpected external influence impacts RDA riding, eg Heat, sun, loud noise, loose dogs; Leader, sidewalker or Rider is seriously injured		
Controls already put in place (taken in account for risk rating below)	<p><i>B25 Coaching Policy, B14 Induction and Training Policy Procedure, E01 Horse Selection, Training and Welfare Policy, D02 Rider Administration Policy & Procedure</i></p> <p><u>Coach</u> The Coach running the RDA session is qualified or enrolled in & working towards Level 3 Assistant Coach qualification as a minimum. Coach completes pre-ride checklist daily (<i>C08 Pre-ride Checklist</i>); identifies any new or temporary hazards (<i>C07 Example Hazard Register</i>). PPE eg sunscreen, sunhats available (<i>C10 Personal Protective Equipment (PPE) Policy & Guidance</i>)</p> <p><u>Rider</u> Support for rider is appropriate to their capability. The horse is appropriate for rider's requirements If required, rider uses correctly fitted adaptive equipment (<i>D12 Moving & Handling</i>). Rider is wearing correctly fitted helmet (unless rider has a <i>D01A Rider Helmet Exemption Form</i> in place).</p> <p><u>Leaders and Sidewalkers</u> Receive appropriate and regular training in emergency dismounts and correct manual handling procedures. Leaders are proficient and trained horse handlers.</p> <p><u>Horse</u> Horses receive regular training and desensitisation (<i>E06 Horse Induction, Training and Ongoing Schooling</i>.) Horses wear appropriately fitting tack (<i>B30 Example JD Horse Manager/E18 Tack Policy</i>)</p>		

	Horse is provided appropriate breaks, access to water and monitored in hot weather conditions (<i>E05 Code of Welfare, Horses and Donkeys</i>)				
Likelihood	P	Consequence	3	Risk Rating	M
Controls to be put in place (if required) to reduce risk further					
Signature of H&S Officer/Group Manager				Date reviewed	
Signature of President (Consequence L3-5)					

Risk Rating	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM		Register Ref	CR 7
INITIAL ASSESSMENT			
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk			
Name	RDA Mounting	Date of observation	NA
Location of hazard	Mounting Ramp/Block		
Description of hazard and potential risk consequence	See below – critical risk assessment update		
Description of any immediate action taken to reduce risk	See below – critical risk assessment update		
Recommendations to control the hazard/risk	See below – critical risk assessment update		
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer			
Full description of hazard and potential risk consequence	Unexpected external influence, Rider or RDA assistant is seriously injured, or RDA Assistant injured through incorrect manual handling of Rider.		
Controls already put in place (taken in account for risk rating below)	<p><i>B25 Coaching Policy, B14 Induction and Training Policy Procedure, E01 Horse Selection, Training & Welfare Policy, E30 Mounting Ramps, C07 Example Hazard Register)</i></p> <p><u>Coaches</u> Level 3 Assistant Coach or Coach enrolled in and working towards Level 3 Assistant Coach qualification, and trained RDA people only to assist with mounting. Pre ride checklist (<i>C08 Example Pre-ride checklist</i>) completed, including consideration of weather conditions and potential impact on mounting process. All necessary gates are closed to manage members of the public/animals.</p> <p><u>Mounting Assistants/leaders</u> Leaders/Assistants follow/take directions from the Coach and are trained in correct procedures at mounting ramp. Mounting Assistants trained in correct manual handling procedures for Riders. (<i>B22 Volunteer Induction Checklist, B23 Volunteer Competency Card</i>).</p> <p><u>Rider</u> If required, rider is supported by correct adaptive equipment (<i>D12 Moving and Handling Profile</i>) Rider is wearing correctly fitted helmet (unless rider has a <i>D01A Rider Helmet Exemption Form</i> in place).</p> <p><u>Horses</u> Horses receive regular training in the mounting block (<i>E06 Horse Induction, Training and Ongoing Schooling Record</i>) Horses wear appropriately fitting tack (<i>B30 Example JD Horse Manager/E18 Tack Policy</i>).</p> <p>Mounting Ramp</p>		

	Mounting ramp meets NZRDA Standards (<i>A03 Operational Certificate – SE14</i>)				
Likelihood	P	Consequence	3	Risk Rating	M
Controls to be put in place (if required) to reduce risk further	Volunteer/Coach/Horse receives further training if required. Horse may be required to be removed from the programme (<i>E08 Horse Retirement Guidance</i>) Rider <i>D12 Rider Moving and Handling</i> may be required to be updated/edited.				
Signature of H&S Officer/Group Manager				Date reviewed	
Signature of President (Consequence L3-5)					

Risk Rating	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM			Register Ref	CR 8
INITIAL ASSESSMENT				
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk				
Name	Heat, sun, physical work of supporting RDA	Date of observation	N/A	
Location of hazard	Paddocks, Arena, Tie-Ups/Yards			
Description of hazard and potential risk consequence	See below – critical risk assessment update			
Description of any immediate action taken to reduce risk	See below – critical risk assessment update			
Recommendations to control the hazard/risk	See below – critical risk assessment update			
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer				
Full description of hazard and potential risk consequence	Heat, sun, physical work of supporting RDA. Unsuitable, unfit team members suffer serious medical condition eg heart attack			
Controls already put in place (taken in account for risk rating below)	<p><i>B25 Coaching Policy, B15 Volunteer Process Summary, B26 RDA People Assessment Checklist</i></p> <p><u>Coach</u> The Coach running the RDA session is qualified or enrolled in & working towards Level 3 Assistant Coach qualification as a minimum. Coaches must hold a First Aid Certificate</p> <p><u>Volunteers</u> Volunteers have completed full Induction, understanding the requirements of the role and are fit to carry out required role.</p> <p>PPE available to RDA team members eg sunscreen, sunhats</p>			
Likelihood	P	Consequence	3	Risk Rating M
Controls to be put in place (if required) to reduce risk further	<p>A team member or volunteer may require their role to be redefined due to a change in circumstance or may need to cease volunteering (<i>B24 Discharge of Volunteers Procedure</i>)</p> <p>Groups consider defib units be installed</p>			
Signature of H&S Officer/Group Manager			Date reviewed	
Signature of President (Consequence L3-5)				

Risk Rating	Likelihood				
Consequence	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM			Register Ref	CR 9	
INITIAL ASSESSMENT					
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk					
Name	Horse handling (RDA sessions)	Date of observation	N/A		
Location of hazard	Indoor or Outdoors Arenas/Tie Ups/Stables/Yards/Paddocks				
Description of hazard and potential risk consequence	See below – critical risk assessment update				
Description of any immediate action taken to reduce risk	See below – critical risk assessment update				
Recommendations to control the hazard/risk	See below – critical risk assessment update				
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer					
Full description of hazard and potential risk consequence	Horse handling (RDA sessions) e.g. grooming, tacking up. Horses can bite, kick and trample. Handlers/leaders could get seriously injured.				
Controls already put in place (taken in account for risk rating below)	<p><i>D17 Horse Induction, Training & Welfare Policy, B14 Induction and Training Policy and Procedure</i></p> <p><u>Only suitably experienced people should be grooming, tacking up and generally managing horses in the context of RDA sessions.</u></p> <p><u>Coach</u> The Duty Coach running the RDA session is qualified or enrolled in & working towards Level 3 Assistant Coach qualification as a minimum. Horse competency is a pre-requisite of enrolment in the qualification Coach completes pre-ride checklist daily (<i>C08 Pre-ride Checklist</i>); identifies any new or temporary hazards (<i>C07 Example Hazard Register</i>). Ensures volunteers only carry out tasks within their capability. Regular review of H and S incidents for commonality to consider.</p> <p><u>Volunteers</u> Volunteers working with horses have received appropriate training and are skilled and capable to be working with horses in the RDA environment. Leaders and sidewalkers receive regular appropriate specific to horse behaviour, safely supporting riders and receive appropriate and regular training in emergency dismounts.</p> <p><u>Horse</u> Horses receives regular training (<i>E06 Horse Induction, Training and Ongoing Schooling.</i>) Horses with special requirements are clearly identified and processes around them are adhered to. (<i>B30 Example JD Horse Manager, E07 Horse Record</i>)</p>				
Likelihood	p	Consequence	3	Risk Rating	H

Controls to be put in place (if required) to reduce risk further	Restriction on accessibility to horses known to kick Unsuitable horses removed from the programme.		
Signature of H&S Officer/Group Manager		Date reviewed	
Signature of President (Consequence L3-5)			

Risk Rating	Likelihood				
Consequence	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E
L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REPORT FORM			Register Ref	CR 10
INITIAL ASSESSMENT				
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk				
Name	Manual handling of heavy items	Date of observation	N/A	
Location of hazard	Arena/Tie Ups/Stables/Yards/Paddocks			
Description of hazard and potential risk consequence	See below – critical risk assessment update			
Description of any immediate action taken to reduce risk	See below – critical risk assessment update			
Recommendations to control the hazard/risk	See below – critical risk assessment update			
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer				
Full description of hazard and potential risk consequence	Manual Handling of heavy items eg hay bales causes e.g. a back injury			
Controls already put in place (taken in account for risk rating below)	<p><i>C27 Manual Handling Policy and Procedure, B22 Volunteer Induction Checklist</i> <i>C16 Early Discomfort Report Form</i></p> <p>Heavy items that require some manual handling are kept in an easily accessible place; eg Hay Bales.</p> <p>Wheelbarrows have been provided to move hay bales.</p> <p>Staff and volunteers have been advised to limit repetitive strain activities eg by using a hose to fill the water buckets.</p>			
Likelihood	P	Consequence	3	Risk Rating M
Controls to be put in place (if required) to reduce risk further	Ensure ways to reduce manual handling continue to be considered.			
Signature of H&S Officer/Group Manager			Date reviewed	
Signature of President (Consequence L3-5)				

Risk Rating	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent disability	M	M	M	H	E

L3 Notifiable event	L	M	M	M	H
L2 Medical treatment	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

HSW HAZARD AND RISK REGISTER - CRITICAL RISKS - consequence L3 or above					Regular check of controls in place by Group Manager								
C06 REF	HAZARD	RISK	CONTROLS	Risk rating	Eliminate or Minimise	Monitoring required	Training Required						
CR1	All terrain vehicle used over rough ground	ATV turns over due to loss of control, driver is injured or killed	See detailed CR1	H	Minimise	Yes	Yes						
CR2	Unsupervised riding	Rider falls from horse causing serious injury	See detailed CR2	H	Minimise	No	no						
CR3	Rough ground i.e. trip and fall hazard	Person falls and breaks ankle etc	See detailed CR3	H	Minimise	Yes	no						
CR4	RDA riding (impact on Rider medical condition)	Could cause RDA Rider's existing condition to worsen or introduce other permanent disability	See detailed CR4	M	Minimise	Yes	Yes						
CR5	Horse management and handling (in general)	e.g. catching, turing out, feeding. Handler could be seriously injured e.g. kicked or trampled	See detailed CR5	H	Minimise	Yes	no						
CR6	RDA riding	Unexpected external influence, potentially impacting horse or rider with variable outcomes causing serious injury to leader, sidewalker or Rider	See detailed CR6	M	Minimise	Yes	Yes						
CR7	RDA mounting	Unexpected external influence, Rider or RDA assistant is seriously injured, or RDA Assistant injured through incorrect manual handling of Rider	See detailed CR7	M	Minimise	No	no						
CR8	Heat, sun, physical work of supporting RDA	Unsuitable or unfit team members suffer serious medical condition e.g. heart attack	See detailed CR9	M	Minimise	Yes	Yes						
CR9	Horse handling (RDA sessions)	e.g. grooming, tacking up. Horse-handler could get kicked or trampled and seriously injured	See detailed CR10	M	Minimise	Yes	no						
CR10	Manual handling of heavy items	e.g. Hay bales causes back injury, etc	See detailed CR11	M	Minimise	Yes	Yes						

HSW HAZARD AND RISK REPORT FORM		Register Ref	CR1
INITIAL ASSESSMENT			
completed by person who identifies a hazard/risk that is not being managed to mitigate the risk			
Name	ATV Incident	Date of observation	N/A
Location of hazard	Arena, paddock and surrounding areas/tracks		
Description of hazard and potential risk consequence	See below – critical risk assessment update		
Description of any immediate action taken to reduce risk	See below – critical risk assessment update		
Recommendations to control the hazard/risk	See below – critical risk assessment update		
RISK MANAGEMENT - completed by the Group Manager or Health & Safety Officer			
Full description of hazard and potential risk consequence	All-terrain vehicle used over rough ground. ATV turns over due to loss of control, driver is injured or killed		
Controls already put in place (taken in account for risk rating below)	<p>C24 All-terrain Vehicles Policy, Procedure & Guidance, C10 Personal Protective Equipment Policy and Guidance</p> <p><u>Vehicle</u></p> <p>All manufacturer specifications for use are adhered to</p> <p>Regular Maintenance of ATV</p> <p>Regular Vehicle Checks - C26 All-terrain Vehicle Pre-operation Checklist</p> <p>Regular Servicing/maintenance of vehicle in accordance with industry regulations</p> <p><u>Driver</u></p> <p>Driver Training - C25 All-terrain Vehicle Rider Competency Assessment Checklist</p> <p>Trained rider only with full driver's license and Rider Competency Assessment Checklist)</p> <p>PPE Available to driver – helmet, footwear, seatbelt, nets. Driver:</p> <ul style="list-style-type: none"> • wears appropriate PPE –seatbelt, nets (compulsory) helmet, footwear (highly recommended) • completes daily check of vehicle before use • Is trained appropriately through experience or course attendance and to use an ATV in RDA environment. • Only approved number of passengers as per manufacturer specification <p><u>Terrain</u></p> <p>Regular review of terrain operated on – seasonal change, no go areas – uneven terrain/angled slopes/mud/flooding</p> <p>Review of terrain/areas after periods of rain/wind</p>		
Likelihood	P	Consequence	5
		Risk Rating	H
Controls to be put in place (if required) to reduce risk further	<p>Further training</p> <p>Stop use of ATV eg bad weather</p>		
Signature of H&S Officer/Group Manager		Date reviewed	
Signature of President (Consequence L3-5)			

Risk Rating	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
L5 Fatality	M	M	H	E	E
L4 Permanent d	M	M	H	H	E
L3 Notifiable ev	L	M	M	H	H
L2 Medical treat	L	L	M	M	M
L1 Insignificant	L	L	L	M	M

Pre-ride Checklist

Each item must be checked and signed by assigned person & Duty Manager/Duty Coach prior to riding for the day commencing

Date						Notes
Car Park						
	All fences and gates secure					
	Access and egress ways clear					
	Emergency access clear					
Clubroom and Deck						
	Access and egress way clear					
	Visitors sign in register available					
	Volunteer sign in register available					
	Rider sign in register available					
	Duty Coach name displayed					
	First aider present					
	CVPP Officer is known					
	First aid kit present - adequate stocks					
	Fire extinguisher present - current test tag					
	Water supply ok - tap and/or filtered					
	Phone ok - landline and designated mobile					
	Access to toilet clear					
	Toilet facilities clean					
	Kitchen clean and clear					
Stableyard						
	Access and exit from clubhouse, car park					
	Yard clear of obstacles					
	No manure					
	Rails and gates secure					
	Water supply ok					
Electric fences						
	Ensure all electric fences are switched off					

Pre-ride Checklist

Each item must be checked and signed by assigned person & Duty Manager/Duty Coach prior to riding for the day commencing

Date						Notes
Arena						
	Access and egress clear					
	Rails and gates secured, no sharp edges					
	Clean, no manure					
	Clear of obstacles					
	Surface even, raked and dust-free					
	Emergency exits identified and clear					
Mounting Ramp						
	Access way clear					
	Horse walk through area clear					
	Egress way clear					
	Clean, no manure					
	Ramp secure					
Horses						
	Fit for purpose					
	Warm up completed					
	Gear correctly fitted and safe					
New Hazards identified						
Volunteers briefed by Duty Manager/Duty Coach for any new hazards Identified						
Daily sign-off is required						
Initialed: Person who has checked the above						
Initialed: Duty Manager/Duty Coach						
Weekly sign-off is required for updating the Hazard Register						
Health&SafetyOfficer: Hazard Register updated						

Hazardous Substances Policy and Procedure

Last review date: June 2023

Last changed date: June 2023

Purpose

- The purpose of this policy is to ensure the effective management of the health, safety and environmental risks associated with the use of hazardous substances which is essential to ensure acute and chronic health effects, fire, explosion and environmental harm do not occur.
- RDA activities are carried out on farms of varying nature and may involve potential exposure to hazardous substances above workplace threshold limit values.
- A general assessment of hazardous substances used in office-based activities has found that other than common household cleaning products in retail volumes and printer toner cartridges, hazardous substances are not used.

Policy Statements

- The Group Health and Safety Officer and/or Manager will identify hazardous substances on site which require control measures to be put in place using the C06 Hazard and Risk Report form.
- The Group Health and Safety Officer and/or Manager must satisfy themselves that the control measures that are in place to protect against exposures, are present and effective. If there is any doubt, they can direct the use of additional control measures to adequately manage the risk.
- All RDA Groups and National Office will apply at least the minimum requirements detailed below to manage hazardous substances.
- Contractors are responsible for compliance with the requirements of this Policy through application of their Health and Safety Management System (HSMS) and/or use of NZRDA's Health and Safety Management System.

Procedure - Minimum Requirements

1. When working with hazardous substances appropriate risk assessments must be conducted and controls implemented to manage those risks to as low as reasonably practicable.
2. People who are working with hazardous substances must be trained and competent to handle them.
3. People who are exposed to hazardous substances must be given information on the management of the associated risks.
4. Occupational exposure monitoring programmes must be implemented where exposure is likely to exceed threshold limit values. Results must be documented and on-going testing implemented where required.
5. A system for the identification, inventory management, and safe use of hazardous substances must be in place.
6. Processes to regularly confirm compliance with Hazardous Substances and New Organisms (HSNO) Act and internal requirements must be implemented. Note that compliance with this Policy meets the minimum requirements to the Act.
7. The requirements of this Policy and associated Procedures must be communicated to all RDA People (as defined in C01).
8. A process to respond to hazardous substances emergency's or spills must be established.
9. Current Safety Data Sheets (SDS) relating to application and use of hazardous substances must be held.

Personal Protective Equipment Policy and Guidance

Last review date: June 2023

Last changed date: July 2015

Purpose

- This standard applies to all people on premises controlled by an RDA Group.
- Also refer to the Rider Personal Protective Equipment Policy.

Policy Statements

- Personal protective equipment (PPE) including specific clothing or footwear, must be worn and used by any person required to undertake or participate in an activity where there is the potential for exposure to a hazard for which the PPE acts as a control.
- Specific PPE that conforms to relevant New Zealand accepted design and manufacturing standards will be purchased and used. This is normally indicated by a certification stamp or label.
- PPE supply, maintenance and renewal will be undertaken on an as required basis. This means PPE will be replaced when its protective capability is compromised. If replaced, the damaged equipment must be removed from service and destroyed.
- Any Contractor providing services to a Group must supply, maintain and replace their own required PPE at their own expense.
- Suitable hand protection must be used where a risk assessment has identified potential for cuts, burns, crushing, or any other hazard identified from general work performed. This is inclusive of equipment, machinery or materials used during a typical operational day.

Use and Care of Personal Protective Equipment

- The protection provided by some types of PPE will be impaired if the equipment is not properly fitted and adjusted for the user.
- PPE which has been contaminated with a material that could be harmful on contact with the skin, must be removed immediately and decontaminated. In some cases decontamination may not be possible and the PPE must be destroyed.
- It is recommended that a register of PPE is kept for each RDA Group, particularly indicating when inspections of PPE have occurred and whether items have been removed from use.

Guidance

- Sun Exposure; Sun protection should be worn or used in the form of body cover, hats and sunscreen protection >SPF30+.
- Suitable hand protection should be worn for general work.

C11 Incident Reporting and Investigation Policy and Procedure

Last review date: June 2022

Last changed date: June 2022

Purpose

- Accurate reporting and recording of incidents is required from all Groups. The focus for this procedure is how we can make things better to prevent people being harmed.

Definition

Notifiable Injury includes: amputation, serious head injury, serious eye injury, serious burn, spinal injury, loss of bodily functions, serious lacerations, skin separation, injury requiring hospital treatment as an in-patient. Refer to the Worksafe NZ website for more information. Permanent disability and a fatality are also Notifiable Events.

Incidents While near miss and actual injury are the most common types of incident in an RDA setting, other types of incidents that need to be managed and reported include such things as violent or threatening behaviour, occupational illness and property damage. Some may be classified as Notifiable Events.

Policy Statements

- All incidents must be reported to the Health & Safety Officer or Duty Coach/Manager.
- A C12 Incident Report Form must be completed for every incident, near miss and hazard observation (missing control).
- A C13 Incident Investigation Form must be completed as required in the table below.
- Groups must maintain a summary Incident Register for periodic reporting, trend analysis and monitoring completion of corrective actions. This is in the Stable or a manual register if not using the Stable.
- Forms and C14 Example Incident Register can be found on The Arena, however Groups must also have hard copies readily available.

Procedure - Serious Injuries

- If the incident causes a Notifiable Injury (see WorkSafe for guidance), the Group Committee and the NZRDA Chief Executive must be informed as soon as possible and within 24 hours.
- WorkSafe must be notified as soon as possible and a written report submitted within 7 days. This can be completed online via the MBIE/WorkSafe website or complete and return a paper form, <http://www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm>. The scene must not be tampered with until a WorkSafe NZ Inspector has given clearance (Freephone 0800 030 040).
- If there is any doubt if an incident is notifiable or if the incident scene can be tampered with, the Group should contact the NZRDA Chief Executive or WorkSafe for clarification to discuss as soon as possible.
- NZRDA will ensure that incident reports and investigations for actual or potential level 3 incidents have been adequately completed and that learning points are shared with all RDA Groups.

Procedure - Incident Reporting

- Where possible the Health & Safety Officer, Duty Coach/Manager or their delegate and the person involved in the incident, must complete the Incident Report Form together.
- All incidents that involve any emergency service call outs must be classified as Level 3 or higher and must be advised to the Committee and NZRDA as soon as possible and within 24 hours.
- Level 3-5 incidents must be advised to the Committee and NZRDA as soon as possible and within 24 hours.

- Completed Incident Report Forms for all level 3-5 incidents must be forwarded to the Committee and NZRDA as soon as possible and within 7 days.
- Completed Incident Report Forms for all level 2 incidents must be forwarded to the Committee as soon as possible and within 7 days.
- The Health & Safety Officer or Duty Coach/Manager, will discuss incidents at each Committee meeting and give feedback on the corrective actions taken to prevent reoccurrence.

Procedure - Incident Investigation

- The required level of investigation and subsequent sign off is determined by the potential of the incident or near miss. See table below to establish when an investigation is required and who is to lead it.

Level	Incident Potential	Investigation and Sign Off Requirements
5	Fatality	<ul style="list-style-type: none"> • NZRDA Board to be notified immediately by CE • Full investigation lead by External Specialist supported by Group President and NZRDA –Chief Executive • Requires Group President and NZRDA Chief Executive sign off • May also be reviewed by WorkSafe
4	Permanent Disability	<ul style="list-style-type: none"> • NZRDA Board to be notified immediately by CE • Full investigation lead by External Specialist supported by Group President and NZRDA –Chief Executive • Requires Group President and NZRDA Chief Executive sign off • May also be reviewed by WorkSafe
3	Restricted Work Notifiable Injury Emergency Services	<ul style="list-style-type: none"> • NZRDA Board to be notified immediately by CE • Full investigation lead by Group President supported by NZRDA – Chief Executive • Requires Group President and NZRDA Chief Executive sign off • May also be reviewed by WorkSafe
2	Medical Treatment Lost time	<ul style="list-style-type: none"> • Investigation led by the local Group Health & Safety Officer or Duty Coach/Manager. • Requires sign off at Committee Meeting following incident
1	First Aid	<ul style="list-style-type: none"> • No investigation required, manage at Group level for continuous improvement.

- Incidents investigation should establish the root cause(s).
- Investigation information, findings and any actions required as a result of the investigation, will be entered into a locally held document and tracked to completion for each Group.
- The NZRDA –Chief Executive will also review incident and investigation information on a regular basis.

Procedure - Corrective Actions

- 'Agreed Corrective Action' requires verbal agreement between the person leading the investigation and the person responsible for both the corrective action and the timing.
- Communicate the lessons learnt from the investigation to the wider Group as appropriate.
- The individuals signing off investigation findings are responsible for ensuring the corrective actions are reviewed and confirmed as appropriate.

C12 If the Group is Using the Stable the incident can be loaded directly there as a case

INCIDENT REPORT FORM					Unique Reference	
To be completed by Health & Safety Officer or Duty Coach with the person reporting the incident. If a Notifiable Injury has occurred, FREEZE the scene and notify the Duty Coach who will notify WorkSafe on 0800 20 90 20						
Incident date				Incident time		
Group name				Specific location		
Reported by				Date form completed		
Category (circle one box)		Near Miss		Incident		
Event type (circle one box)	Injury (person)	Occupational Injury	Property Damage	Violence/Threatening Behaviour	Horse	
Incident Level	Level 1 No Treatment First Aid	Level 2 Medical Treatment Lost Time	Level 3 Restricted Work Notifiable Injury Emergency Service	Level 4 Permanent Disability	Level 5 Fatality	
Description of Incident						
Details of Injury (if injury has occurred)						
Name				Role		
Date of birth				Gender		
Category (circle one)	Staff	Volunteer	Rider	Visitor	Contractor	Horse
Who was involved						
Immediate actions taken						
Details of Injury (tick as appropriate)						
BODY PART		AGENCY		NATURE OF INJURY/ILLNESS		
Head	Eyes	Horse		Sprain/strain		Poisoning, toxic
Neck	Shoulder	Back	Fixed plant	Mobile plant	Scratch, abrasion	Multiple injuries
Arm	Wrist	Hand	Power equipment	Non-powered tool	Laceration, cut	Bruising, crushing
Multiple			Chemical		Fractures	Dislocation
Other (specify)						
MECHANISM						
Fall from horse	Horse kick	Horse bite	Other Horse related		Chemicals, substances	
Fall, trip, slip	Body stressing	Biological factors	Hit by moving object		Other (specify)	
HEALTH & SAFETY OFFICER OR DUTY COACH CONFIRMATION						
C13 initiated for Level 2 and above (and for Level 1 if considered appropriate). Hazard identification form completed if necessary.				Signature		

Details of this incident must be entered on C14 Incident Register (if not reporting via the Stable) and considered at the next Committee meeting if Level 1-2, if Level 3-5 Committee & NZRDA **MUST** be notified immediately

INCIDENT INVESTIGATION FORM		Incident Form Reference
Investigation team members		
Date of investigation		
Full details of what happened Expand on the Incident Report.		
Describe events leading up to the incident		
Describe what happened		
Describe what happened after		
Behavioural causes List all the unsafe behaviours that contributed to the incident e.g. PPE, positions of people, tools, equipment, procedures, housekeeping, isolations, etc.		
Equipment/ Environmental causes List all the equipment and/or work environment causes that contributed to the incident, inadequate warning or safety devices, equipment or plant failure, sub-standard work environment in terms of lighting, noise, ventilation, etc, external factors such as wind, rain, flooding, etc.		
System failures What system failures caused the behavioural and equipment problems? Design, maintenance, procedures, training, supervision, purchasing, unclear accountability, etc.		

Agreed corrective actions

Assign a corrective action for each Behavioural, Equipment/Environment and System failure identified. Discuss actions with the person responsible for completion. Track the completion of each action and follow up as appropriate.

Agreed corrective actions	By who	By when	Actual completion date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Investigation sign off

I am satisfied that all reasonable steps have been taken to;	Yes/No
Thoroughly investigate this incident	
Identify management system failures	
Identify and assign appropriate corrective actions	
Communicate the lessons learnt from the investigation	

Name	Signature	Date

NZRDA Review of Group Investigation for Level 3 and above

INCIDENT REGISTER - details taken from Incident Report and Incident Investigation Forms								
Incident form reference	Date	Type	Level	Reported by	Description	Corrective actions	Responsible	Status and date
2022 - 1	1-Feb-22	Near miss	n/a	Louise	Emergency Dismount Amy from Smudge when he appeared to be unhappy about something	None	n/a	Closed 7 Feb 2022
2022 - 2	8-Feb-22	Incident	1 First Aid	Rachel	Paper cut, plaster applied	None	n/a	Closed 10 Feb 2022
2022 - 3	22-Mar-22	Incident	1 None	Susan	Sugar nipped leader	Team reminded about Sugar's tendencies	Susan	Closed 20 Mar 2022
2022 - 4	22-Mar-22	Incident	3 Serious harm	Susan	Jane fractured her ankle tripping over tree root	Team reminded to watch where they are going when carrying things or get assistance	Susan	Closed 25 Mar 2022
2022 - 5	30-Apr-22	Hazard Obs	n/a	Penny	Pot hole in concrete appeared at side of path	Cone off until fix can be arranged	William	Open 30 Jun 2022

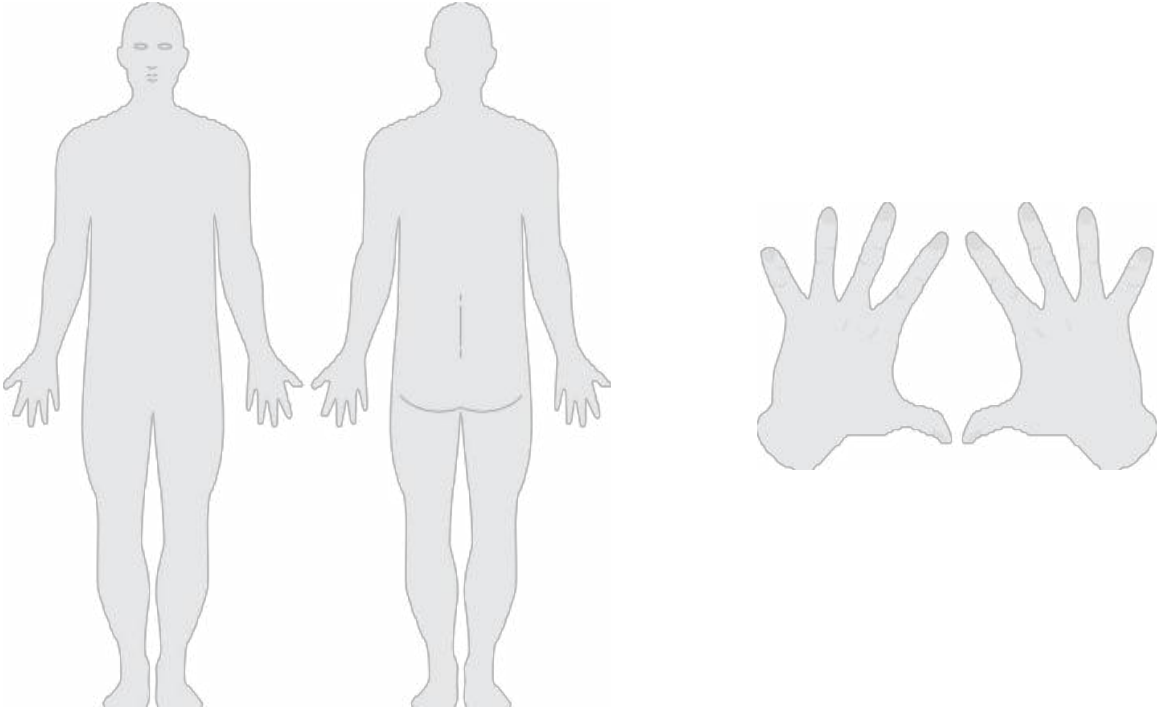
FIRST AID REGISTER

Name of person treated	
Job Title	
Date of treatment	
Time of treatment	
Person giving First Aid	
Incident register completed by	
Nature of injury	
Treatment provided	

Name	
Job Title	
Date of treatment	
Time of treatment	
Person giving First Aid	
Incident register completed by	
Nature of injury	
Treatment provided	

Basic First Aid Kit

Quantity	Description
2	Triangle Bandage with 2 Safety Pins
2	Eye Pad
2	Medium wound dressing 120mm x 120mm
1	Non adherent dressing 75mm x 100mm
1	Non adherent dressing 50mm x 75mm
1	Combine dressing 100mm x 90mm
2	Gauze swab 2's 75mm x 75mm 12ply
2	Povidone Iodine Prep Pads
3	Irrigation solution 30ml
4	Antiseptic wipes
1	Conforming Bandage 5cm x 4.5m
2	Fabric Finger Tip Plaster
2	Fabric Knuckle Plaster
1	Crepe Bandage 75mm
1	Fabric Plaster Roll 25mm (strapping tape)
1	1m Dressing strip
4	Plaster 72mm x 19mm
1	First Aid Tweezers
1	Blue Medium Scissors
2	CPR Face Shield
4	Sterile Gloves - Pair
1	First Aid Tips
1	Clean Up Bag
1	Aids/Hepatitis Warning Label
1	Carry Pouch

EARLY DISCOMFORT REPORT FORM			
Section 1 - Person experiencing discomfort to complete			
Name		Date	
<p>I am experiencing pain or discomfort while performing my work tasks. The area(s) of discomfort is indicated below.</p>			
 <p>The diagram shows two human figures (front and back views) and two hands (palm and back views). These are intended for marking areas of discomfort.</p>			
Description of discomfort (e.g. aching, tight, stiff, tingling, etc)			
Date discomfort began			
Signature			
Section 2 - Manager to complete			
Manager's name			
Workstation assessment required		Medical visit required	
Follow up required			

Contractor Management Procedure

Last review date: June 2022
Last changed date: November 2016

Purpose and Scope

- To provide clear guidance in understanding and implementing the health and safety requirements relating to the selection, hiring and subsequent management of Contractors and sub-Contractors.

Definitions

- **Contractor:** A person or organisation hired by a Group for the purposes of carrying out their contracted work.
- **Sub-Contractor:** A person or organisation hired by a Contractor for the purposes of carrying out their contracted work.
- **Contract:** An arrangement entered into, whether formally in writing or not, between a Group and a Contractor for the supply of services by the Contractor to a Group in exchange for payment.
- **Group:** Reference to "Group" means each individual RDA Group and the National Office.
- **Group Contract Manager:** The Group representative responsible for engaging and/or managing the Contractor, and for managing the contract, project or service. They may also appoint a delegate to act as their representative as required e.g. to supervise the Contractor on site. References to "Group Contract Manager" in this document include any delegate.
- **Principal:** Any person that engages any person (otherwise than as an employee) to do any work for gain or reward.

Responsibilities of the Group Committee

- Annual audit to verify that the procedure has been applied.

Responsibilities of the Group Contract Manager

- Ensuring that all the requirements of this procedure are applied.

Contractor Management Procedure

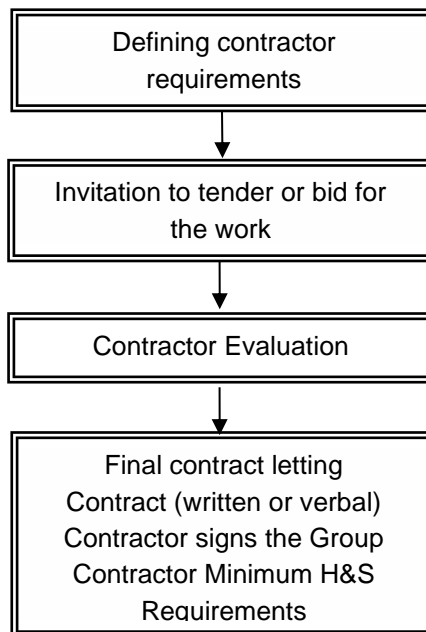
The Contractor Management Procedure comprises four processes:

- A. **Tender/Contract Letting:** Involves the setting of the Group's health and safety minimum requirements; the provision of this information to those tendering, and receipt of contract specific health and safety information (plans) from them; assessment of health and safety attributes; and the letting of the contract.
- B. **Pre-commencement:** Involves the Group and the successful Contractor agreeing and documenting the specific standards and activities to be carried out to manage health and safety for the contract.
- C. **Communication and Monitoring:** Involves the ongoing interaction between the Group and the Contractor, and the monitoring of the Contractors compliance to the agreed standards and activities during the contract.
- D. **Review:** Involves the review of health and safety performance, against the agreed standards and activities, at the end of the contract or other defined timeframes.

Application to Sole Traders

- Where a Contractor is a Sole Trader who carries out a significant portion of their work for a Group on a regular basis, and they do not engage any sub-contractors at any time, application of this procedure may be waived at the discretion of the Group Contract Manager.
- If the Contractor Management Procedure is waived for a sole trader, then they must still apply and comply with the Group's health and safety processes just as if they were an RDA person.

A. Tender/Contract Letting



Defining Contractor Requirements

- When a Group engages any Contractor to undertake work it acquires a duty to ensure the Contractor and the Contractor's employees are not harmed while doing the work and that they do not put others at risk.
- The first step in fulfilling this duty requires the Group Contract Manager to define the service to be performed. This must include a view as to the required health and safety capability of any successful Contractor.
- The complexity of this process will depend on the scope of work to be undertaken and the contractual arrangements that need to be entered into.

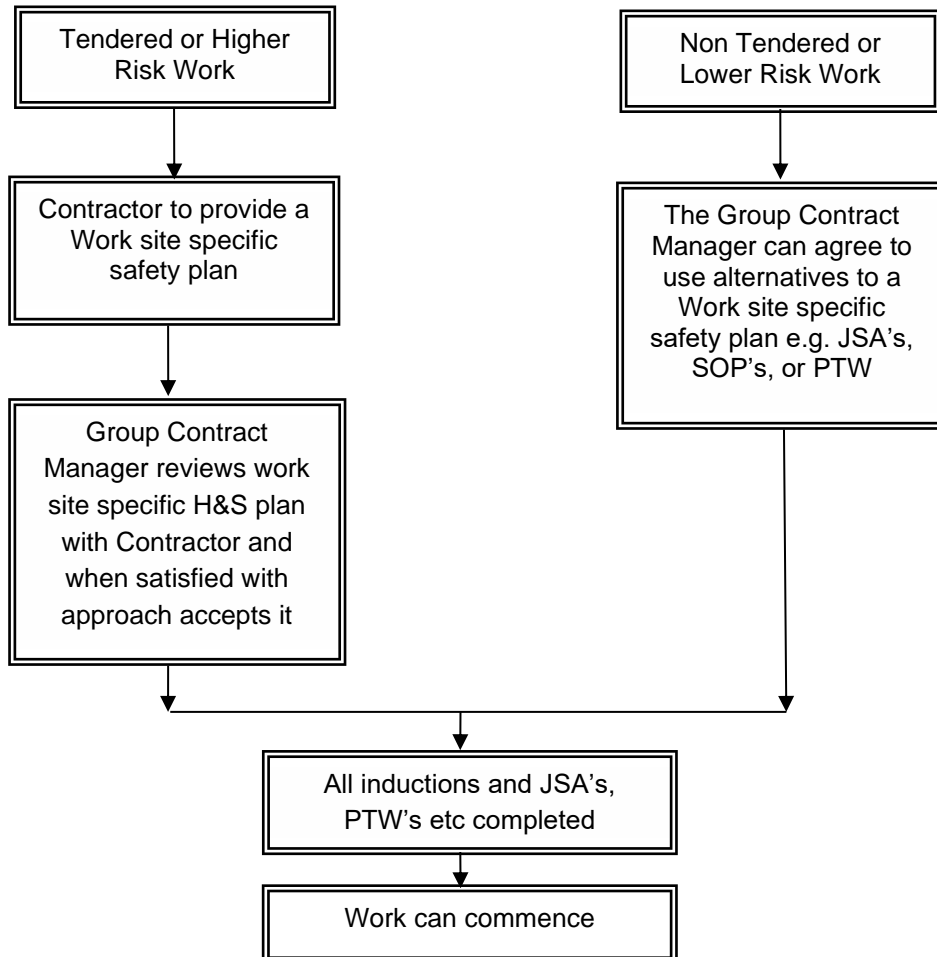
Tendered Work Process

- Any invitation to tender must be accompanied by a summary of the required health and safety capability of any successful contractor as determined above.
- The Contractor will then submit their tender and include all information required and outlined in the invitation to tender, including any service specific health and safety information.
- Evaluation of the key tender attributes will be used by the Group to select a preferred contractor.
- This must include the evaluation of a potential Contractor's health and safety management systems and performance, and may include quality and environment.
- The formal contract must specify health and safety requirements, at a minimum having the Group Contractor Minimum Health and Safety Requirements imbedded in it, or attached to it.

Non Tendered Contracts

- Where the work is not subject to tender, a Contractor will usually be approached to supply services directly through a purchase order process or similar.
- Contractors of this nature are required to sign the Group Contractor Minimum Health and Safety Requirements before commencing work.

B Pre-commencement



Tendered or Higher Risk Work

- The Contractor is required to provide a Work Site Safety plan specific to the service being delivered. The amount of detail required will depend on the size and complexity of the service but the following provides minimum areas to be addressed in the plan;
 - H&S Responsibilities.
 - Methods of communicating H&S to those involved in the service.
 - Hazard management approaches and minimum requirements for the management of specific, and typically higher risk, hazards.
 - Management of contractor's employees and sub-contractors.
 - Training and competency requirements.
 - Incident reporting and investigation.
 - Emergency response.
 - Audit and inspection.

- Prior to commencement of work the Group Contract Manager must accept the Work Site Specific Safety Plan. It should be signed off by both the Group Contract Manager and the Contractor.

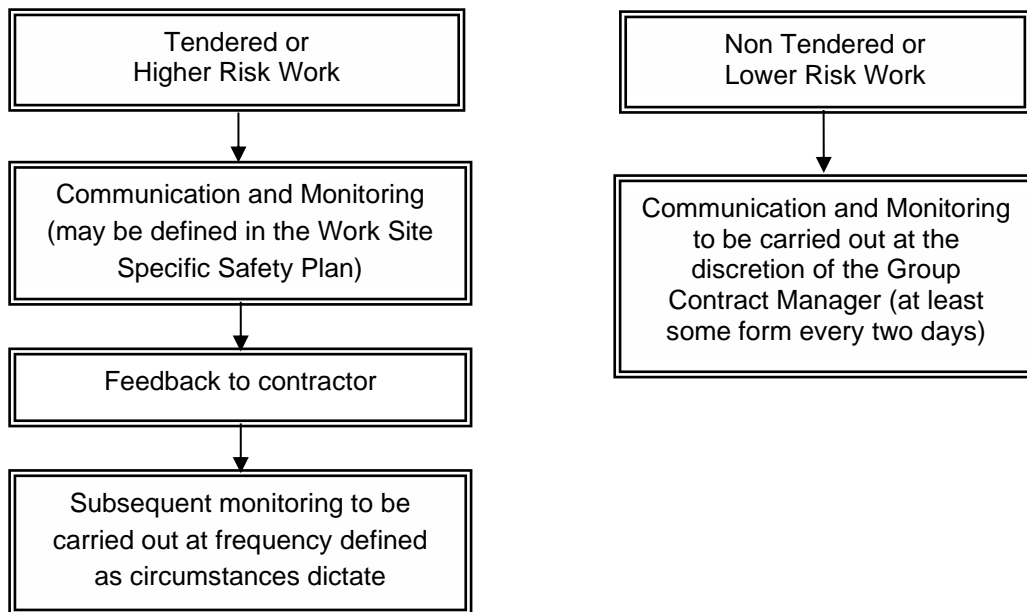
Non Tendered and Lower Risk Work

- A work site specific safety plan is not usually required, although this is at the discretion of the Group Contract Manager, based on assessment of risk.
- If one is not required then it can be agreed that either a Job Safety Analysis (JSA), Standard Operating Procedure (SOP), a Permits to Work (PTW) or other agreed process, will define job specific health and safety requirements.

Inductions Completed and Hazard Controls in Place

- Once all contractor and subcontractor employees have completed the required Group induction, Work site specific safety plan requirements are in place, and/or JSAs/SOPs/PTWs have been completed, work can commence.

C Communication and Monitoring



- Communication and monitoring of contractors is a necessary part of good contractor management, the nature and frequency of which will depend on the contract.
- Intervention by the Group Contract Manager is required where at risk practices, or deviations from the agreed approach, are observed or reported. The nature of the intervention will be determined by the seriousness of the substandard performance or deviation.
- Monitoring activities must be recorded by a written note outlining any key issues/discussion had. For non-tendered or low risk work a diary entry may be sufficient.

Tendered or High Risk Contracts

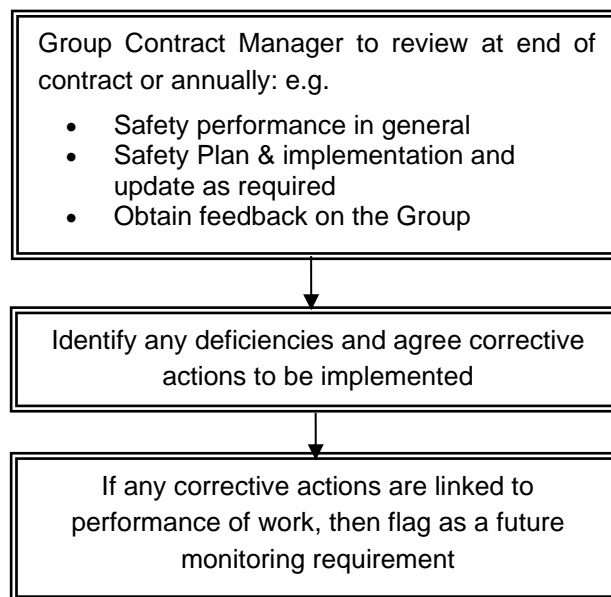
- Ongoing communications and monitoring by the Group are to be agreed with the Contractor by the Group Contract Manager. This may be defined in the Contractor's Work Site Specific Safety Plan and/or the Contract. Monitoring will include, but not be limited to, a mix of the following;
 - Meetings

- Spot inspections
- Observations
- Incident reviews
- Audits
- Regardless of other monitoring activities, spot inspections should be used for monitoring purposes for the duration of the contract. The frequency of these may be defined in the Work Site Specific Safety Plan, Contract and/or as circumstances dictate.

Non Tendered Work or Low Risk Contracts

- Communication and monitoring requirements are at the discretion of the Group Contract Manager, however some form of monitoring should be carried out at least once every two days.

D Contract Review



- The Group Contract Manager will review the Contractor at the end of the project (demobilisation) or every 12 months if the work is not finished at that time, or their services are negotiated ongoing. With all scenarios the following must be completed as a minimum;
 - Review of implementation to the Work Site Specific Safety Plan;
 - Adherence to the Contractor Minimum Health and Safety Requirements; and
 - Receive feedback on how the Group has performed its obligations.
- Issues/Corrective Actions; If during the review any deficiencies are identified, then corrective actions are to be agreed and implemented. If the corrective actions are significant and linked to performance of work, then the issues should be flagged for specific monitoring in the future. All corrective actions and/or monitoring requirements should be recorded and tracked.

C18 Contractor Minimum Health and Safety Requirements

Last review date: June 2022

Last changed date: July 2015

1 Application

- a) These requirements apply to approved Contractors and Sub-contractors alike but exclude contractors performing RDA operational roles (e.g. a contract Coach). For the purpose of these requirements "Contractor" also means "Sub-contractor" notwithstanding that from time to time separate reference is made to Sub-contractor in this document.
- b) Reference to "Contractor" includes both the Contractor organisation as well as its employees and any sub-contractor and their employees. If the Contractor is an individual "Sole Trader" then "Contractor" will be taken to mean that individual "Sole Trader".
- c) The "Group Contract Manager" means the Group person who is responsible for managing the contract or their authorised delegate. An RDA person must be assigned to the role of Group Contract Manager to manage each Contractor.
- d) The following points cover minimum standards for a number of conditions most commonly related to contracted work for Groups. They are, however, not exhaustive and it is the responsibility of the Contractor to obtain a clear understanding of all health, safety and security arrangements for each Group. In all cases, good operating practice must be adopted.

2 General Responsibilities

- a) The Contractor will at all times comply with and ensure that its employees adhere to:
 - i) Applicable New Zealand legislation, regulations and relevant local bylaws, particularly the Health & Safety in Employment Act 1992 and any applicable Amendments and Regulations where work is conducted in NZ; and
 - ii) These Contractor Minimum Health and Safety Requirements.
- b) The Contractor will, at the Group's request, submit a work programme, specific safety plan and/or Job Safety Analysis (JSA) prior to commencing work.
- c) The Group Contract Manager, or their delegate will periodically monitor and assess the health and safety performance and compliance of the Contractor and its employees and Sub-Contractors.

3 Training and Competence of Key Personnel

- a) The Contractor will ensure that its employees have received the health, safety and skills training that are relevant to the work to be undertaken. Evidence of competence achieved and/or training completed and/or training in progress may be required. Failure of individual Contractor employees to meet these requirements will result in them not being able to carry out the specific works.
- b) All Contractor employees must complete the Contractor Induction Checklist before they will be authorised to commence work.

4 Sub-Contractors

- a) The Contractor will ensure that any Sub-Contractors employees meet the Group's induction and competency verification requirements.
- b) The Contractor will ensure that any Sub-Contractor has read, is familiar with, and has signed these "Minimum Contractor H&S Requirements" and that the Sub-Contractor complies with them.

5 Right of Entry

- a) Right of entry to controlled areas (including stables and arenas) of a Group's site will be restricted to

those Contractors and their employees who have successfully met the induction and competency verification requirements, and to whom access has been authorised (access may be restricted at the Group's discretion).

6 Security of Property

- a) Group property is not to be removed from any site unless the Group Contract Manager has approved such removal.
- b) The Contractor is responsible for the security of its own and its employee's property, and for ensuring that agreed standards of security are maintained in the course of the Contract to protect the property of a Group.

7 Emergency Evacuation

- a) All Contractor employees will be inducted in and familiar with the site specific Group Emergency Procedures.

8 Incidents and Near Misses

- a) All incidents and near misses occurring on Group premises must be reported to the Group Contract Manager immediately, who will assist in completing, and retain a copy of, the necessary incident report form.
- b) Serious harm incidents must be notified by the Contractor to WorkSafe and to the Group Contract Manager as soon as they are known to be Serious Harm.

9 Hazards

- a) The Group Contract Manager will make the Contractor aware of existing hazards on the Group site within the area of control or operation of the Contractor.
- b) The Contractor will identify hazards it brings to a site and assess and control hazards associated with the activities it undertakes as detailed in the Work Programme Specific Safety Plan or Job Safety Analysis.
- c) All newly identified hazards introduced by the Contractor's activities impacting on other parties activities must be immediately reported to the Group Contract Manager.

10 Notifiable Work and Authorisations

- a) The Contractor must follow procedures for Notifiable Work in New Zealand (as defined in Regulations 2 and 26 of the NZ HSE Regulations 1995) including 24 hour notification to WorkSafe NZ.

11 Equipment and Machinery Use

- a) All necessary equipment and machinery for the purposes of the Contract will be supplied by the Contractor unless otherwise agreed between the Contractor and the Group.
- b) All equipment and machinery will be suitable for the purpose for which it is to be used and it will comply with any applicable legislation, Codes of Practice and Standards.
- c) All equipment and machinery that is to be used during the Contract will only be used by trained, competent and where required, licensed operators.
- d) Work on, or involving existing Group equipment and machinery may not commence until the Group Contract Manager has cleared commencement.
- e) Contractors are responsible for ensuring energy sources for plant and equipment they are working on has been isolated to achieve a zero energy state. If there is any doubt the Group Contract Manager must be contacted before any work commences.

12 Electrical Equipment

- a) Isolating transformers or RCD's suited to the equipment, are to be used on all portable electrical equipment.
- b) In the case of external leads no exposed conductors or taped leads, plugs and sockets are to be used. Leads are to be protected from damage.
- c) All electrical equipment must meet the NZ standards and is to be made available for inspection if requested by the Group Contract Manager.

13 Smoking

- a) Groups have a no smoking policy that defines all areas within buildings as No Smoking Areas. Smoking outside on Group sites may be permitted, in which case specific outside areas are designated for this purpose.

14 Drugs and Alcohol

- a) Drugs, except as prescribed by a registered medical practitioner, are not permitted on any Group site. Contractors are to have in place and act upon appropriate procedures to respond to any of their employees under the influence of drugs or alcohol.

15 General Health and Safety

- a) The Contractor will ensure work is carried out in a safe manner.
- b) The Contractor will be responsible for any actions or inactions by itself or its employees affecting the safety of any persons.
- c) The Contractor will ensure that its employees are aware of any permit to work requirements and permits for work will be obtained where required (e.g. for work at heights, any high hazard work, confined spaces, etc).
- d) The Contractor will ensure that its employees are in a fit state and are competent to perform the required tasks at all times.
- e) The Contractor will have primary responsibility for:
 - i) Administering first aid to its employees; and
 - ii) Providing first-aid supplies for its employees.
- f) The Contractors employees will restrict their movements to areas related to their work activity.
- g) "No Access" and "Restricted Access" areas must be observed, unless otherwise authorised by the Group Contract Manager.
- h) Oil, chemicals or any hazardous substances are not to be dumped in any storm water or effluent drainage systems. Spills of oils, chemicals or other substances must be contained as well as possible and reported immediately to the Group Contract Manager.
- i) Work areas are to be maintained in a tidy and safe condition by the Contractor.
- j) All refuse must be taken off site or placed in onsite bins/areas designated for this purpose.

16 Safety Equipment and Personal Protective Equipment

- a) The Contractor will provide first aid equipment, and where required, other safety equipment of an approved type, and will maintain this equipment in accordance with legal and industry standards.
- b) Fire extinguishers are not to be removed from their stations except in the event of an actual fire. If fire extinguishers are activated, the Group Contract Manager is to be advised immediately to ensure replacement.
- c) The Contractor will supply its employees with personal protective clothing and equipment as required

by legislation, codes of practice and must comply with requirements under Section 2 (b).

- d) The personal protective clothing and other protective equipment will be maintained in good condition.

17 Scaffolding

- a) Scaffolding is to be erected and dismantled only by suitably qualified and “ticketed” persons.

18 Chemicals

- a) Any chemical brought onto a site, must be accompanied by a current Safety Data Sheet (SDS).
- b) No chemicals are to be left unattended on site without firstly notifying the Group Contract Manager.

19 Breach of Minimum Health & Safety Standards

- a) Where a breach of these standards occurs or is likely to occur, the Group Contract Manager will assess the gravity of the breach or potential breach and may suspend the Contractor's agreement or Purchase Order in such circumstances pending a final determination.
- b) If the breach or potential breach is the result of the action or inaction of the Contractor's employee(s), the Group may require the employee(s) involved to be suspended from the site, either as a final action or pending resolution of the issue. Any consequential costs incurred by this action will be met by the Contractor.

20 Auditing by the Group

- a) The Contractor agrees to accept and co-operate with any audit of the Contractor's systems and on-site performance.

21 Summary

- a) Although these standards are not exhaustive they are intended to establish high standards of workplace health, safety and security as agreed ways of working with the Group. It is hoped that these standards will operate to the advantage of all concerned. If in doubt, please ask the Group Contract Manager before proceeding.

Group Contract Manager	
Group Name	
Group Contract Manager Name	
Declaration to be completed by Contractor	
I acknowledge receipt of the "Contractor Minimum H&S Requirements" which I have read and fully understand. I agree to comply with these Requirements and ensure that those working for me, including sub-contractors, will also read, understand and comply with its contents.	
Contracting Company	
Company Address	
Name of Company Representative	
Position title	
Signature	
Date	

Both parties to retain a copy

CONTRACTOR INDUCTION CHECKLIST			
Group Contract Manager to complete			
Induction Component	Instructions	Date completed	Inductor Initials
Communication	Explain your role (and Group Contract Manager role if not the person doing this induction) and who the Health & Safety Officer is to the Contractor		
Policy	Go through the Group Health & Safety Policy and Drug and Alcohol Policy (show them)		
Contract H&S Plan	Ensure that the contractor employee is aware of the H&S Plan (if produced or required) presented by their employer and that they are clear about their role in implementing it.		
Contractor Minimum Requirements	Go through the Group "Contractor Minimum Requirements" for the contractor's employees.		
Hazard Management	Point out general hazards and explain existing major hazards. Explain applicable rules and procedures including Group hazard management requirements, including reporting etc. Discuss any Contract specific hazards either created by the Contractor or under their control.		
Incident Reporting	Discuss the responsibility and importance of reporting all incidents, including near misses to the Health and Safety Officer or group Contract Manager.		
Emergency Procedures	Advise what the alarm sounds like and notify any testing planned during their contract. Location of assembly areas. Location of Emergency and fire fighting equipment. Location of First Aid kit available to the contractors.		
Amenities	Show location of toilets, wash areas etc. and any parking restrictions that may apply (particularly for disabled Riders).		
I confirm that I have taken this contractor employee through the above information and I am confident they understand the requirements of working on our premises.			
Name		Title	
Signature			
Contractor to complete			
I confirm that I have been taken through the above information and am confident in my understanding of the requirements of working on their premises.			
Name		Phone	
Signature		Date	

CONTRACTOR HEALTH & SAFETY PLAN MONITORING	
Group Contract Manager to complete	
Contractor Company Name	Joe's Construction
Job Location	ABC Building, level 2
Job Description	Build divider wall for new office
Contractor's Employee in Charge of Job	Joe Brown 0274333444
Job Hazards and their Risk	Noise – drills, saws, hammering construction activity Electrical wires and Computer cabling All hazards are regarded as significant
Control Measures agreed to be Implemented	Doors to remain shut to help isolate noise. Cutting to be completed in workshop as much as possible. Earmuffs worn by all staff when in operation. Guard and trained saw operator Electrician will isolate room. RCD's and tagged electrical cords and equipment will be utilised Computer technician will identify all cables. Keep access ways/exits clear at all times.
Work permits Required	Issued by Contractor
WorkSafe notifications required	No
Inspection/ Audit schedule (if applicable)	Weekly construction safety inspection will be completed
Incident reporting procedure	All incidents reported to foreman (Joe Brown), who will forward onto Group Contract Manager.
General and safety facilities to be provided for job	Access to toilets and kitchen facilities. First aid kit on job site.
Emergency Procedure (alarm, assembly area, emergency equipment, wardens, first aid, etc)	Utilise building emergency procedure, alarm and assembly area. Joe is warden and first aider.
Communication with Staff and Contractors	Weekly meetings with hazards, incidents and housekeeping as standard agenda items.

Group Contract Manager to complete - Communication and Monitoring	
Name	Joe Bloggs, Maintenance Manager
Date	Notes
1 July 2022	Job started, all in order
3 July 2022	Next spot check due

Contractors and Visitors on Site Policy

Last review date: June 2022

Last changed date: May 2020

Note that this Policy also applies to volunteers who do not have direct contact with riders e.g. volunteers who only help with ad hoc working bees.

Policy statements

NZRDA is firmly committed to the provision of a safe and healthy workplace in accordance with its Health and Safety Policy and legislation. In meeting these requirements all Groups and National Office seek to:

- Ensure that contractors work in a healthy and safe manner and are not harmed (and do not cause harm to others) while working on RDA premises.
- Promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times.
- Ensure that all visitors are not harmed (and do not cause harm to others) while on RDA premises.

Responsibilities

The Health and Safety Officer, Contract Manager or other nominated representative is responsible for:

- Ensuring details of any specific hazards that may be relevant to the contractor/visitor are provided to them.
- Advising the contractor/visitor on miscellaneous matters, such as how to activate the fire alarm, the location of fire extinguishers and first aid assistance, escape possibilities, and where and to whom the contractor/visitor should report in case of an emergency situation, or an accident.
- Advising contractor/visitor of any hazards and evacuation procedures in case of an emergency.
- Maintaining a record of contractors and visitors on the premises.
- Ensuring contractors and visitors are aware of their responsibilities as described below.

The contractor is responsible for:

- Providing details of any hazards that they will be bringing onto the site or any hazards that may be created as a result of the nature of the work being undertaken, together with how these hazards will be mitigated.
- Ensuring the contractor's workers have received the safety training required for the specific job.
- Providing and using emergency and personal protective equipment they may require.
- Acting on the instruction of the Duty Coach/Manager, emergency warden or Health & Safety Officer in the case of an emergency.
- Advising the above people of any special assistance that may be required in case of an emergency requiring evacuation.
- Also see the Contractor Management Procedure.

The visitor is responsible for:

- Acting on the instruction of the Duty Coach/Manager, emergency warden or Health & Safety Officer in the case of an emergency.
- Advising the above people of any special assistance that may be required in case of an emergency requiring evacuation.

C21A Daily Sign In Sheet

Date:

Please make sure that you sign in and out below.

Name and Company (if applicable)	Time In	Time Out	Rider	Caregiver	Volunteer	Staff	Visitor	Initials

This information is used only to ensure there is a record of who is in the building for emergency purposes. It is not kept or stored or used for any other purpose.

Purchase & Modification of Plant, Equipment or Materials Policy & Procedure

Last review date: June 2022

Last changed date: July 2015

Purpose

This procedure provides guidance for assessing actual or potential hazards associated with new or modified plant, equipment, or material introduced into the work environment.

Definition

- **Purchase;** refers to the acquisition of significant new or second-hand plant, equipment, or materials.
- **Modification;** refers to permanent or temporary changes made to the arrangement of plant and equipment.

Policy Statements

- For all Purchases or Modifications, health and safety will be formally considered as part of the process and documented records must show this.
- A copy of the Purchasing and Modification of Plant, Equipment & Material Checklist must be completed for all significant Purchases and Modifications.

Purchasing & Modification of Plant Equipment Key Considerations and Materials Information Sheet

- This information guides the completion of the Purchasing and Modification of Plant, Equipment & Material Checklist.

Item	Checklist Description	Key Considerations
1	Access and review manufacturer health and safety information (purchase only).	<ul style="list-style-type: none"> • Is the manufacturer reputable? • Are they able to supply good information? • If chemicals are involved have they supplied a current and relevant SDS? This must be "Yes". • Does the product meet any required standards, e.g. AS/NZS?
2	Identify hazards that are known to exist in the plant/equipment (purchase only).	<ul style="list-style-type: none"> • What are the key hazards and risks associated with it? • Will it introduce manual handling issues? • Will it introduce a chemical or associated hazard? See the SDS • Are there physical hazards associated with it, e.g. moving machinery, electrical, heights? • Are there safety devices included, e.g. interlocks? • Can it be maintained easily and safely? • What PPE will be required when using it?
3	Consult with those who will be responsible for the operation and maintenance of the plant/ equipment to identify any new hazards.	<ul style="list-style-type: none"> • Identify who the users/operators of the plant/equipment or material will be • Ask them to identify any issues they think might be associated with it • Ensure any concerns raised by them are dealt with before purchase or modification • Identify training requirements and ensure material is available from the supplier where appropriate.

4	Complete a physical hazard assessment of the plant/equipment or material once it has been installed/ modified or purchased.	<ul style="list-style-type: none"> • With the users/operators review the plant, equipment or material once it has been purchased and/or modified and is being used • Are any new hazards present that were missed during the first review and how are they to be controlled? Ensure this is done.
5	Record any new hazards in the Hazard Register.	<ul style="list-style-type: none"> • Appropriate appointed person to check and complete as required.

PURCHASE & MODIFICATION OF PLANT, EQUIPMENT OR MATERIALS CHECKLIST

This checklist should be completed by the person(s) purchasing or modifying the plant, equipment or materials with technical assistance as required. Refer to C22 Purchasing and Modification of Plant, Equipment or Materials Policy & Procedure for guidance.

Describe the new or modified plant, equipment or materials

Item	Description	Completed Y/N
1.	Access and review manufacturer health and safety information (purchase only).	
2.	Identify hazards that are known to exist with the operation of or exposure to plant/equipment or material (purchase only).	
3.	Consult with designated person/s who will be responsible for the use, operation and maintenance of the plant/equipment or material to identify any new hazards.	
4.	Complete a physical hazard assessment of the plant/equipment or material once it has been modified or purchased as is being used.	
5.	Record any new hazards in the Hazard Register.	

I have, to the best of my ability, assessed the new or modified plant, equipment or material to ensure that it is safe for use. On the basis of this assessment I authorise the purchase / modification of the plant or equipment or material.

Name	
Job title	
Signed	
Date	

All-terrain Vehicle Policy, Procedure and Guidance

Last review date: June 2022

Last changed date: May 2020

Purpose

- To ensure Groups and all RDA people understand their obligations when All-terrain vehicles (ATVs) including quad bikes, side by sides, etc. are used.
- To minimise the potential for injury to RDA people and others when using ATVs.
- This document contains information supporting the legislated compulsory standards and provides recommendations and best practice that Groups and all RDA people are required to follow.

For further information go the WorkSafe website and search Quad Bike Safety or use this [link](#).

Definitions

- An **ATV** is principally designed for off-road use and is a lightweight farm utility vehicle which may have some or all of the following features;
 - carry tray
 - rollover protection bars
 - a minimum of three or more wheels
 - automatic transmission
 - a steering wheel and differential
 - side by side sitting
 - seat beats
- **Implements** are equipment used to increase the operational effectiveness of all ATVs. It can include:
 - Spray tanks
 - Rigid mounted equipment
 - Trailed implements e.g. trailer, spreader, etc.

Policy Statements

Group Management must;

- Apply this policy and procedure to all situations and all those operating an ATV ("Operators").
- Ensure that all policy and procedure relating to ATVs applies to any vehicle used by the RDA Group, regardless of ownership.
- Only use a fit-for-purpose ATV.
- Manage the hazards of these vehicles and apply safe practices.
- Follow manufacturer's specification for the safe use of ATVs including maximum load capacity for carriers, safe operating speeds, and carriage of passengers.
- Not permit anyone under 14 to be transported on an ATV except in an emergency.
- Assign a Group individual to be responsible for the following (see Procedures below);
 - Ensuring all ATVs are correctly registered and licensed.
 - Assessing Operators as competent in ATVs use in the environments and conditions likely to be encountered.
 - Supplying Operators with appropriate personal protective equipment.
 - Carrying out the recommended maintenance of all ATVs and reporting any damage to Group management.

Operators must;

- Have a full drivers licence (any class including car and motorcycle).
- Perform daily check before use.
- Wear an approved helmet and use appropriate personal protective equipment.
- Use an ATV safely.
- Permit only one passenger in two-seater ATV.
- Limit number of passengers as ATVs recommended limit.
- Receive training and competency assessment as appropriate.
- Operate the vehicle in a responsible manner at all times, and in accordance with the procedures set out in this document.
- Check the manufacturer's specifications for the safe use of the ATV.

Procedures

ATV Registration and Licensing

- There are variations on registration and licensing fees depending on the type of use.
- In almost all circumstances licenses will fit into one of the following classes of license;
 - Exempt Class A (EA) – where the ATV is used on a public highway (road*).
 - Exempt Class B (EB) – where the ATV is used on a farm.
 - Unrestricted Private Use (G label) - where the distance travelled is greater than 3kms or not used on a farm.
- Refer to: <http://www.nzta.govt.nz/resources/factsheets/19/all-terrain-vehicles.html>
<http://www.nzta.govt.nz/resources/factsheets/19/categories.html> for more information.
- Note: The legal road speed limit for an ATV is 30 kmph.

Assessing Operators

- Skills can be learned through prior experience, course attendance or qualifications. None of these mean the individual is competent.
- As training or previous experience may not cover all the environments and conditions an ATV Operator will encounter in RDA facilities, an appropriate period of assessment and mentoring is required. This is relative to the experience and skills of the individual and to the environment and conditions likely to be encountered. This would include (but not limited to) slopes, uneven surfaces, mud/gravel/grass, and pre-trip checks.
- The assigned Group person responsible for making these assessments will assess each RDA person who operates an ATV using the Rider Competency Assessment Checklist that can be found in the Group Resource Library.
- The assessment is to be retained for future reference and audit purposes.

Personal Protective Equipment

- Helmets must be an approved ATV safety helmet NZS8600:2002 or full face motorcycle helmet
- Helmets should be disposed of;
 - when lifespan reaches 10–15 years for fibreglass helmets (e.g. Quadsafe Elite and Supreme) or beforehand if damage has occurred.
 - when lifespan reaches 4 years for thermoplastic shell (e.g. Classic), or beforehand if damage has occurred.
- Foot Protection; it is recommended boots are worn, which are;
 - Over the ankle.
 - Tightly laced work shoes (or strong footwear that provide support to the ankle).
 - Low heeled.
 - Made with slip-resistant materials on the soles and heels.

- Clothing; while climatic conditions may dictate the type of clothing worn, it is recommended operators wear;
 - Long sleeve shirts.
 - Long pants.
 - Gloves (the need for gloves would be dependent on what type of activity is being undertaken).
- First aid kits; It is recommended that a first aid kit be carried by all operators of an ATV.

Maintenance and damage

- Daily Checks; At the start of each day riding, the following must be checked;
 - Oil.
 - Fuel.
 - Tyre inflation and tread.
 - Accessory attachments are properly secured.
 - All fittings, nuts/bolts are tight/secured.
 - Securely attached to any vehicle or trailer.
- Groups may use the ATV Pre-operation Checklist that can be found on The Arena in the Group Resource Library.
- At the end of each day's use, dirty ATVs should be hosed down and checked for any damage.
- Damage is to be reported to Group Management as soon as is practically possible.
- ATV having a dangerous fault should have the keys removed, and a notice attached to the ATV until the problem has been repaired.
- Follow the manufacturer's or supplier's recommended maintenance plan for all servicing and repairs. Any work is to be carried out by a competent person.

Guidance

Specialist Training

- The Group should determine if the extent of use of an ATV by any specific individual warrants specialist training.
- If deemed necessary, approved providers can be accessed on the NZ Qualifications Authority website: <http://www.nzqa.govt.nz/framework/>
- It is essential that training providers understand how ATV are used in Group facilities. Therefore the provider should be briefed and the course tailored to Group needs.

ATV OPERATOR COMPETENCY ASSESSMENT CHECKLIST			
Assessor to complete			
Name of operator (Driver)		ATV	
Location of assessment		Date	
Pre-start Up - The Operator (Driver) demonstrated;		Yes	No
Is dressed in suitable work clothing and footwear for operation.			
Can describe the purpose and correct use of machine controls.			
Can state when passengers can be transported on the ATV.			
Knows how to do a pre-operational check.			
Checks operations and adjustment of the brakes.			
Other.			
Operation - The Operator (Driver) demonstrated;		Yes	No
Wears an approved helmet.			
Wears appropriate PPE (such as gloves, boots, eye protection) and be able to identify different equipment for different farm tasks.			
Follow the manufacturer's start up procedure.			
Knows where the kill switch is and how to operate it.			
Rides in a forward direction around a defined course; figure 8 around soft obstacles, actively shifting weight as outlined in the manufacturer's instructions.			
Brakes at corner of a defined course.			
Demonstrates how to reverse.			
Rides the ATV, demonstrating control over more difficult terrain such as slope, gully and channel bank.			
Knows about safe loads and attachments and where to get this information for each ATV on the farm.			
Knows about farm safety rules, including speed limits, emergency plans and ATV no-go zones.			
Knows what jobs the ATV is to be used for and what it is not to be used for.			
Knows how to safely load, transport, unload and store the ATV.			
Other.			
Name of Assessor		Assessor's signature	
Note; An ATV rider training course is the best option for making sure riders learn any skill or knowledge that they are unable to demonstrate.			

ATV PRE-OPERATION CHECKLIST			Tick
Taking the time to carry out a regular and thorough check on your ATV helps you to pick up any problems before they get worse. Servicing these machines is expensive, so identifying problems early on can save money..... and lives.			
Check fuel oil and coolant.			
Visual inspection for damaged or loose parts.			
Visual inspection for fuel or oil leaks.			
Wheels and tyres; check for damage.			
Check tyre pressure in each tyre.			
Check wheel nuts.			
Check tyre tread depth no more than 50% worn.			
Check throttle operates smoothly and freely; accumulated mud and dirt can restrict cable movement			
Check brakes work properly before reaching full speed.			
Check air filter not choked with dirt - clean and replace regularly.			
Check lights and switches work.			
Inspect drive chain for correct adjustment, wear and lubrication.			
Check drive shaft for leakage.			
Look and feel for loose chassis parts with engine off.			
Check that steering moves freely without undue looseness.			
Notes			
Name of person performing check		ATV	
Signature		Date	
Maintenance actions needed? For safe operation, fix any defects identified during the check before use.			

PRE-EMPLOYMENT HEALTH QUESTIONNAIRE		
Employer	[insert Group name]	
Applicant's Name		
Health Related Information		
<p>Should your application be successful, the employer will take all reasonable steps to ensure you are not appointed to a position which will endanger your health or safety, and that significant hazards associated with the position you are applying for are identified and managed. Employment can involve a variety of potential hazards. The employer takes its responsibilities seriously and will do all that it can to identify, assess and manage these hazards to minimise the chances that harm or illness may occur. Pre-existing medical conditions and human factors issues are relevant and will influence how the Employer manages your safety and wellbeing. Given this context, the employer needs the following information as part of the assessment of your ability to safely carry out the employment tasks of the position you are applying for.</p>		
Do you suffer from any current or recurring medical condition that has the potential to affect your ability to provide full and effective service to the employer?	Yes	No
If "yes", how would the employer reasonably accommodate your injury, illness, medical condition or disability to ensure you are able to carry out the functions of the position in a reasonably safe manner?		
Do you regularly take any medication or have you had treatment where side effects could affect your ability to do this job safely and effectively?	Yes	No
Do you live with the effects of any gradual process injury, repetitive strain injury, a long-standing illness, mental health issue, medical condition medical condition or illness e.g. asthma, hearing loss, diabetes, epilepsy, allergies etc. or injury that may: a) be aggravated by the position you are applying for; and/or b) affect your ability to effectively and safely carry out the functions of the position and/or c) may require other to administer medication to you?	Yes	No
Over the past three years, have you required either days off work or modifications to your work, due to work or non-work related stress?	Yes	No
In the last five years have you made any work related ACC claims?	Yes	No
If you ticked "yes" to any of the above, please provide details (continue on another sheet if necessary)		
If you have answered "Yes" to any of the above, we may require you to undergo a medical to ensure we can safely accommodate your needs.		

Consents			
Do you consent to undergo a medical examination if required, at the employer's expense and that the results can be made available to us?		Yes	No
If successful with your application, do you consent to undergo any health monitoring relevant to this position?		Yes	No
Declaration by Applicant			
<p>The information contained within this application will be collected and held by the employer for the purposes of evaluating my suitability for employment. The intended recipient of the information is the employer.</p> <p>I understand and agree that the information provided in this application is true, accurate and complete and I have not omitted any information that could affect the employer's decision to employ me.</p> <p>Any deliberate misrepresentation or omission in this application will be justification for refusal or, if already employed, immediate termination of employment.</p>			
Applicant's name		Date	
Applicant's signature			

Smoke-Free Working Environment Policy

Last review date: June 2023

Last changed date: June 2023

Purpose

- To comply with the Smoke-free Environments and Regulated Products Act 1990 which is based on the following principles;
 - Everyone is entitled to a smoke-free environment in all the areas normally used for work.
 - Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from smoke in their place of work.
 - The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.
- To recognise that smoking is a health hazard that can have serious implications for smokers and non-smokers.
- To promote safe and healthy workplaces.

Policy Statements

- Smoking in buildings and vehicles is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property.
- If a Group permits smoking in outside areas
 - A designated area, such as a sheltered balcony outside of the premises, must be used.
 - Others must be protected from smoke drift and passive smoking by the smoker keeping their distance from people, and opening windows and doors within their close proximity.
- Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be raised and resolved through the Group complaints procedure.
- The Health and Safety Officer is responsible for the maintenance of smoke-free signage.
- Groups should notify all service contractors and visitors to the site of the policy.
- **Vaping and e-cigarettes:** The terms of this policy also apply to vaping and using e-cigarettes, and other tobacco products that are not smoked.

References

Smoke-free Environments and Regulated Products Act 1990

Smoke-free Amendment Act 2003

Drug and Alcohol Policy

Last review date: June 2022

Last changed date: July 2015

Purpose

- NZRDA and each RDA Group have a duty of responsibility in regard to the health and safety of RDA people, riders, contractors, visitors and horses. People under the influence of drugs and alcohol may:
 - cause injury to themselves and others;
 - have impaired ability to perform duties and responsibilities resulting in poor work performance;
 - damage equipment and other property;
 - exhibit reduced judgement and/or concentration;
 - damage NZRDA's reputation.
- As a matter of course, NZRDA and each RDA Group requires everyone involved to take reasonable care of their own and others health and safety in the workplace; it is particularly important that employees, volunteers and contractors ensure their performance and actions are not impeded by the use of drugs, alcohol or other substances.
- For the purposes of this policy, drugs are defined as recognised illegal substances, recreational drugs, prescribed medications and any other medications available from health practitioners.
- "RDA person/people" means employees, contractors in operational roles and volunteers.

Policy Statements

- Any person whilst working at NZRDA or RDA Group premises, or representing NZRDA or an RDA Group in any way, is prohibited from:
 - possessing or using illegal or recreational drugs;
 - being under the influence of drugs or displaying drunken behaviour;
 - being above the legal limit of alcohol for driving at the start of the working day.
- Some medications can affect performance, including pain relievers, sleeping pills, and tranquillisers. Any RDA person who is using such medication that may impede performance must report this to the Duty Manager or Duty Coach to make arrangements to accommodate any potential impact.
- It is the responsibility of all individuals to report to the Duty Manager or Duty Coach any incidents where it is suspected that an individual is under the influence of drugs or alcohol.
- Where alcohol is provided at a function, it remains the RDA person's right to refuse or accept alcohol. Where someone chooses to accept alcohol, they are expected to drink sensibly and NZRDA or the RDA Group takes no responsibility for any subsequent actions taken by the person. Alcohol will not be viewed as a mitigating factor in any misconduct.
- As part of the commitment to providing a safe working environment, NZRDA and each RDA Group (as an employer) reserves the right at any time and without prior notice to require their employee to submit to a test for drugs and/or alcohol if there is reasonable cause to suspect that the employee is under the influence of any drugs and/or alcohol. The employer may also choose to undertake random drug and alcohol testing at any time for those RDA persons deemed to be in safety critical roles.
- Any RDA person who, in the Duty Manager or Duty Coach's opinion is unfit to perform their duties due to drugs, alcohol or other such substances, will be sent home.
- Breach of this Policy is considered serious and may lead to disciplinary action and possibly to dismissal.

Guidance

- NZRDA recommend that alcohol is banned from Group facilities and that any functions where alcohol is served are held on third party premises.

Your Personal Safety Guide

Last review date: June 2022
Last changed date: July 2015

Each individual Group and National Office should assess their specific unique circumstances and supplement this guidance where appropriate.

If you are the first person to arrive

- Be alert to any sign of forced entry.
- Where any signs of force are observed the premises should not be entered as an intruder could be present.
- Contact the emergency services and warn others as they arrive.

If you are finishing late or will be last to leave

- Let someone know you will be leaving the premises late.
- Park as near to the building as possible in an area that will be well lit at night. Consider other transport options if the only parking available is at an isolated location.
- Check that you are secure inside the building and that no doors or windows have been left open or unlocked.
- When leaving the building check the immediate area outside for any people loitering, **before** opening the door.
- If you are working alone in and around exterior sections of the premises, i.e. fields, keep your fully charged mobile phone on you, agree a calling plan with an appointed person advising them of your expected departure time; a secondary contact person should be appointed for back up. Ensure adequate lighting is available, working and the area is well lit.
- Use the best-lit route to your car.

Appointments away from the normal place of work

- Leave a written record with a colleague of where you are going, the name of the person you are visiting and the estimated time of your return.
- When visiting a building or other place, be guided by your instincts. If the person opening the door has a manner which makes you feel uneasy or uncomfortable, don't go inside. Make an excuse and leave immediately.
- If you enter a place and later start to feel uncomfortable with the person you are talking to, leave as soon as possible. Be aware of potential escape routes.
- Carrying a mobile phone will enable you to advise a colleague of your arrival in the presence of the client. Any person posing a potential threat to your safety would be deterred by the fact that others are aware of your location, and the identity of the person you are with.
- You can also arrange a distress code word for telephone use, which lets your manager know if you are in a risk situation.
- If you feel that the situation is potentially unsafe, take a colleague with you.

The following information is particularly important for RDA People in general reception, at a point of entry to the premises and those with regular contact with members of the public, as well as persons who regularly frequent the premises.

The way in which you respond if confronted by a threatening situation, can affect your safety, and the safety of others around you.

The following situations indicate a potential threat:

- ☛ The spouse or partner of a person who is in an abusive relationship
- ☛ Rejected suitors, partners involved in divorce or separation procedures
- ☛ Ex-employees or volunteers who have been dismissed/stood down
- ☛ People who feel their relative has been treated unfairly
- ☛ Person/s committing a robbery
- ☛ Person/s involved in gang activities

Behaviours which can reduce the risk of violence include:

- ☺ Staying calm
- ☺ Not staring
- ☺ Avoiding arguing or provoking
- ☺ Not making sudden movements
- ☺ Complying with demands in order for the antagonist to leave as soon as possible without harming you.

5 Warning Signs of Escalating Behaviour and Suggested Possible Responses

CONFUSION	
☛ Behaviour characterised by bewilderment or distraction. Unsure or uncertain of the next course of action.	<ul style="list-style-type: none"> ☺ Listen to their concerns. ☺ Ask clarifying questions. ☺ Give them factual information.
FRUSTRATION	
☛ Behaviour characterised by reaction or resistance to information. Impatience. Feeling a sense of defeat in the attempt of accomplishment. May try to bait you.	<ul style="list-style-type: none"> ☺ See steps above. ☺ Relocate to quiet location or setting. ☺ Reassure them. ☺ Make a sincere attempt to clarify concerns.
BLAME	
☛ Placing responsibility for problems on everyone else's. Accusing or holding you responsible. Finding fault or error with the actions of others. They may place blame directly on you. Crossing over to potentially hazardous behaviour.	<ul style="list-style-type: none"> ☺ See steps above. ☺ Disengage and bring second party into the discussion. ☺ Use teamwork approach. ☺ Draw person back to facts. ☺ Use probing questions. ☺ Create "yes" momentum.
ANGER – judgement call required	
☛ Characterised by a visible change in body posture and disposition. Actions include pounding fists, pointing fingers, shouting or screaming. This signals very risky behaviour.	<ul style="list-style-type: none"> ☺ Don't offer solutions. ☺ Don't argue with comments made. ☺ Prepare to evacuate or isolate. ☺ Contact Duty Manager/Duty Coach.
HOSTILITY – judgement call required	
☛ Physical actions or threats which appear imminent. Acts of physical harm or property damage. Out-of-control behaviour signals they have crossed over the line.	<ul style="list-style-type: none"> ☺ Disengage and evacuate. ☺ Attempt to isolate person if it can be done safely. ☺ Alert Duty Manager/Duty Coach and contact emergency services immediately.

- The following provides guidance for your daily interactions with people to de-escalate potentially violent situations.
- If at any time a person's behaviour starts to escalate beyond your comfort zone - DISENGAGE.

Try To	Avoid
<ul style="list-style-type: none"> ☺ Project calmness, move and speak slowly, quietly and confidently. ☺ Be an empathic listener. Encourage the person to talk and listen patiently. ☺ Focus your attention on the other person to let him/her know you are interested in what he/she has to say. ☺ Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person. ☺ Acknowledge the person's feelings. Indicate that you can see he/she is upset. ☺ Ask for small, specific favours such as asking the person to move to a quieter area. ☺ Establish ground rules if unreasonable behaviour persists. Calmly describe the consequences of any violent behaviour. ☺ Use delaying tactics, which will give the person time to calm down. e.g. offer a drink of water (in a disposable cup). ☺ Be reassuring and point out choices. Break big problems into smaller, more manageable problems. ☺ Accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault". If the criticism seems unwarranted, ask clarifying questions. ☺ Ask for his/her recommendations. Repeat back to him/her what you feel he/she is requesting of you. ☺ Arrange yourself so that a visitor cannot block your access to an exit. 	<ul style="list-style-type: none"> ☹ Using styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rule or giving the run-around. ☹ Rejecting all of a visitor's demands from the start. ☹ Posing in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact. ☹ Making sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech. ☹ Challenging, threatening or daring the individual. Never belittle the person or make him/her feel foolish. ☹ Criticising or acting impatiently towards the agitated individual. ☹ Attempting to bargain with a threatening individual. ☹ Trying to make the situation seem less serious than it is. ☹ Making false statements or promises you cannot keep. ☹ Trying to impart a lot of technical or complicated information when emotions are high. ☹ Taking sides or agreeing with distortions. ☹ Invading the individual's personal space. Make sure there is a space of three feet to six feet between you and the person.

C38 EXAMPLE Emergency Evacuation Procedure

Fire in clubhouse, tack room, hay store or stalls (Groups can add other scenarios that may be applicable eg earthquake, floods)

Arena Warden = Duty Manager/Duty Coach, normally Beverly

Clubhouse Warden = Rider Coordinator, normally Penny

Meeting Point = Top west corner of Home Field (away from the car park)

Raising the alarm

- If in Clubhouse, ask people to leave the building reminding them to stay calm. Clubhouse Warden to ring the bell, then phone 111.
- If fire spotted from Arena, Arena Warden to call for arena Evacuation, allocate volunteer to call 111, allocate volunteer to call Clubhouse.
- Human safety is paramount. Utilise fire extinguisher only if safe to do so.
- Remain calm. Walk to the Meeting Point.

Sidewalkers

- Dismount riders, leave arena by nearest exit, accompany riders to meeting point.

Leaders

- If safe to do so, remove saddle and leave on the ground. Exit horses through Arena Gate at "A" so they are far away as possible from people and release into paddock 2.
- If it is not safe to do so (e.g. horses are frightened), remove bridle and lead ropes, release horses. Open Gate at "A" and Gate into Paddock 2 and leave arena immediately.

Arena Warden

- Leave for meeting point when all other people are out of the arena.

Clubhouse Warden

- Check everyone has left the clubhouse, exit to road and walk to meeting point.
- If possible retrieve the attendance sheet and take to meeting point.

Stalls area

- If horses are in stalls/yard area and can't be released into the paddock, just untie horses and open gate to paddock 1.
- Only if safe to do so, lead horses and release in paddock 1.
- Leave by safest route to Meeting Point.

Duty Coach and Wardens

- Report to Duty Manager/Duty Coach at the meeting point and confirm your area was clear of people.
- Duty Manager/Duty Coach to verify all volunteers and riders are at the meeting point and, assuming safe to do so return to car park to liaise with fire brigade as necessary.
- Fire Brigade will need to know status of persons on site and that all are accounted for.

Health & Safety Definitions

Last review date: June 2022
Last changed date: November 2016

HARM means

- a. Illness, injury, or both; and
- b. includes physical or mental harm caused by work-related stress.

HAZARD means an actual or potential cause or source of harm to any person.

NOTIFIABLE EVENT means any of the following;

- Notifiable Death
- Notifiable Injury
- Notifiable Illness
- Notifiable Incident

Refer to the WorkSafe NZ website for full details on their factsheet “What events need to be notified”.
Notifiable Events must be notified to WorkSafe as soon as possible.

NOTIFIABLE INJURY means any of the following;

Amputation, serious head injury, serious eye injury, serious burn, spinal injury, loss of bodily functions, serious lacerations, skin separation, injury requiring hospital treatment as an in-patient.

Refer to the WorkSafe NZ website for full details.

SIGNIFICANT HAZARD means a hazard that is the actual or potential cause of a Notifiable Event.

HAZARD OBSERVATION means recording an actual or potential cause or source of harm to any person.

NEAR MISS is a situation or incident where harm did not occur, but could potentially have done so.

INCIDENT is any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss.

FIRST AID TREATMENT is an over-the-counter treatment applied even when as a result of a visit to a doctor.

MEDICAL TREATMENT means specialist treatment by a registered medical practitioner. This includes the issue of prescription only medication.

LOST TIME means time lost as a result of an incident after the day of the incident i.e. it does not include time lost on the day of the incident.

Officer Due Diligence Obligations

Last review date: June 2022
Last changed date: May 2016

Purpose

To detail the due diligence obligations from section 44 of the Health & Safety at Work Act 2015.

Section 44 Duty of officers

1. If a PCBU has a duty or an obligation under this Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation.
2. For the purposes of subsection (1), an officer of a PCBU must exercise the care, diligence, and skill that a reasonable officer would exercise in the same circumstances, taking into account (without limitation);
 - a. the nature of the business or undertaking; and
 - b. the position of the officer and the nature of the responsibilities undertaken by the officer.
3. In this section, **due diligence** includes taking reasonable steps—
 - a. to acquire, and keep up to date, knowledge of work health and safety matters; and
 - b. to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations; and
 - c. to ensure that the PCBU 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. to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
 - e. to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and
 - f. to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).

Health and Safety – Questions and Answers

Question	Answer
Does the NZRDA HSMS have to be applied to non-RDA activity that the Group does e.g. holiday programmes, after school lessons, hiring out the arena to other users, etc?	The Group as a legal entity must comply with the legislation in respect of EVERYTHING it does and NZRDA require implementation of the HSMS regardless of whether the Group is a PCBU or not. So YES the policies and frameworks must be applied to everything the Group does and if they implement it, then they have a system that supports compliance with the legislation.
How do you define non-RDA activity for the purposes of the HSMS?	“RDA activity” includes everything that isn’t specifically considered as “Non-RDA”. Non-RDA includes things like holiday programmes, after school lessons, hiring the arena out to other users. Things like administration of the group, training horses outside RDA operational hours, getting set up for RDA sessions, paddock maintenance, etc are all considered RDA activities.
Do I have to include H&S data for the non-RDA activity in my term report to NZRDA?	NO - for routine term reporting to NZRDA you do not report non-RDA incidents to NZRDA. However, you should report them to your committee who have responsibility for all Group activity. NZRDA review term H&S data for the purposes of enhancing the standards, training and certification support for the RDA core programmes and related activity. Your term report therefore should not include non-RDA activity.
Do I have to report anything in respect of H&S incidents within non-RDA activity to NZRDA.	YES to the extent it may impact on the reputation of RDA or NZRDA, for example a Notifiable Event in a non-RDA activity carried out by a Group. Also to ensure we can share lessons across groups where appropriate. The requirement to report “Notifiable Events” to NZRDA immediately includes both RDA and non-RDA activity.
Why do we have to report Hazard Observations on an Incident Form?	The Hazard Report form is used for permanent or inherent hazards that require ongoing management. The “hazard observations” that may be reported on an Incident Form are those that are temporary in nature e.g. horse or rider behavior – in these instances people often get confused about whether it is a hazard observation or a near miss. It isn’t an exact science – the main thing is that it is noted as an incident. If such a hazard was deemed permanent or inherent (and therefore require ongoing management) then you should use the Hazard report form.
Can I copy everything and use it for another entity?	No. It is all NZRDA copyright and some is Impac copyright.

Question	Answer
Does NZRDA Public Liability insurance cover fines/penalties under the new legislation?	No. You cannot insure against fines or penalties for breaches of H&S legislation. It is illegal to do so.
Why do we have to fill out a First Aid Form and an Incident Form?	It's a separate legal requirement for the First Aid register – you need to list all use of first aid on site. So for a first aid application you complete both the incident form and an entry in the first aid register.
Quad bikes, lawnmowers etc - Do we have to employ professional Quad bike experts to train people to use them or can people who have years of experience do it?	You can use whoever the Committee consider is suitable to do the training – it doesn't have to be a professional.
What are "Operating Hours" – does each RDA state their own?	Yes. Each RDA states its own operating hours.
What is the difference between an Officer and a Duty Coach in regard to a Contractor on site?	The term "officer" has no consequence in relation to a contractor on site. The Duty Coach/Manageris "in charge" during RDA operating times.
Liability not clearly/specifically enough defined	You can check the fines and penalties on the WorkSafe website. These would apply to Officers of a PCBU (Committee and Management) and also to the PCBU itself.
No reference to Horses on the Pre-Ride checklist.	The pre-ride checklist is just an example. We can expand the example pre-ride checklist and hazard register once groups start using the new forms and sharing the information.
Lack of Document Control of policies and procedures raised as an issue/concern	In the past this was an issue. Now we have an "issue date" and a "review date" on all policies and procedures and a "version date" on all forms. The Group Resource Library Index shows the current version date so you can ensure you are using the correct one.
Need a definition of Hazardous Substances	The Hazardous Goods Act requires suppliers to mark relevant products as hazardous (there are thousands of them) – so you look at the labelling of products you use to determine what is hazardous – it has specialist triangular markings.
What is the difference between the sidewalker calling an emergency dismount and an unplanned emergency dismount? (one hazard and one near miss)	This is not an exact science! We are trying hard to assist groups with differentiation but the main thing it is noted as something and any required action taken. An unplanned emergency dismount is a near miss because something has happened that required an emergency dismount. With a planned emergency dismount, it is assumed someone identified a temporary hazard that required the rider to be ED'd. The planned ED isn't the hazard – the hazard is whatever caused the call for an ED.
Can a new volunteer commence SUPERVISED work before the Police Vetting completed?	Not under the NZRDA B18 Safety Checking Policy.

Question	Answer
Volume of hazardous substances. Is there a limit of amount of each hazardous substance that you can hold on site?	See specific requirements for the specific hazardous goods that you hold.
Notifiable Injury list Does not include being knocked out or suffering concussion, why?	Being knocked out or suffering concussion alone doesn't meet the definitions in the Act. Look at the WorkSafe website for full definition.
It is felt that Groups are losing good Volunteers because of the paperwork and responsibility that we are putting on them	It is possible to limit the number of people who have to do paperwork – the vast majority of Volunteers shouldn't have to do much at all. Some do though! Our experience with the H&S training indicates there are plenty of Volunteers that are quite happy to take on this responsibility – maybe ask in your community for someone who has a H&S or admin background to help.
Working at home for RDA - Who is responsible for any costs incurred whilst complying with H & S policy	That is matter for the employer and employee to discuss and is a matter for each specific Group. An employee who works at home is covered by the H&S legislation and requirements e.g. proper workstation set up.
Committee Members; Is there someone who could talk to committees who are not backing their staff and explain the importance of H & S and their responsibilities. Some committee members seem to feel that it is not their problem, it's the coach's problem.	NZRDA run a Committee Training course that covers all the Committees responsibilities. If there are any such committees, the staff should feel free to contact National Office who will make contact with the President to assist in understanding.
If someone is doing pony rides on behalf of RDA to raise money for RDA using RDA ponies. Who is responsible for H & S issues?	Would depend where it was done and who was taking responsibility for it – this should be properly established by the Group to ensure their legal duties are met. So, for example, if the volunteer was using RDA ponies on the RDA site and raising money for RDA – it could be difficult to construct an argument to say that wasn't the RDA group itself doing the activity. Even if you could – it is the RDAs workplace so they have responsibilities to anyone who uses the site. The days are long gone when RDA could do pony rides on Group premises and distance the RDA group from any H&S responsibilities in regards to them.
Where public can access site as there are no gates and public area - are they covered for any H & S issues?	If the Public are lawfully on the site then you need to keep them safe under the legislation.
I am a very experienced and qualified coach, but I am only a stand-in now when the lead coach is away. Does this mean I can't be a duty coach?	You make a perfect stand-in when the regular coach is not available and you can be a duty coach if approved by the Committee. Please refer to B25 Coaching Policy on The Arena.

Question	Answer
<p>A Group allow the public to come on-site to remove horse manure from the “pile”. Usually this is done by shoveling it onto a trailer. Access is permissible “after hours” when no RDA personnel are on-site currently.</p>	<p>If they are lawfully on the site then you need to keep them safe under the legislation. E.g. advise them of hazards. A clear notice board may suffice.</p>
<p>Under the Act – would the requirements of the Act be met by placing a “Private Property – Do NOT Enter” sign on the gate.</p>	<p>You would need to do enough to show that their presence was unlawful – a sign may be enough, you should check your specific circumstances with a lawyer.</p>
<p>Quad Bike policy C24-C26. What are the rules for Mules, Cabota's and Tractors as they are quite different to the quad bikes?</p>	<p>Quad Bikes could be changed to read “farm utility vehicles”. The reason we specifically covered FUV in NZRDA Policy is that there is a legislative requirement to do so. The principles for FUV could be equally applied to other farm vehicles.</p>
<p>Is it a requirement that Committee members sign a Volunteer Agreement and complete Police Vetting?</p>	<p>The roles are critically important to the functioning of the Group so Committee members should sign a volunteer contract. Even if the committee member does not routinely attend RDA sessions we consider Police Vetting appropriate – but if a Committee member never goes to RDA then the Group can decide.</p>
<p>Gala's for RDA fundraising using RDA Horses off site, does the H&S Officer and or Duty Coach/Manager have to be present or responsible? HSMS is to be applied?</p>	<p>H&S legislation applies to such activity, so an RDA person needs to take the lead to ensure due process is followed. It need not be the H&S Officer or Duty Coach/Manager although they may advise on correct process. The Duty Coach/Manager concept doesn't apply for non-RDA activity. For RDA activities off-site like Regional Games, full NZRDA policy applies including the requirement for a Duty Coach/Manager to be the overall lead person responsible for the RDA activity on the day at the venue.</p>
<p>Should I use the threat of fines/penalties under the new legislation to get my Group to take the H&S requirements seriously?</p>	<p>It is better to explain that the H&S standards are to be implemented in order to <i>keep people safe</i> plus meet all the requirements under the new legislation. Incidents may still happen even with the greatest focus on the safety of our operations; as long as you can demonstrate you have followed good safety practices, the significant penalties should not be an issue. Build your H&S culture through leadership, teamwork and collaboration.</p>