

SITE ACCREDITATION

For site accreditation, a business should work through these requirements, check off the appropriate boxes, and attach the relevant paperwork to this document. The package should be sent to the Horse Safety Australia office with a fee of \$990 (including GST), and an audit by an Accreditation Officer will be arranged. This fee is the base level, to which will be added transport and accommodation costs relevant to the auditor's visit to the site. Renewal of accreditation (normally a desk audit) occurs after three years and costs \$660. All requirements in the Horse Safety Australia Standards for Group Riding Programs document, Australian Horse Industry Council Code of Practice, 'HorseSafe' and Safe Work Australia "Guide for managing risks when new and inexperienced people interact with horses " and SafeWork NSW's Code of Practice "Managing risks when new or inexperienced riders or handlers interact with horses in the workplace" are included in this Horse Safety Australia site audit.

SITE NAME: **CONTACT PERSON AT SITE**

	Item	Y	N	NA	*AHIC	COMMENTS
1	Program Manager					
a	Must be at least 25 years of age					
b	Horse Safety Australia qualified (or comparable)				5.5.3.5	
c	Minimum two years' experience in group riding					
d	Proven leadership skills				5.5.3.3	
e	First Aid Qualifications (this training should include recognition and management of heat stress SWNSW p22) The code also talks about The required numbers of those trained in first aid. This is not relevant for Horse Safety Australia audit, as all staff working with students in equine area must be first aid trained. SWNSW p18				5.5.3.6	
f	Training and experience in stable management & horse care					
g	Knowledge of individual horses and suitability for riders				5.5.3.8	
h	Must hold a police check or Working With Children card if relevant				5.5.3.9	

Compliance guidelines: Certification must be relevant to awareness of safety and teaching ability when working with horses and people with limited horse knowledge.

Documents to demonstrate compliance might include: Birth Certificate, Evidence of Certification, References covering experience in the field

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	Item	Y	N	NA	AHIC	Comment
2	Instructional Staff					
a	Riding Instructors to be at least 18 years of age				5.5.3.6	
b	Assistant Instructors to be at least 16 years of age (and do not teach riding unsupervised)				5.5.3.7	
c	Instructors have certification at the level and in the field in which they work (or are in-training for qualifications and directly supervised until certified)				5.5.3.5	
d	All instructors have current First Aid qualifications				5.5.3.6 5.5.3.7	
f	Knowledge of individual horses and suitability for riders				5.5.3.8	

It is essential that persons instructing at each level have **corresponding abilities and qualifications** which relate to **teaching riding**. This includes Horse Safety Australia certification (SIS10 Skill Sets for Instructor, Senior Instructor, Trail Guide) or equivalent e.g. EA, British Horse Society, Certificate III and IV in Outdoor Recreation (Equestrian sections) or Certificate III and IV in Sports Coaching (Equestrian) and for people with disabilities: RDA. For pack and trail programs, expertise needs to be in this area **Compliance Demonstration:** birth certificate or driver's license, reference describing experience, certification

3	CONDUCTING ACTIVITIES Minimum Ratios and SOPs					
a	1:8 for able bodied riders with qualified instructor 1:10 for qualified instructor and assistant instructor				5.5.5.28	
b	1:6 for trail rides (with a minimum of 2 for each ride)				5.5.5.28	
c	There is a written policy re. ratios					
d	All horse activities have appropriate ratios to ensure safety of riders and spectators				5.5.5.9	
e	Minimum age for trail riders is 10; if younger the child is on a lead rope (unless the child has demonstrated experience and is in control of the pony)				5.5.5.29	
f	Staff may only lead one mounted rider at a time. This staff member is not to be counted in the ratios of staff to riders.(other than in emergency leading of clients)				5.5.5.30	

Compliance written documentation of policies

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Conducting activities continued

	Item	Y	N	NA	AHIC ref	Comments
g	<p>Equipment: General: (SWA p.16) Select tack suitable for the horse and rider. SWA New and inexperienced riders: 'Use saddles with knee and thigh rolls to support rider and help them keep balance (eg stock/western or hybrid saddles SWNSW p22) . Use Breakaway stirrups or 'Toestoppers'* to prevent the foot being caught in the iron in case of a fall. Use boots with heels to prevent foot from moving too far forward in the stirrup). If using a stock saddle with a surcingle (which will then prevent the stirrup leather coming off in a fall) Toestoppers or Breakaway stirrups should be used to prevent dragging of the rider in a fall' Saddles to have two points of attachment or double wrapped latigos</p>				SWA P16	
h	<p>(SWA p.23) Suitable horses for beginner riders should not:</p> <ul style="list-style-type: none"> • be nervous or reactive • have a tendency to rear, buck, pig root, bite people or horses, kick people when being handled or ridden, shy, bolt or any other behaviour which might unseat an unbalanced rider • be highly trained and sensitive • be non-compliant and unresponsive • regularly trip or stumble, or • be from a race track without extensive re-training • Horse audit (and training) paperwork required and must be accessible for all staff, must be kept current 					

Compliance: SOPs and appropriate saddles, Breakaway stirrups or boots supplied, (h) Horse audit forms indicating level of rider they suit
 (**NB Toestoppers are no longer available)

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	Item	Y	N	NA	AHIC	COMMENTS
4	Designated areas					
a	Horse Areas separate from non riding public (signage: risks; no access without horse staff; rules for being around horses; SWA provide barriers to prevent unsupervised access e.g. child proof fencing p.12), rules and procedures for safe passage of public to and from activities; control of interaction of horses and pedestrians/ vehicles				5.5.2.5 5.5.5.5	
b	Horse Areas are free of obstacles, fenced, and large enough for number of horses to be used (Fences are min 1 m for beginners, no use of star pickets, barbed wire, ring lock, rope, pigtail or electrified materials.)				5.5.2.3	
c	Barriers to prevent escape of horses into traffic				5.5.2.4	
d	All areas used by the public are maintained free of hazards				5.5.2.3	
e	Designated areas for different activities (separated by fences, signs etc.)				5.5.2.5	

Compliance Demonstration: Main gates to roads / horse area is separate and secure; fenced paddocks or arena/ stalls separate horses from the public

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	Item	Y	N	NA	AHIC	COMMENTS
5	Rules of site, SOPs and Systems for induction of new people to site					
a	General rules (including safety rules for access to horses; restricted areas; risk warnings) must be posted, and clearly visible to the riding public/visitors					
b	Rules include suitability and safety of rider attire; including safe footwear; sleeved shirt and long trousers (Toestoppers/ Breakaway Stirrups or boots provided; SOPs for footwear of riders) No go zones				5.5.1.2 5.5.1.5	
c	Rules include mandatory wearing of approved helmets: ASNZ 3838 or equivalent (ASTM F 1163 ,VG 01.040 PAS 015 with Kitemark/Benchmark); Helmets must be destroyed if impacted in a fall, and removed from use 5 years from date of manufacture. (Procedures for checking if own?) Register of helmets where these are provided to riders (recording ID, date of manufacture, removal); SOPs for replacement; Properly stored (out of sunlight, accessible)				5.5.1.1	
d	Handlers to wear closed, solid shoes when working with horses				5.5.1.3	
e	Documentation of incidents, accidents and hazards Policy for reporting notifiable incidents (SNNSW p25)				5.5.5.7	
f	Regular staff reviews of incidents, accidents & hazards Person should be re-assessed following an accident or incident or as their experience with horses increases SWNSW p15 Is there a system for monitoring these things?				5.5.5.7 5.5.5.8	
g	Written emergency procedures (including e.g. fire, flood, falls, illness, bad weather) known by staff; emergency management exercises held; should cover foreseeable emergencies and include effective response, evacuations, contact with 000 , medical treatment and communications between coordinator and rest (SWNSW p18 People should not exceed their training in their responses to emergencies)				5.5.5.11 5.5.3.4	

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Rules of site, systems and SOPs continued

	Item	Y	N	NA	AHIC	COMMENTS
h	<p>Induction policies for new staff (includes non horse staff training in horse safety issues) SWNSW p15-16 How is this carried out and documented?</p> <p>SWA: induction for clients includes leading horses through group, identification of escape routes, no feeding in groups until trained,p.11; horse instincts and their response to fear, how to behave around horses, use of peripheral vision, determining escape routes for emergencies, how to recognize a horse’s individual characteristics, what riders and horse handlers should wear, listening to and obeying instructions, first aid and emergency procedures p.20) and no inhumane treatment of horses</p> <p>Safe work procedures for new workers should include: p.21</p> <ul style="list-style-type: none"> • catching a horse on its own and in a herd • approach a horse and avoid their blind spots and kicking zones • access and working around a horse in a stable or enclosed area • leading horses through narrow places • tying up horses • leading horses through a group of loose horses • standing and holding horses • tacking up horses • mounting and waiting while others are mounting (see Figure 14) • slowing and stopping a horse by using the reins, legs and body position • working around a tethered horse • rugging horses • feeding horses, and • addressing hazards both in confined areas and in a herd. • Workplace Health and Safety Policies: including manual handling, tetanus, hot weather policies, handling and storage of hazardous goods protection from sun damage etc. <p>(SWNSW p17 ideas of what may be covered) Are there procedures for all risky activities undertaken by staff and/or students?</p>				5.5.4.1 5.5.3.3 SWA p.4	

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Rules of site, systems and SOPs continued

	Item	Y	N	NA	AHIC	COMMENTS
i	New workers / clients working with horses should gradually be introduced to hot work over a two week period (heat stress issues) Avoid working during hottest part of the day Take enough drinking water for length of activity and conditions Included shaded areas and cool rest areas (SWNSW p22)					
j	Regular training and rehearsal of emergency procedures					
k	Written standard operating procedures for all regular activities describing mounting/ dismounting / running trail rides / conducting lessons/assessing and auditing horses used for the program/ assessing rider skills and allocation of horses to riders (refer to Appendix C SWNSW p 28-29) /normal workplace activities for staff				5.5.4.3 5.5.5.22 a) and b) 5.5.5.23-27	
l	Waivers & collection of medical and other relevant information about riders (including risk declaration/awareness of risk by riders/parents' permission for minors) plus emergency contact details				5.4	
m	Procedures for non-compliance of clients with rules & directions				5.5.5.10	
n	Procedures to ensure that riders joining activities from outside the organisation comply with requirements for equipment & suitability of horses					
o	Procedures to ensure safety of horse and rider combination & appropriate activities undertaken to suit client abilities and rider levels				5.5.4.2	
p	Riders notified of their responsibilities to horses and other riders				5.5.5.12	
q	Dogs: not loose or near horse activities; no guest's dogs only working dogs are permitted in horse area when working with cattle etc.				5.5.5.16	
r	Regular evaluation and review of activities/events to improve services and problem solve as necessary				5.5.5.18	
s	Staff member designated responsible for risk management				5.5.5.19	Name:

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Rules of site, systems and SOPs continued

	Item	Y	N	NA	AHIC	COMMENTS
t	Rules around horses should include: <ul style="list-style-type: none"> • No walking up to a horse in its kicking zone. • If walking behind a horse, walk close with a hand on its rump. • A rope which is attached to a horse should not be wrapped or looped around a person's hand. • The reins of a bridle on a horse should not be wrapped around a person's arm, neck or body. • No ducking under the neck of a tied up horse. • No squatting down or sitting in front of or near a horse. • No rough handling of horses 					
u	Horse handling: controls to manage risks: Limit access to horse keeping areas Gates to both ways in confined areas No equipment lying around in horse work areas Isolation of dangerous horses (SWNSW P 19)					

Compliance documentation Pictures of posted rules and restrictions, written policies, horse suitability paperwork kept current and includes these issues (t)

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	Item	Y	N	NA	AHIC	comments
6	Riding Arenas					
a	First Aid Equipment at base				5.5.2.7	
b	Protocol for maintenance of First Aid stocks				5.5.2.7	
c	Fences at least 105 cm in height for beginner groups				5.5.2.9	
d	Fence material suitable, and attached on inside of posts				5.5.2.9	
e	Gates are at least 105 cm, sturdy and with safety latches					
f	Mounting areas secure				5.5.5.24	
g	Mounting/ Arena surfaces provide good footing, and are level; SWA p12 softfall where riding takes place, p.17 reduce dust creation when working to control respiratory inflammation and occupational asthma				5.5.5.24	
h	Arena is free of hazards and obstacles; environment checked before all activities (home and away) SWA p12 remove unnecessary equipment (not in use) from the arena				5.5.2.3	
i	Arena is of a size appropriate to the needs of the riders					
j	Arena is consistently inspected and maintained					
k	Communication device is available at all horse related activities and available for contact with base/office /management/emergency services				5.5.2.8	
l	Written procedures SWA : for new and inexperienced riders AHIC : Supervise mounting process Check girth immediately before allowing a new rider to mount the horse.; hold horse, check stirrup length and width, ensure rider knows how to control horse SWA : SOPs: Instructor to keep riders in their sight at all times; position horses around the edge of the arena head to tail with a safe gap between the horses, and provide exercises to help riders to gain confidence					

Compliance Demonstration Observation of the environment by assessor. Recommended appropriate size for beginner riders is 20m x 60m maximum. (Barbed wire/droppers are not suitable fencing materials for a riding arena.) perimeter fencing

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	Item	Y	N	NA	AHIC	COMMENTS
6b	Transportation of horses (SWNSW p23)					
a	Procedures to check vehicle and trailer, including chocking tailboard so it will not move					
b	Procedures to train workers in operating equipment including sequence of operation; leading horse on and off transport vehicles, closing doors and ramps, securing the horse, opening doors and untying horse. Review number of horses in transport and temperament of each horse (welfare issues)					
c	Assess that environment is free of hazards and distractions				5.5.2.3	
d	Ensure horse training matches handler skills					
e	Ensure horse can not escape into traffic					
f	Ensure appropriate PPE worn					
7	Trails/riding in the open					
a	Provide safe footing and head clearance e.g. no low tree branches, and tracks of appropriate width for safe passage					
b	Away from main highways					
c	Hazards are clearly marked (if they cannot be removed/avoided)				5.5.2.3	
d	Trails are mapped and clearly marked					
e	All bridges have sufficient support strength and sturdy guard rails					
f	Trails are rated according to levels of difficulty					
g	Emergency vehicle access & egress is unobstructed				5.5.5.17	
h	Trails are regularly inspected and maintained					
i	First aid equipment is carried on trail rides					
j	Communication system is carried on trail rides				5.5.2.8	

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Trails , riding in the open continued

	Item	Y	N	NA	AHIC	COMMENTS
k	Road rules are obeyed if using public roads				5.5.5.14	
l	Saddlebags are available for loose personal items				5.5.1.7	
m	Rate of travel suits the abilities of the least able rider					
n	<p>Written procedures for trails: check width and height of stirrups before departure (SWNSW p22)</p> <p>Riders demonstrate control :Check the riders can start stop and turn their horses before leaving; riders understand commands are protected from environmental conditions and there are appropriate emergency management procedures for trail riding in place</p> <p>Beginners Breakaway or equivalent so not dragged (SWNSW p22)</p> <p>Contingency plan for change in weather (SWNSW p22)</p>				5.5.5.31	
o	<p>Open areas: for new and inexperienced riders: extra considerations (SWA) Exclude horses with a history of poor behavior; only horses proven to be calm in traffic to be taken on roads; avoid other animals and vehicles. Take drinking water. Re-check tack before riding out. Front staff member adjusts the pace, ensures the route is safe and blocks if a horse tries to pass them. The staff member at the back is the person in charge. Their role is to manage the whole group and to direct the front rider</p> <p>Provide instruction on riding in different environments and exercises to help riders gain confidence</p> <p>Do not permit part of the ride to separate from the rest during stops for gates or equipment</p> <p>Assess the horse by testing it in an open rea and checking its reaction to different situations before using them with a new or inexperienced rider (SWNSW p21)</p>					

Compliance Demonstration Observation and documentation eg. Mapping, maintenance records etc.

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	Item	Y	N	NA	AHIC	COMMENTS
8	Policy for Disabled Riders (where applicable)					
a	written policy allowing for the inclusion of disabled riders					
b	barrier free access to facilities and toilets					

Compliance Written policy, observation (mounting ramps, access to wheelchairs etc.)

	Item	Y	N	NA	AHIC	COMMENTS
9	Horse Facilities and horse handling					
a	No contamination from droppings, insects, etc.					
b	Sheds, stalls free from bare electrical wires, holes, projections and other hazards.					
c	Animal living areas kept clean and dry (well drained), free from accumulations of soiled bedding and manure					
d	Stalls used for overnight housing of sufficient size for animals to lie down safely					
e	Provisions to control ticks, lice, bot flies					
f	Pastures have shelter, well maintained fences, no known hazards, access to water.					
g	Provision made for disposal of accumulated manure					

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Horse facilities and horse handling continued

	Item	Y	N	NA	AHIC	COMMENTS
h	Ensure gates open both ways (h-p) SWNSW p19)					
i	Limit access t horse keeping areas					
j	Provide training in handling horses in confined areas					
k	Provide enough space for those working with horses					
l	Identify suitable exit routes					
m	Keep gates correctly latched					
n	Ensure equipment does not create obstacle					
o	Train handlers to lead through groups, ensure enough space, handlers to recognise hazards, identify exit routes					
p	Ensure horses are only fed In groups by those trained to do so					

Compliance: Observation and check paperwork for training handlers

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	Item	Y	N	NA	AHIC	COMMENTS
10	Comprehensive Horse Management Program					
a	Documentation as follows; Regular schedule of feeding, hoof care, de-worming, grooming before use; maintenance of horse area, SOPs for exclusion of ill, injured horses etc. (see AHIC standards for list)				5.5.4.1	
b	Ready availability of clean water				5.5.4.1	
c	Proper ration and storage of feed				5.5.4.1	
d	Proper conditioning and work schedule consistent with Horse Safety Australia Standards: Condition Score for horses 3				5.5.4.1	
e	Suitable Tack, properly adjusted and maintained				5.5.1.4	
f	Policy for humane treatment of horses				5.5.4.1	
g	Policy for removal of dangerous horses				5.5.4.2	

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Comprehensive management of horse program continued

	Item	Y	N	NA	AHIC	COMMENTS
h	<p>SWA pp 18-19 and SWNSW p24. Policy for biosecurity and control of Zoonoses: e.g. Bacterial or viral microbes that could result in Ringworm, Salmonellosis, Methicillin- Resistant Staphylococcus Aureus (MRSA), Leptospirosis and Hendra Virus</p> <p>Provide and maintain hygienic hand washing facilities including running water and liquid soap or waterless alcohol based hand rubs, and hand drying facilities such as paper towels.</p> <p>Instruct riders and handlers to practice hand hygiene: after contact with horses, handling horse equipment, removing PPE and on leaving animal areas before eating and drinking, following contamination with a horse's blood and body substances.</p> <p>Provide designated eating areas away from animal areas; Maintain stables and yards in a clean and hygienic condition; Minimise build-up of horse manure and soiled bedding.; Regularly clean horse equipment and tools.</p> <p>Provide appropriate PPE to protect clothing, exposed skin and face from contact with a horse's blood and body substances.</p> <p>Discourage human facial contact with areas such as the muzzle where horse saliva or nasal secretions can be transferred to a person's face.</p> <p>Ensure riders and handlers cover cuts and abrasions with a water resistant dressing.</p> <p>Ensure vaccination and parasite controls for horses are maintained.</p> <p>Isolate horses showing signs of illness from people and other animals and seek veterinary attention.</p> <p>Implement a pest control program and keep feed bins covered to discourage rats and other pests.</p> <p>Discourage contact with areas such as muzzle where horse saliva or nasal secretions can be transferred to a person's face; isolate horses showing signs of illness from people and other animals. Maintain stables and yards in a clean and hygienic condition including minimizing the build up of horse manure and soiled bedding.</p>					

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Comprehensive management of horse program continued

	Item	Y	N	NA	AHIC	COMMENTS
h	<p>In areas where Hendra is of concern include systems for management of the horse area which will minimise the risk as follows:</p> <ul style="list-style-type: none"> • Consider vaccinating horses to prevent Hendra virus infection. • Maintain a high level of hygiene for contact with horses and animal areas as outlined above. <p>Reduce the risk of horses from interacting with flying foxes by</p> <ul style="list-style-type: none"> ○ placing feed and water containers under cover ○ avoiding planting trees that attract flying foxes in or near horse paddocks, and ○ removing horses from areas where flying foxes roost or feed. <ul style="list-style-type: none"> • Develop a plan for responding to a possible case of Hendra virus and use the recommended PPE. Inform and instruct workers about the Hendra virus plan and the correct use of PPE. <p>Always consider Hendra virus as a possible cause of illness in a sick horse and take appropriate precautions. Isolate the horse and avoid contact until a veterinary opinion has been sought.</p> <ul style="list-style-type: none"> • If contact is necessary, consider the horse to be potentially infectious and take precautions to protect exposed skin and the mucous membranes of the eyes, nose and mouth from contact with the horse's blood and body substances. • Cover cuts and abrasions with a water-resistant dressing and wear PPE including disposable overalls, disposable gloves, safety eyewear and a particulate respirator like a disposable P2 respirator. • On completion, remove PPE carefully to avoid contamination, dispose of materials safely and practise hand hygiene. <p>Wash off accidental contamination with the horse's blood or body substances with soap and water and change clothing p. 18.</p>					

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Comprehensive management of horse program continued

	Item	Y	N	NA	AHIC	COMMENTS
i	Dust and allergens: SWNSW p 24 remove people from exposure reduce dust through wetting surface increase ventilation use dust free bedding use respirator is suitable					
j	Minimum impact procedures are applied to all activities					
k	SOPs for maintenance of equipment SWA : check stitching regularly, clean regularly, replace worn or damage tack p.16				5.5.1.4	
l	Records on horse usage				5.5.4.6	
m	Horse assessment/ suitability audit paperwork required and must be accessible for all staff, and be kept current. This must be completed prior to any horse being used in the program and kept current. Include issues in list where possible and relevant (appendix a)				ASQA 12/15	

Compliance Demonstration Observation and supporting documentation

11	Philosophy of Establishment					
a	Director/owner is aware of limitations and needs of horse program (safety is paramount) welfare of animals is important etc.					
b	Policy requiring regular staff training				5.5.3.1	
c	Policy regarding safe practices in handling animals for all staff					
d	Realistic goals for horse program with consideration to finances, resources and staff levels etc.					
e	Risk Management plan for site with emphasis on horse activities				All docs	

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Philosophy of establishment continued

	Item	Y	N	NA	AHIC	COMMENTS
f	Risk management procedures in place: identify risks, assess and control these and review controls : system for regular reviews? (Process includes all aspect of Risk Management processes and includes consultation, record keeping and reviews: SWNSW p10)					SWNSW section2
g	Consultation in place for risk analysis of activities; management commitment to WHS and RM processes: Consultation and communication processes. Health and safety committee?					SWNSW P7 &12
h	Potential risks and issues: knowing background of horse, inadequate instruction/ unqualified staff/appropriate mounting blocks/lack of understanding of horse behaviour and danger zones/ sick or injured horse/ assessment is valid/ return to work after absence; Rubbish/chemicals/weather/noise/damaged equipment of facilities/ surfaces					SWNSW p10,13
l	Hazard checklist and reporting document					
f	Job descriptions for horse staff					
g	Agreements with land managers of land used for activity				5.5.5.15	
h	Sub contractors are formally contracted				5.5.5.20	
i.	Sub contractor (eg vet/farrier etc.) follows WHS rules for site, inducted to site and requirements					SWNSW p7
j.	Visitors who interact with horses are inducted to site and requirements					SWNSW p13

Compliance Observation and supporting documentation

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	Item	Y	N	NA	AHIC	COMMENTS
12	Compliance with legislation (this process includes SWNSW Code)					
a	Any of the following documents (that are relevant to the functions of the operations) are required: Environmental Health Officer registration and approval of site (e.g. food handling; public toilet facilities) Employment contracts for staff (sample) Maintained) fire fighting equipment; WHS written policy				5.5.2.1	
b	If activities are run at a site owned by a third party, the premises are checked re. these issues, and risk management is carried out on the site and its safety ensured before it is used				5.5.2.2	

Compliance Written policies; documentary evidence of compliance as appropriate

13	General					
a	Public liability insurance policy					
b	Agistment contract with agistees				5.5.6	
c	Australian Horse Industry Council Code of Ethics signed				8	
d	Complaints procedures					
e	Version Control of documents				5.5.7	

Compliance: documentation

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Code of Ethics
Accredited Organisations

Public responsibility

Accredited organisations shall:

- Ensure that their professional actions and their general conduct help maintain the prestige of horse related activities and contribute to the quality and responsibility of horse operations.
- Seek opportunities to be of service to their community in matters relating to the horse industry.
- Help create within the community an awareness and appreciation of the beneficial impact that horse related activities have on society.
- Provide the community with information that will assist it in formulating policies and making decisions on matters affecting horse activities.
- Within the limits of your responsibilities, ensure that areas of scenic or recreational significance, special scientific or archaeological sites, and the natural environment are respected, and that the requirements of land managers are followed.

Responsibility to individuals

Accredited organisations shall:

- Provide their services conscientiously and competently.
- Not breach public trust, or the specific trust of their participants, clients, staff or competitors.
- Ensure that advice and directions provided give full and proper cognisance of personal safety.

Technical skills

Accredited organisations shall:

- Continue to develop their professional knowledge and technical skills.
- Not undertake activities they are not competent to perform and, when in doubt, obtain appropriate advice and assistance that will allow these activities to be competently carried out.
- State qualifications, experience and prior responsibilities accurately.

Behaviour

Accredited organisations shall:

- Maintain a high standard of integrity, and apply honesty and fair dealing in all aspects of their operations.
- Carry out their professional duties with due care and diligence.
- Conduct themselves in a manner which is neither derogatory to their colleagues nor likely to lessen the confidence of the public in horse related activities or the Code of Practice for Horse Related Activities.
- Communicate with the public in a professional and responsible manner.

I (Print name) Manager of the Horse Programme at (site name)

..... agree with the principles set out in the Australian Horse Industry Council Code of Ethics detailed above

(Signed).....Date.....

APPENDIX B: FACTORS TO CONSIDER WHEN ASSESSING A HORSE

Safe Work NSW Code of Practice p 26-27

Below are examples of factors to consider when assessing the suitability of a horse for new or inexperienced persons.

This list is not definitive and alone is not sufficient to fulfill a PCBU's duty of care under the WHS legislation.

It should be used as a guide only, and can be tailored to suit your individual workplace and the activities to be undertaken. For example it may be used when assessing a horse currently used at your business, when purchasing a new horse, hiring a horse or being loaned a horse.

Depending on the circumstances a series of assessments over a period of time may be required. These ongoing assessments may take weeks or even months.

A horse should be re-assessed whenever there is a change in conditions or environment and after an incident or near miss.

This assessment tool can be retained as part of your record keeping.

Factors for consideration	Notes
Date of assessment	
Name of horse	
Age/Date of birth	Registration papers may be useful to validate information.
Height	
Condition	A horse which is purchased and tested when in poor condition may respond and behave differently when its condition improves in a new environment.
Gender	
Breed	
Colour/markings	
Microchip number/brand	Note the details from the microchip reading and follow up with the appropriate industry representative if necessary.
Prior use/work	What activities did it do (for example is it an ex-racehorse)? How often? Where? Who rode/handled it? Periods of spell?
Procurement Records (including borrow, hire, lease or purchase)	Date procured, prior owners.
Current health	Any current ailments or conditions (e.g. ringworm)
General health	Include history and details of general health such as vaccinations, medications, dental health and hoof condition.
Current workload	Who rides/handles it? What activities does it do? How often? Where? Has it been off the property? If so, what for and how recently?
Known incidents	For example bucking, kicking, biting, rearing, striking, aggression to other horses or people, bolting or shying.
Diet	Previous and current

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Factors for consideration	Notes
Prior exposure to new or inexperienced handlers?	If yes, under whose supervision? What activities? How did the horse cope?
Prior exposure to new or inexperienced riders?	If yes, under whose supervision? What activities? How did the horse cope?
Behaviour when handled on ground	A competent person should handle the horse on the ground and check its reaction to different stimuli and its response to activities undertaken at the business. It is important to ensure that the horse is not over-sensitive.
Behaviour under saddle	Assessing a horse's behaviour under saddle should only be undertaken once a handler is satisfied with the horse's behaviour on the ground. A competent person should ride the horse to check its behaviour and responsiveness to all the activities planned by the business and identify if the horse needs further training.
Behaviour when riding in different environments	For example, how the horse responds in arenas, yards, groups or alone, near traffic, hilly country, crossing creeks and in different weather conditions such as wind, rain, hail and thunder.
Familiarity with environment	For example, how often the horse has been in a particular environment such as in an enclosed area or transported.
Any other relevant factors/ comments	For example: tack and equipment currently used testing and retraining undertaken behaviour around other horses
Overall assessment and summary	The assessment may take days, weeks or months depending on the nature of the horse and the activities to be undertaken. Details of any further training or re-assessment of the horse may be noted here. You may decide the horse will not be suitable for a new or inexperienced rider or handler but may still have a use in your business. Any other decisions about the horse can be described here.

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APPENDIX C: FACTORS TO CONSIDER WHEN ASSESSING A NEW OR INEXPERIENCED RIDER OR HANDLER WHO WILL INTERACT WITH HORSES IN THE WORKPLACE

(From Safe Work NSW Code of Practice, provided to them by Horse Safety Australia)

Below are examples of factors to consider when assessing new or inexperienced riders or handlers.

This list is not definitive, and alone may not be sufficient to fulfil a PCBU's duty of care under the WHS legislation.

It can be tailored to suit your individual workplace and the activities to be undertaken.

The assessment should be undertaken by a competent person.

A person should be re-assessed if an incident occurs or if there is a significant change in circumstances.

This assessment tool can be retained as part of your record keeping.

Information	Notes – what to consider in this section-
Date of assessment	
Name of applicant	
Age (if under 18)	
Height	
Weight	
Medical/health conditions (including injuries) and medications - This should be covered in your application to ride form	Note any heart problems, dizziness, back problems, headaches, epilepsy, asthma, allergies, anaphylaxis treatment plan including use of EpiPens, pregnancy, recent surgery or major medical treatments.
Disabilities	Consider any disability which impacts on the ability of the person to manage a horse. Riding for the Disabled qualifications may be appropriate to instruct /coach this person.
Suitable clothing	For example, wide brimmed hat (only if not riding), covered shoulders, long pants and appropriate footwear.
Appropriate personal protective equipment (PPE)	Wear helmets compliant with <i>AS/NZ 3838:2006 Helmets for horse riding and horse related activities</i> , or equivalent for riding. Other riding devices such as breakaway stirrups could be used to prevent the rider being dragged in a fall.
Prior involvement with horses (general)	
Prior experience handling horses	
Prior experience riding horses	
Work history relating to horses	
Reference check (if this is for employment)	
Relevant training or qualifications	Depending on work to be carried out this may include horse husbandry, racing, horse instructor/coach, trail guide or first aid qualifications. Skills learnt under instructors/coaches at clinics may also be relevant.
OBSERVATIONS	
Behaves, safely, confidently and appropriately around horses	
Horse's behavioural response to particular rider/handler	Is the rider or handler exhibiting behaviour such as nervousness that could negatively impact the horse's behaviour?
Knowledge of horse behaviour	Note observations which may indicate the person's knowledge of horse behaviour. For example, does the new or inexperienced person know how to approach a horse in a safe manner?

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Knowledge of workplace environment	Note if the person has come from a different environment and if their experience is wide enough to apply to the horse activities to be undertaken.
Ability to recognise risk and respond appropriately	
Ability to follow instructions	
Handles horse confidently and safely from ground	Assess to ensure they behave safely, confidently and appropriately when carrying out activities such as catching, leading, securing, grooming and tacking up a horse.
Overall ability to interact with horse on ground	
Handles horse confidently and safely when riding	Assess to ensure they ride the horse safely and consider the needs of others including riders in a group, workers in the area, members of the public and drivers.
Overall ability to interact with horse in saddle	Can the person ride the horse independently, sufficient for the activities to be undertaken.
Any other relevant factors/ comments	You may wish to comment on overall skill levels here.
Overall assessment and summary	

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