**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: RACEDAY/BARRIER TRIALS – BARRIERS/OPERATIONS** | **Document Reference**  |
| **Department:****Section: RACEDAY****Work Area: TRACK** | **No:** |
| **Revision Date:****Manager’s Approval:****Manager’s Name (Print):** |
| **Key Safety Plant / Equipment (including P.P.E)** | **Safety Checks / Hazardous Substances** |
| * Tractor
* Barrier Stalls
* PPE: Sun protection, broad-brimmed hat, steel-capped boots, wet weather protection, gloves, safety vest, safety helmet
 | * Physical inspection of tractor
* Physical inspection of starting barriers
* Physical inspection of work area/track for foreign material
 |
| **Codes of Practice Legislation: Applicable to Work? YES / NO** **If YES, state:*** Section 6.1, Racing NSW Minimum Standards
 | **External Considerations** |
| **Person/s required to carry out work** | **Duties and Responsibilities:** | **Qualifications/Experience/ Training Required to Complete work** |
| * Starter/Assistant Starter
* Barrier Attendants
* Tractor Driver
* Veterinary Surgeon
* Farrier
 | * Assist with loading horses
* Load horses in barriers
* Move barriers between races
* Observe horses & examine horse(s) with potential injury
* Adjust or re-plate if needed
 | * Extensive horse experience
* Horse experience as per VRC Assessment Manual
* Experience in tractor operations & towing/reversing barriers
* Licensed Vet (BVSc) & horse experience
* Licensed Farrier
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| **Safe Work Method Statement (Part 2)** | **Document Reference:** |
| **Job: RACEDAY/BARRIER TRIALS – BARRIERS/OPERATIONS** | **No:** |
| **Procedure ( in steps):** | **Possible Hazards in Executing Procedure:** | **Key Safety Controls and Associated Procedures:** |
| Inspect tractor prior to starting | Muscle strain, back injury | Correct manual handling & bending technique(s) |
| Ensure all fasteners, guards, handles, throttle & other controls are functional, secure & in good condition |  | Position equipment on level surface |
| Refuel tractor as required | Fuel spillageFire & explosion | Ensure refuelling is undertaken in area with containment bunding/berm, away from drains & spill kit is available.Ref: Refueling Procedure. Keep clear of ignition sources including mobile phones & microwave ovens. |
| Inspect barrier stalls including structure, padding, front & rear gates, barrier dividers, flashing lights, manual & electric start and steering mechanism | Muscle strain, back injury, fall from height | Correct manual handling & bending techniques; do not climb above running boards unless appropriate equipment used (eg. scissor lift) |
| Ensure correct (manufacturer-approved) towbar is securely fitted & in good condition | Muscle strain, back injury, laceration | Correct manual handling & bending techniques, provision of PPE (gloves) as required |
| Conduct physical inspection of work area | Foreign material – cast shoes, stonesSlips & falls on soft/uneven groundSunburn, fatigue, dehydration | Correct PPE (approved gloves)PPE – broad brim hat, face shield, sunblock, insect repellentSupervisor to assess area & implement appropriate controls |
| **Safe Work Method Statement (Part 2)** | **Document Reference:** |
| **Job: RACEDAY/BARRIER TRIALS – BARRIERS/OPERATIONS** | **No:** |
| **Procedure ( in steps):** | **Possible Hazards in Executing Procedure:** | **Key Safety Controls and Associated Procedures:** |
| Start-up |  | Select an area clear of obstructions, refuelling & bystanders but close to work area |
| Once started, revert to normal operations mode |  | Ref: Training Instruction/Equipment Operations Manual |
| Transfer barriers to start | Overturning | Ensure travel on firm, level surface, avoiding embankments & swales/drains. |
| Avoid contact with solid objects – eg. concrete/structures, fencing, rails, etc. | Strike object/equipment & property damage | Ensure travel on firm, level surface, avoiding embankments & swales/drains.Ensure minimum clearance of 15 metres for people, horses & vehicles. |
| Ensure barriers are positioned appropriately | Arcing from overhead powerlines (steel frame)Overturning/loss of balance | Ensure barriers are positioned well clear of power linesEnsure barriers are positioned on firm, level ground |
| Stop tractor engine, even if leaving tractor for a moment | Unauthorised equipment usage | Tractor engine must never be left running when unattended |
| Return to storage area | Strain injury, lacerationStrike object/equipment & property damage | Correct manual handling techniques & PPEEnsure that track staff assist in reversing or equipment into shed/storage area |
| Turn-off motor and lock | Prevent unauthorised use of equipment | Ensure keys removed from ignition & securely stored |