**Safe Work Method Statement**

**Form 007.2**

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

|  |  |  |
| --- | --- | --- |
| **Job: GEARING HORSE FOR TRACKWORK** | | **Document Reference: Saddling** |
| **Department: XXXX Racing Stables**  **Section:**  **Work Area: STABLES/HORSE STALLS** | | **No:** |
| **Revision Date:**  **Manager’s / Trainer’s Approval:**  **Manager’s / Trainer’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * Bridles / head collars / leads / rings * Saddles including girth, surcingle, stirrup leathers & irons all in order * Personal Protective Equipment: safety work boots for saddling, riding boots, approved helmet and vest for rider. | | * Check horse for shavings / straw etc on coat. Wisp horse and pick out feet. * Make sure horse is secured properly. * Check gear for faults / wear and tear/ cleanliness * Check riders PPE. |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:** | | **External Considerations**  Weather conditions / rain / wind. Safety of pedestrians / passing horses |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Nominated person in stable  Work rider / jockey | Saddle and check horses.  Operate horse walker prior to trackwork  Exercise horse as instructed | Registered stablehand with horse handling competency and requisite training, experienced operator. Registered rider or licensed jockey |

|  |  |  |  |
| --- | --- | --- | --- |
| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: GEARING HORSE FOR TRACKWORK** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Collect all saddlery | Manual handling  Slipping on incorrectly stored gear | | Use correct manual handling techniques  Ensure gear (bridles, girths and surcingles) are correctly looped and not dragging around feet |
| Check all gear | Breakage of leathers / girths / reins  Severe injury to riders / handlers / horses | | Report any gear breakage to boss / foreman.  Immediately replace or use another bridle or saddle |
| Check all saddle blankets are free from foreign materials / spiders etc | Irritation to horse could cause bucking and injury to rider | | Check and shake out saddle blankets in tack room before placing on horse’s back. |
| Collect horse from yard / box  OR | Kicks / trampling | | Ensure handler is competent and understands each horse’s temperament |
| Collect horse from walker  Refer to SWMS for operation of walker | Personal injury to handler / horses | | Ensure handler is conversant with walking machine operation.  Observe signs in regard to stopping of walker  Make sure walker is stationary when horse is removed  Remove horse in prescribed manner |
| Secure horse in saddling stall (or yard or box) in safe manner | Horse pulling away – injury to handler and assistant | | Use breakable twine and tie ends of leads in quick release knots. Strings will allow for breakage if extreme force or panic situations. |
| Remove rugs and wipe over horse or groom horse / pick out feet | Kicks / bites / trampling | | Ensure handler is well skilled and moves around horse in expert manner |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Boots / bandages | Kicks / trampling | | As above and has knowledge regarding correct fitting of boots / bandages |
| Saddle horse | Skin sensitivity and wrinkled skin under girth may make horse skittish | | For young horses, stretch legs and walk before legging on rider  Saddle with assistance from off side and if on own, change sides from front of horse |
| Bridle horse |  | | Bridle horse from behind the head facing in same direction as horse |
| View Rider’s gear | Injury | | Helmet, boots, vest |
| Instruct track rider | External distractions | | Ensure you have rider’s attention / request rider repeat instructions. |
| Leg rider on horse | Horse may whip around, stand on handler’s feet | | Ensure competent handler uses correct hold of horse’s head whilst assisting rider. |