**Safe Work Method Statement**

**Form 007.2**

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

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| **Job: SADDLING FOR TRACKWORK** | | **Document Reference** |
| **Department:**  **Section:**  **Work Area: RACETRACK STALLS** | | **No:** |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | Safety Checks / Hazardous Substances |
| * Towels and Packing, Saddle and Breast Plate, Bridle, Bit, Reins, Tie-ups, Leads * PPE – Workboots | | * Visual and physical check of allocated gear and stall |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:** | | External Considerations |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications/Experience/Training required to complete work** |
| Trainer or Foreman | Supervision of Correct Procedures | Licensed with Racing NSW  Inducted into correct saddling procedures |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: SADDLING FOR TRACKWORK** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| 1. Brush and clean Horse & feet | Crushed against rails, bitten, muscle strain, kicked, trodden on, strike | | Correct manual handling techniques as inducted |
| 2. Check Gear: Bridle & bit, Saddle, Girth, Surcingle, Stirrups, Leathers Stirrups, Breast Plate, Towels & Padding – for wear and tear or damage to stitching and buckles | Muscle Strain  Slip, trip and/or fall due to unsuitable area | | Waist high rail  Isolated from other horses or personnel  Clean area  Level and clear floor area |
| 3. Saddle horse and fit breast plate | As above for #1 & #2 | | Check girth points are under surcingle  Double check girth & surcingle tension  Stretch forelegs |
| 4. Attach bridle, fit and fasten securely | Bitten, Head butted, Injured by buckles  Muscle Strain, Trod on | | Correct Manual Handling procedures  ‘Bad Horse’ – book reference |
| 5. Proceed to Mounting Area | As above for #1, #2, #4 | | Check walkway is clear  Secure Lead  Unsecure Tie-ups  Lead Horse at near side shoulder  Proceed with care & caution  PLEASE NOTE: 1 x HORSE – 1 x HANDLER |