



WORKPLACE SELF-AUDIT FOR RACEHORSE TRAINERS

STABLE INSPECTION CHECKLIST

- This stable inspection should be conducted by you or by the Foreperson in charge of your stable AND one other person.
- The inspection should not be limited to inspecting only those items on the checklist. The entire work area should be reviewed for any potential Work Health and Safety (WHS) hazard.
- The persons conducting the inspection must complete the Checklist as follows:
 - ✓ **TICK** box if situation is controlled.
 - × **CROSS** box if situation requires attention.
 - N/A **N/A** if certain areas (ie. stairs) do not apply to you.
 - **COMPLETE** the Corrective Action Report setting out the controls to be implemented/corrective action(s) required.

Date:	Time:
Stable or other work area address(es) inspected:	• • •
1. Name of Trainer / Foreperson	
Signature:	
2. Name of Witness to Inspection	
Signature:	

You must return a completed and signed copy of this Checklist to Racing NSW with your License application.

Please retain a copy for your records.

SECTION 1: OUTDOOR AREAS		✓ x N/A	Immediate Rectification Implemented
1. Work Environment			
Thermal comfort			
Adequate airflow			
Lighting – general			
Lighting – emergency			
1.1 Floors and horse walking areas			
Floors even and in good condition			
No slips, trips, fall hazards or open drains			
Clear of stock / materials			
1.2 Stable doorways, yard and paddock gates			
Not obstructed, corridors clear			
Operate without excessive force			
Correctly signed			
Fire doors not propped open or blocked			
Exposed bolts, latches, chains			
1.3 Boxes, yards and paddocks, laneways			
Doors and gates operate without force			
No broken lining boards in boxes or shelters, free of sharp edges, splinters, holes, cracks			
Feed bins clean and free of sharp edges			
Water buckets clean – auto waterers operational and clean			
Yards clean and free of hazards – rocks, stones, holes, post and rails not damaged			
Clean bedding. Soiled bedding removed to suitable disposal area			
Laneways free of obstacles, hazards			
Electric fencing strained and operational			
No machinery or tools lying in walk area			
1.4 Tracks and paddocks where horses are worked			
No machinery or tools on or adjacent to track			
No holes or rubbish			
Post and rails in good repair			

Next Page – Section 2: Ancillary Rooms

SECTION 2: ANCILLARY ROOMS		✓ x N/A	Immediate Rectification Implemented
2. Storage room and tack room			
Free of trip hazards and floor anti-slip			
No sharp edges to cupboards			
Locks working			
Heaviest objects stored between shoulder and hip height			
Lightest objects above shoulder or below hip height			
Ease of accessing gear or other items			
Appropriate step ladder(s) available			
Adequate lighting			
Adequate ventilation			
2.1 Feed Room			
Clear and uncluttered			
Feed storage bins in good order, lift up lids can be secured			
Lifting practices are known and used when emptying feed into storage bins			
Floor anti-slip, free of objects			
Lighting suitable to see under shelves			
Adequate ventilation			
Trolley available			
Dust masks available when tipping feed			
Lightest objects above shoulder and below hip height			
Heaviest objects between shoulder and hip height			
Ease of accessing objects			
Grain crusher guards and instructions in place			
Vermin check – spiders and mice			
2.2 Toilets, washrooms, staff rooms			
Hygienic and tidy			
Lighting adequate			
Adequate ventilation			
Suitable hand washing and drying facilities			

Next Page - Section 3: Grounds and Amenities, Stairways

SECTION 3: GROUNDS, AMENITIES AND STAIRWAYS		✓ x N/A	Immediate Rectification Implemented
3. Grounds and Amenities			
Are the following in good repair (clean, tidy, even, non slip):			
• Paths, walkways and roadways			
• Handrails, steps and stairs			
No damage to stands and seating			
Indoor air quality adequate			
Dust reduced by spraying water			
No pot holes / open drains			
Lighting adequate			
Risks from neighbouring workplaces controlled			
Vegetation kept under control			
No pedestrian / vehicle blind spots			
Compliance with parking rules			
3.1 Ladders and Steps			
Stored correctly			
No broken or missing rungs or other defects			
Fall protection provided in high ladders			
3.2. Stairways (if applicable)			
Adequate illumination			
Free of trip, slip and fall hazards			
Steps deep enough and anti-slip surface			
Handrails / toeboards			
No broken / chipped edges			
Landings clear of obstructions			
Handrails in good condition			

Next Page - Section 4: Electricity Source, Fire Equipment and Security

SECTION 4: ELECTRICITY SOURCE, FIRE EQUIPMENT AND SECURITY		✓ x N/A	Immediate Rectification Implemented
4. Power outlets, cords and boards			
No double adapters			
No piggy back plugs			
Covered leads if across walkways, internal roads or paths (trip hazard)			
Good condition			
Earth leakage protection			
Free of obstruction			
No exposed power / energy sources			
4.1 Fire Equipment			
Not obstructed			
Correctly signed			
Locking devices / seals unbroken			
Inspection tags present and checked within 6 months			
Fire extinguishers operational			
Fire hoses operational			
Fire pumps in operational order			
4.2 Security Management			
Visual deterrents such as surveillance, signage and security			
Alarms situated properly			
Security measures in place for staff working on their own and those working in hours of darkness			
Employees trained appropriately in the event of threatening circumstances			
Counselling available for victims of threatening situations / circumstances			
Cash management procedures in place			

Next Page - Section 5: Work Practices, Machinery and Tools

SECTION 5: WORK PRACTICES, MACHINERY AND TOOLS		✓ x N/A	Immediate Rectification Implemented
5. Work Practices – Trainer and staff			
Correct use of PPE (personal protective equipment)			
Correct manual handling procedure			
Horse handling techniques			
Correct use and storage of equipment			
Adequate waste containers			
Isolation procedure developed and used			
Clear aisle access			
Evacuation procedure known			
First Aid Attendant(s) known			
First Aid Kit adequately stocked			
Ergonomic aspects addressed (eg. safe office furnishings / well designed work areas)			
Employee advice notices displayed/provided (includes bullying, harassment, safety information)			
Reporting procedure known: hazard, safety, bullying, harassment, otherp			
5.1 Use and storage of tools, machinery & equipment (including horse walkers, horse floats and trailers)			
In sound working order			
Registration up to date			
Employees trained in correct usage of tools and machinery			
Tools in good working order ie. pitchforks, shovels, wheelbarrows, rakes, power tools – blowers, electric clippers, ventolin pumps, electric leads, power points, switches			
Tools placed securely (not able to fall)			
No sharp edges			
Pre-operating instructions for tools and machinery are available: ie. treadmills, horse walkers, swimming pools, horse spas			
Warning and instructions for machinery and tools displayed			
No damage to furniture or fittings			

Next Page - Section 6: Tack and Gear, Chemicals

SECTION 6: TACK AND GEAR, CHEMICALS		✓ ✗ N/A	Immediate Rectification Implemented
6. Tack and Gear			
Regularly inspected for wear and tear and replaced: saddles, bridles, head collars, bits, leads, rugs, sheets, bandages, boots			
Suitable for the task			
No sharp edges on tack or gear			
Personal protective equipment: <ul style="list-style-type: none"> • instructions are clearly displayed; • is correctly used; • is not out of date ie. vests, skull caps, safety irons			
Gear stored correctly			
No damaged gear is used			
Gear is clean, appropriate disinfecting regime of bits between horses			
6.1 Chemicals (including veterinary products)			
Correct labeling			
Stored correctly			
Hazards made aware to employees			
No flammable substances in stables			
MSDS (Material Safety Data Sheets) available at point of use (eg. Disinfectant - dilution rates / first aid)			

Next Page – CORRECTIVE ACTION REPORT FORM

