



VOLUNTEERS ONLY NEED TO
READ PAGES WITH RED ARROWS.
THANK YOU



New Zealand Riding for the Disabled Association Inc.

**This Manual is produced for use by
NZRDA Affiliated Member Groups
to aid in complying with the
Health and Safety policies of NZRDA**

All employees, volunteers and riders have a duty to protect themselves and their colleagues from unsafe situations by carrying out their duties in a safe and responsible way, in accordance with the.....DUNEDIN.....Group RDA policies and procedures as set out in this Health and Safety Manual

*NZRDA is committed to providing and maintaining a safer and healthier environment for
all staff, volunteers and riders*

Edition One 2009

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Purpose

This manual has been prepared to assist New Zealand Riding for the Disabled Association Incorporated (NZRDA) affiliated Member Groups and their management committees and those with a Health and Safety responsibility to further develop effective health and safety programmes, and to implement NZRDA's Health and Safety Policy and related policies and procedures. This section lists the objectives of the Health and Safety Manual, provides a brief summary of the Health and Safety legislation and defines accountabilities.

Objectives

The NZRDA's health and safety programme aims to:

- Promote excellence in health and safety management
- Continually improve current health and safety performance
- Provide a safe and healthy work environment for staff, volunteers and riders
- Identify and control actual and potential hazards
- Establish and maintain communication on health and safety
- Support staff participation in health and safety matters
- Identify needs and provide training on health and safety
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters
- Comply with legal and organizational skills

Objectives will be achieved by:

- Management support and commitment to health and safety
- Implementation of policies and procedures
- RDA personnel whether employed or voluntary – education and participation
- Regular reviews
- Regular health and safety meeting
- Two yearly review of the Health and Safety Manual

Legislative requirements

The Health and Safety in Employment Act (1992) requires employers to take all practicable steps to ensure the health and safety of staff members at work by:

- Providing a safe working environment
- Providing and maintaining facilities for staff members' safety and health
- Ensuring plant and equipment on the premises are safe
- Ensuring staff members are not exposed to hazards
- Developing emergency procedures; and
- Ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person.

Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors and staff members.

The Health and Safety in Employment Regulations (1995) impose duties on employers in respect of the workplace, certain staff members, and types of work. The Resource Management Act, the Building Act, the Fire Service Act, the Hazardous Substances and New Organisms Act, and the Injury Prevention Rehabilitation and Compensation Act also includes health and safety elements.

Accountability

The Executive Director as the NZRDA employer representative, has ultimate accountability for the health and safety of all NZRDA National Office staff. This is provided for by:

- Demonstrating continuous improvement through a systematic approach to occupational health and safety matters, that includes setting specific objectives, systems and programmes in partnership with senior managers and relevant others.
- Documenting and communicating the health and safety policy and holding staff members responsible for supporting the policy and related procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice.
- Incorporating health and safety as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate; and
- Expecting all staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

The NZRDA Health and Safety Officer has the key responsibilities for developing, implementing and improving NZRDA's health and safety management system as an integral part of day-to-day operations. These include the following:

- Providing leadership and direction in matters of health and safety.
- Developing staff commitment to achieving excellent health and safety standards.
- Developing a clear chain of responsibility for health and safety matters through normal line management channels.
- Establishing, monitoring and achieving overall health and safety goals and objective as part of the business and/or strategic plans for their areas of responsibility.
- Ensuring that all staff members receive appropriate induction training and are involved in the improvement of systems and practices where relevant.
- Sustaining interest in and communications about health and safety throughout the organisation.
- Supporting staff member participation in health and safety activities.

Group Health and Safety Officers are responsible for taking all practicable steps to create a safe and healthy work environment in their own RDA Groups. These include the following:

- Implementing hazard management procedures in every work area under their control. This includes formalizing regular reviews of currently identified hazards and arranging for new processes, equipment or chemicals to be assessed for actual or potential hazards prior to use.
- Taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled.
- Informing staff, volunteers (and contractors in appropriate circumstances) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard.
- Ensuring that all staff members and volunteers receive appropriate training, and are involved in the improvement of systems and practices where relevant.
- Ensuring that unsafe acts and unsafe conditions are appropriately addressed.
- Conducting regular health and safety inspections.
- Participating in health and safety audits and taking steps to remedy deficiencies as recommended.
- Ensuring all accidents and incidents are recorded accurately, investigated and reported to the Group Health and Safety Officer, and for taking steps to prevent any recurrence of a similar event and;
- Encouraging good health and safety performance by suppliers and contractors.
- Acting in the capacity of the Health and Safety Representative.



Staff members and volunteers alike are responsible for:

- Becoming familiar with and abiding by all applicable RDA policies and guidelines, and relevant statutory obligations.
- Following established procedures to ensure safe performance of a given task.
- Reporting all occupational injury, illness, near miss incidents, environmental spills or fire, regardless of its' severity, to a supervisor.
- Reporting hazards which may result in an injury, illness, spill or fire to a supervisor.
- Advising colleagues and relevant staff members when unsafe acts and/or conditions occur
- Correcting unsafe conditions when appropriate, possible and safe to do so; and
- Behaving in a manner which does not endanger the health and safety of themselves, other employees or students.
- Supporting supervisors with the day to day management of the health and safety programme in accordance with legislative requirements and University policies and procedures.
- Participating in health and safety audits in partnership with the RDA Group Management committee representatives.

All employees and volunteers will be involved in health and safety and are encouraged to actively participate in health and safety meetings.

The NZRDA Health and Safety Manual will be reviewed two-yearly by the National Safety Officer in consultation with the Executive Director and staff.

Hazard Management Policy

Purpose

To further improve the method for systematically identifying, assessing and controlling hazards in the workplace as required by the Health and Safety in Employment Act 1992.

Scope

The procedures apply to all DUNEDIN Group RDA activities.

Responsibilities

[Group management committee chair person/president] is responsible for:

- Completing a hazard notification form (appendix 7) if a hazard is identified and providing this to the Chair person (who will undertake a full identification and risk analysis and enter details into the hazard register).
- Informing others (staff, visitors and contractors) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard.
- Ensuring unsafe acts and unsafe conditions are appropriately addressed.

Procedure

Hazard management steps include:

- Identification – describe the hazard and state the location of the hazard.
- Risk analysis – rate the risk.
- Control – recommend the control measure.

Hazard management needs to be completed:

- Systematically for all areas and processes at regular three-monthly intervals.
- When an accident occurs; a check is needed to ensure hazards listed and their controls are adequate.
- When a new process or equipment is introduced.
- If a new hazard is observed or reported.

Hazard Identification Process

1 Use inspection, audits, walk through surveys, and check lists to determine hazards			
	Working environment Area used and it physical condition Workplace layout Location of material/equipment and distances moved Types of equipment used Energy hazards Hazards which could cause injury Characteristics of materials/equipment Hazards which could cause ill health Psycho-social environment Organisation environment	Human factors Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear Leisure interests	Tasks Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved Intensity Speed/accuracy Originality Work organisation
2	Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings		

Table: Adapted from *Interaction of people, tasks, and environment for hazard analysis* (developed from Hay 1992, and OSH 1991: P10). Likelihood scale.

Step 2 – Risk Analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Score	Scale	Frequency of accident or illness
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring
3	Possible	Possible should occur at some time, e.g. 30-59% chance of occurring
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring
5	Almost certain	Will occur in most circumstances, e.g. 80%+ chance of occurring

Score	Scale	Severity of accident or illness
1	Minimal	Negligible injury or illness
2	Minor	Minor injury or illness requiring minor first aid and/or less than one week's recovery
3	Moderate	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 weeks' recovery
4	Major	Injury or illness requiring advanced first aid and emergency, medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery
5	Extreme	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks

Impact Scale

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.

Risk Assessment Chart

	Impact				
Likelihood	Minimal	Minor	Moderate	Major	Extreme
Almost certain	H	H	C	C	C
Likely	M	H	H	C	C
Possible	L	M	H	C	C
Unlikely	L	L	M	H	C
Rare	L	L	M	H	H

Legend

C	Critical risk; immediate action required
H	High risk; senior management attention is required
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures

The risk assessment category is entered into the Risk Score column beside the hazard on the Hazard Management form. 'Significant Hazards' are identified according to the definition above.

Step 3 – Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied.

If a minimisation strategy is used, the Act requires monitoring of employees' exposure to the hazard. In this event, a schedule should be developed and implemented whereby the Health and Safety Representative regularly monitors the hazard noting variances and taking appropriate action where necessary (such as obtaining expert advice).



Definitions

- **'Hazard'** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.
- **'Hazard Identification'** is the process of recognising that a hazard exists and defining its characteristics.
- **'Hazard Assessment'** is the overall process of determining whether a hazard is significant.
- **'Significant hazard'** means a hazard that is an actual or potential cause or source of:
 - Serious harm; or
 - Harm (that is more than trivial) the severity of whose effects on any person depends on the extent or frequency of the person's exposure to the hazard; or
 - Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.
- **'Harm'** means 'illness, injury or both'. The term is only used in the context of harm that is more than trivial.
- **'Serious harm'** is essentially a work-related injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week.

References

The Health and Safety in Employment Act 1992 and Amendment

Occupational Overuse Syndrome Prevention Policy

Policy Statement

Occupational Overuse Syndrome (OOS) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of OOS has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore the risk factors for OOS need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

Scope

This policy applies to all staff members of the DUNEDIN Group RDA.

Purpose

To provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

Responsibilities

[Group management committee chair person/president] is responsible for:

- Taking all practical steps to ensure that there is compliance with the *OSH Code of Practice (COP) for Visual Display Units*.
- Ensuring all staff at risk attend an OOS awareness training session in their first month of employment and as may be required.
- Encouraging staff to report any work-related pain to the Executive Director as early as possible
- Ensuring the work environment of any staff who do develop symptoms is monitored and all practicable steps are Taken to remedy any deficiencies.
- Facilitating an early return to work for any staff member who has been absent through an OOS-related injury where possible.

Staff members are responsible for:

- Reading the OOS awareness information and attending training where required.
- Adjusting workstation equipment to maintain a comfortable body position.
- Taking breaks away from the workstation and practising micro-pauses as appropriate.
- Reporting early symptoms to the line manager (preferably before visiting a doctor).
- Participating in an early return to work programme if applicable.

Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard.

Procedures

Pre-employment procedures

Managers will seek to establish if the prospective staff member suffers from any gradual process injury, that the particular job may aggravate or contribute to, by checking the statement on the application form.

Existing staff

- Individual staff members should adjust their own workstation to maintain a comfortable working position, vary tasks, practise micro-pauses and take other breaks. They must report any problems to the health and safety representative, who in turn may request a full workstation assessment from a properly trained Workstation Assessor.

- The Workstation Assessor will work with the staff member to recommend changes or adjustments, and will provide a brief summary of findings to the employee and Executive Director.
- Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days the following actions should be taken.
- By taking these steps individuals will be making important decisions about stopping the symptoms from worsening and developing into a possibly serious and long term condition.

Standards

*Approved Code of Practice for the Use of Visual Display Units in the Place of Work;
Guidelines to the Selection and Purchase of Workstation Furniture and Equipment.*

Definitions

The Health and Safety in Employment Act defines **Serious Harm** (in part) as “a condition that amounts to or results in permanent or temporary severe loss of bodily function”.

References

The Health and Safety in Employment Act (1992) and Amendment
The current *Approved Code of Practice for the Use of Visual Display Units in the Place of Work* published by the OSH service of the Department of Labour
Guidelines to the Selection and Purchase of Workstation Furniture and Equipment
The Accident Reporting and Rehabilitation Policy
Record of Accident/Incident/Serious Harm

Smoke-free Working Environment Policy

Policy Statement

It is a requirement of the Smoke-free Environments Act 1990 that all employers have a written policy on smoking for all areas occupied by the employer and frequented by employees.

TheDUNEDIN.....Group RDA management recognise that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences.

TheDUNEDIN.....Group RDA supports a safe and healthy environment.

Scope

This policy applies to employees of and visitors to the.....DUNEDIN.....Group RDA.

Purpose

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

- Everyone is entitled to a smoke-free environment in all the areas normally used for work.
- Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
- The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.

Responsibilities

The Health and Safety Officer is responsible for:

- The maintenance of smoke-free signage.

Procedure

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property. In the event that an employee chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking:

Smoking is permitted in outside areas, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and opening windows and doors within their close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the [Group management committee chair person/president]

References

Smoke-free Environments Act 1990
Smoke-free Amendment Act 2003

Stress at Work Policy

TheDUNEDIN.....Group RDA recognise the responsibility of the employer to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources. TheDUNEDIN.....Group RDA clearly has a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace.

Background information for employees

“Stress arises when a person’s capabilities are overwhelmed by demands”

Every day, individuals are confronted with a variety of demands or ‘stressors’. These may arise from either personal sources e.g. ill-health, marital discord, family problems, financial uncertainty, or from institutional sources e.g. work overload or underload, role conflict, lack of control, physical environment. Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight or flight). The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well-directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes, e.g. cardiovascular disease or depression. There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximises performance varies by individual and by task. (The Yerkes-Dodson Law refers to the fact that performance increases with increasing stress loads up to an optimum point, and when the stress load becomes too great, performance decreases.)

Some common signs of stress in individuals are:

- Headaches, feeling tired, or having difficulty sleeping.
- Worrying a lot, feeling anxious and tense for no explained reason.
- Having difficulty concentrating, finding it hard to make decisions.
- Lower level of confidence, making mistakes, forgetting things.
- Feeling impatient and irritable, drinking more alcohol, smoking more.

“Stress is inevitable: distress is not” Professor Michael O’Driscoll

Quick J.C. Quick J.D. Nelson D.L., & Hurrell Jr J.J., Preventive Stress Management in Organizations 1997

Organisational stressors can be grouped into four categories:

- Physical – the physical environment in which one works, e.g. temperature, office design, noise, lighting.
- Task – the nature of the work itself, the specific activities assigned to the employee, e.g. reception, budget management.
- Role – the expectations that others have of one’s role and its function within the organisation, e.g. conflicting or ambiguous expectations.
- Interpersonal – the social, personal and working relationships that exist.

Scope

This policy is applicable to all staff.

Purpose

- To assist all staff to understand the causes of stress, and work together in ways that encourage positive responses to work demands.
- To enable staff to identify indicators or symptoms of stress and to assess the extent to which they or other individuals are responding positively or negatively.

- To encourage managers and staff to seek information and early assistance in managing their own stress in a constructive way.
- To provide information and advice regarding the causes and impact of stress in the work situation, and offer some ways for managing stress positively.
- To have procedures for dealing with negative stress or distress effectively.

Responsibilities

[Group management committee chair person/president] **is responsible for:**

- Facilitating training and information in effective management practices and styles, covering the nature of stress, and promoting responsible prevention and rehabilitation attitudes towards it as determined by the Executive Director.
- Providing up-to-date and accessible information on stress.
- Adjusting the physical environment, the workload, task design, pacing of work and work schedules to alleviate significant stress/distress for an individual, in full consultation with the individual concerned.
- Making free specialist counselling available for staff.

Prevention

- Allow staff to participate in collaborative decision-making.
- Allow staff to exercise as much autonomy and control as is practical.
- Provide training to enable work to be done most effectively.
- Provide accurate, fair and prompt feedback on performance.
- Consider job design, job descriptions and performance targets with the aim of reducing unnecessary stressors.
- Consult with employees to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

Early intervention

- Act immediately if a staff member seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst other staff, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

All staff are responsible for (where applicable):

- Managing your time and realistically prioritising tasks.
- Taking regular, necessary breaks during the day.
- Taking your annual leave.
- Taking leave accrued as time in lieu as soon as practicable.
- Not working excessively long hours.
- Discussing with your manager the issues that are causing you stress, along with any suggested solutions.
- Seeking advice and help from others – talk to partners, friends, colleagues, a professional counsellor or your manager if possible.

References

The Health and Safety in Employment Act 1992 and Amendment

Accident Management

Policy statement

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and [The DUNEDIN RDA Group] has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and OOS type conditions.

A staff member injured at work who needs medical treatment must provide The DUNEDIN RDA Group, with a copy of the completed ACC forms, and, if time off work is also required, must provide a medical certificate.

All accidents and near misses should also be recorded, this is an effective monitoring process and may help to prevent a serious harm incident/accident.

Scope

This policy applies to employees of the DUNEDIN RDA Group, including fixed-term, part-time and casual staff.

Purpose

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

Responsibilities

To assist the DUNEDIN RDA, Group in meeting its aims in the prevention and management of work-related personal injury, there are responsibilities for the employer through line managers working in partnership with employees.

[Group management committee chair person/president] is responsible for:

- Preventing accidents and injury by providing a safe and healthy work environment within their areas of office operation.
- Taking all practicable steps to see that all staff are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur.
- Arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur.
- Ensuring that weekly compensation payments are paid during any period of incapacity.
- Acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident.

Staff Members

Every staff member is responsible for:

- Observing any established health and safety procedure that relates to the work performed.
- Participating in relevant health and safety training, e.g. OOS prevention, manual handling.
- Accurately reporting and documenting all accidents, incidents and observed hazards to the Chief Executive.

- Obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved).
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the Chief Executive.
- Reporting non-work injuries resulting in time off to the Chief executive as soon as possible.

Procedures

Pre-employment injury prevention procedures

The person or agency responsible for recruitment will check information provided as part of the application process to ensure that prospective staff members have stated that they are physically and medically fit to perform the duties of the position for which they have applied before appointment is finalised.

Record of accident/incident/serious harm

The Health and Safety in Employment Act places requirements on employers to record and investigate accidents. "Serious harm" accidents must be reported, in writing, and on the prescribed form, to the Occupational Safety and Health Service (OSH) of the Department of Labour, within seven days of the event. The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

NZRDA accident/incident/serious harm form appendix three.

Notification of work-related accidents/incidents and how to make a claim

Whenever there is a work-related accident, incident or 'Serious Harm' injury the staff member must take the following steps:

- Inform the [Group management committee chair person/president] as soon as possible after the accident/incident occurs.
- Complete an accident/incident/serious harm form, and send a copy to **NZRDA** immediately.
- If medical treatment is required and/or there is lost time, the staff member must, in addition to completing the form above, seek treatment from a treatment provider of their choice. (This must be a registered medical practitioner if lost time is involved.) ACC forms will need to be completed.
- Provide copies of any completed ACC forms (and a medical certificate if lost time is involved) to the [Group management committee chair person/president] as soon as possible.

Accident/Incident reporting investigation

In the event of 'serious harm' or a significant hazard the Executive Director must be advised immediately so that OSH can be advised. [Group management committee chair person/president] should:

- Ensure receipt of all relevant information (incident form, ACC forms, medical certificates as applicable).
- Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned.
- Ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised in accordance with the requirements of the Health and Safety in Employment Act.
- Ensure all corrective actions that have been identified are carried out within the specified timeframes.
- The investigation report will be reviewed by the [Group management committee chair person/president] to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.

When events result in 'serious harm', take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary.
- Do not interfere with the accident scene without the permission of an Inspector from the Occupational Safety and Health Service of the Department of Labour (OSH).
- Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured person must also provide a medical certificate from the treatment provider and forward it to the health and safety representative or Executive Director.
- OOS type conditions may become 'serious harm' and must be reported to OSH (via the Group management Chair Person) if the following conditions are met:
 - the person is suffering from pain which is significantly more than discomfort, and considers it work related.
 - the person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days irrespective of whether they take sick leave.
 - the person has voluntarily obtained, or been directed to obtain, medical help for the condition.
 - a diagnosis of an OOS type condition that is or could be work related is made by a medical practitioner.

Definitions

- **'Work-related personal injury'** is a personal injury that the staff member suffers as set out in the Injury Prevention, Rehabilitation, and Compensation Act. This includes a definition of personal injury caused by a work-related gradual process, disease or infection.
- **'Lost time accidents'** are work-related personal injuries that result in more than a day off the job (i.e. the staff member is unable to resume work the day after a personal injury has occurred).
- **'Treatment provider'** means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist, chiropractor etc. if time off work is not necessary.

References

Injury Prevention, Rehabilitation, and Compensation Act 2001
 Privacy Act 1993
 Human Rights Act 1993
 Health and Safety in Employment Act 1992 and Amendment

Manual Handling Policy

Purpose

To provide a starting point for the identification, assessment, prevention and control of the hazards and risks associated with manual handling in the workplace.

Scope

The policy is applicable to all employees.

Responsibilities

[Group management committee chair person/president] **is responsible for:**

- Identifying the manual handling tasks that are likely to be a risk to health and safety, in the office workspace, re-assessing the risks on a regular basis, taking steps to control those risks, and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to staff members.
- Providing information and training for staff about the hazards they are exposed to or that they may create and what controls are in place.

Staff members are responsible for:

- Taking all reasonable and necessary precautions for their own health and safety (and that of others), when carrying out manual handling tasks.
- Being familiar with current accepted best practice for manual handling, including use of equipment.

Definitions

The Code of Practice for Manual Handling published jointly in June 2001 by OSH and ACC defines manual handling as: “any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate or inanimate object”.

Sources of further information

Information relating to manual handling can be found in the following:
Code of Practice for Manual Handling OSH (Department of Labour and ACC)
Manual Handling Hazard Control Record (Worksheet, OSH and ACC)
Manual Handling: A Work Book (Department of Labour)
Helpful Advice on Managing Your Acute Low Back Pain (ACC)
Active and Working (National Health Committee and ACC)
Acute Low Back Pain Management (National Health Committee and ACC)
 The following websites have further information that can be downloaded free:
www.osh.dol.govt.nz and/or www.acc.co.nz

Rehabilitation Policy

The^{DUNEDIN}.....Group RDA is committed to initiating vocational rehabilitation programmes whenever appropriate for work - related personal injury (all staff) and for non work personal injury. The aim is to assist optimum recovery, early return to work and resumption of normal lifestyle without undue delay. Rehabilitation is best started as soon as possible.

Staff are expected to participate fully in their own rehabilitation programme which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their nominated representative. Medical information will be treated confidentially.

Scope

This policy applies to all staff members of the^{DUNEDIN}.....Group RDA

Purpose

Through planned rehabilitation, to manage proactively the early return of staff members to as normal a life as possible, having regard to the consequences of the personal injury.

The Management committee chair person/president is responsible for:

- Identifying suitable alternative duties, where possible, to enable an early return to work for the staff member.
- Confirming that a rehabilitation plan is established, if appropriate, following a lost time accident
- Monitoring the staff member's progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme.
- Taking steps to see that appropriate levels of confidentiality are maintained consistent with the principles of the Privacy Act 1993.
- Reviewing health and safety management after a critical event, or if there is a change in work procedures or health and safety policy.
- Acting as the health and safety representative and person for liaison with ACC on behalf of TheGroup RDA.

Staff members are responsible for:

- Participating in an appropriate rehabilitation programme, including a return to work programme which requires alternative duties or partial hours.
- Providing ongoing medical certificates to the Executive Director.

Rehabilitation Procedure

Early Return to Work for full-time and part-time employees

A staff member who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work as early as possible and in accordance with medical advice. This involves a partnership between the staff member, and the [Group management committee chair person/president], the medical treatment providers and others as may be appropriate in the circumstances. At any stage the staff member can choose to be accompanied by a representative or support person. An early return to work may involve a modification of the person's working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical Information

The staff member must give a copy of their completed ACC forms, or medical certificate, from the Treatment Provider (this must be a registered medical practitioner if lost time is involved), to the [Group management committee chair person/president]. The medical certificate will state the staff member's capacity or incapacity for work and specify a date for review (second visit) by the treatment provider.

Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days they must provide a medical certificate confirming they are "fit for work" to the [Group management committee chair person/president] before resuming duties.

Capacity to Work and the Provision of Alternative Duties

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a staff member rehabilitates to his/her former role. This is a pro-active approach to enable a staff member to return to work as quickly as Group Management committee chair person/president, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- the nature and severity of the illness/injury
- the medical information provided and the restrictions imposed by treatment providers
- the previous work undertaken by the staff member
- the predicted timeframe for rehabilitation (if known)

In most situations the staff member will return to work as early as practicable in the circumstances in accordance with the selected/restricted activities indicated on the medical certificate. Alternative duties, reduced hours of work and/or modifications to the person's working environment will be incorporated as appropriate.

Regular Review

[Group management committee chair person/president] will review the rehabilitation programme in consultation with the staff member at regular intervals (usually every 2 weeks) involving others as appropriate. Where uncertainty exists about the suitability of duties being performed or where the progress of a staff member is slower than anticipated, [Group management committee chair person/president] will seek additional professional assistance as appropriate.

Alternative Placement or Permanent Disablement

Where at any point it becomes clear that a staff member will be unable or is unlikely to return to former duties as a result of work-related personal injury,Group RDA will explore the possibility of suitable alternatives with the employee. When an employee's personal injury is so severe as to prevent him/her returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment contract. Where appropriate, referral will be made to services outside the University for further support appropriate to the circumstances.

Definitions

- **Rehabilitation** means a process of active change and support with the goal of restoring the staff member's health, independence and participation to the maximum extent practicable.
- **Rehabilitation plan** means an individualized rehabilitation programme to facilitate the early and safe return of the staff member.
- **Alternative duties** are early return to work interventions. They may include alternative work, or other forms of action appropriate for the staff member. These duties are a temporary modification of the employee's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the organization, and be subject to regular review. A staff member may be fit for alternative duties from the occurrence of the personal injury, or when improvement has occurred following a period of being fit for work.
- **Serious harm** means harm resulting in a condition that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function and/or any harm that causes the person to be hospitalized for a period of 48 hours or more.

References

Injury prevention, Rehabilitation, and Compensation Act 2001
 Privacy Act 1993
 Human Rights act 1993
 Health and safety in Employment Act 1992 and Amendment

Emergency Management Policy

Policy

The^{DUNEDIN}.....Group RDA recognises the need to be prepared for emergency situations that may be encountered while at work.

Scope

This policy applies to all full-time and part-time.....^{DUNEDIN}.....Group RDA employees and contractors.

Responsibilities

The **Group RDA Health and Safety Officer is responsible for:**

- Acting as the warden forGroup RDA.
- Ensuring all staff receive emergency preparedness training.
- Maintaining emergency supplies of water and provisions in accordance with Civil Defence requirements.
- Maintaining a register of those staff who may require special assistance in the case of an emergency requiring evacuation.

All staff are responsible for:

- Maintaining familiarity with emergency responses and following procedures.
- Advising the [Group management committee chair person/president] of any special assistance that may be required in case of an emergency requiring evacuation (e.g. in case of deafness, physical disability).
- Ensuring their own safety if working in the building after hours or alone, by utilising security measures that are available (e.g. doors electronically locked).

Procedures

When emergency services are required dial 111 and ask for the service you require:

- FIRE
- AMBULANCE
- POLICE

- Stay calm, give your name, details of the emergency, and street address - which is:
insert your RDA Group address here;
- Visitors are the responsibility of the person they have called to see.

➤ Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

If you discover a fire:

- Activate the alarm and dial 111.
- Alert people in your area and the warden [Group management committee chair person/president] is the NZRDA warden or the Group Health and Safety Officer in his/her absence.
- Do not extinguish the fire unless there is no personal danger to you or anyone else.
- If time permits and there is no danger, close all doors and windows.
- Evacuate the building following the evacuation procedure or scheme.
- After evacuation meet at the assembly point.

If the fire alarm sounds:

- Walk quickly to your nearest exit or window in the office if unable to use the main entrance.
- Make sure any visitors leave the building with you.
- Do not stop to take personal items with you.
- Meet at the assembly area car park at the lake end of building and report to the [Group management committee chair person] or the Group Health and Safety Officer in his absence.

Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- Keep calm and help those who need assistance.
- Warden will turn off all electrical sources and gas taps.
- Wait for orders from your warden.
- Check for hazards and extinguish any fires if safe to do so.
- Evacuate if instructed to do so.
- Listen to the radio for Civil Defence instructions.

If you need to evacuate or the fire alarm sounds:

- Use evacuation procedures to leave the building.
- Keep together.
- Follow the warden's instructions.
- Meet at the assembly area - the car park at the lake end of the building.

➤ Flooding (in building, e.g. sprinklers)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- Contact the [Group management committee chair person/president]
- Prepare to evacuate.

➤ Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Move vital records to highest accessible point if safe to do so
- Notify emergency services
- Prepare to evacuate

➤ Unwanted visitor

- If a person is displaying unusual behaviour: keep calm, make no sudden movements.
- Do what the offender asks.
- Try to memorise as many details about the offender as possible.
- Notify police as soon as it is safe to do so. Leave the phone line open until police arrive.

➤ Bomb threat

When a bomb threat is received, or a suspicious object is discovered, it must be treated as genuine until proven otherwise:

- Do not touch or move any suspicious object
- Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything
- The Police will determine the action to take with the object.

- Keep calm.
- Keep the person talking – don't interrupt.
- Let them feel in charge – keep the person on the line, don't hang up.
- Ask Bomb Threat Checklist questions and record responses.
- Do not operate the manual alarm points or electrical switches, or use a mobile telephone as this may activate the device.
- Attract assistance if possible and have this person alert staff and notify Police on 111.
- Evacuate the building if directed to do so by the Police (but do not hang the phone up on the caller).

First Aid Policy

Policy statement

TheDUNEDIN.....Group RDA has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure safe and consistent care is taken when first aid may be required in the workplace.

Scope

This policy applies to allDUNEDIN.....Group RDA employees.

Responsibilities

The Group Health and Safety Officer is responsible for:

- Ensuring appropriate first aid supplies are provided at theDUNEDIN.....Group RDA (see minimum list below).
- Ensuring that first aid supplies are accessible to staff at the office.
- Being the designated first aid representative forDUNEDIN.....Group RDA.
- Holding an appropriate first aid certificate or other equivalent qualification.
- Ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered.

References

The Health and Safety in Employment Act 1992 and Amendment
 The Health and Safety in Employment Regulations 1995
 Guidance Notes on Providing First Aid Equipment, Facilities and Training, OSH,
 Oct 2000

Recommended first aid supplies

Minimum contents:

- A manual giving general guidance on first aid
- Sterile individually wrapped adhesive dressings (plasters) 20
- Sterile eye pads 2
- Safety pins 6
- Sterile wound dressings - medium sized 6
- Sterile wound dressings - large 2
- Disposable gloves 2 pairs
- Resuscitation mask 1

Employee Information, Training and Supervision

Policy statement

The.....DUNEDIN.....RDA Group recognises the responsibility of the employer to promote a safe and healthy workplace. Employees need to actively participate in workplace health and safety and require information, training and supervision to support safe workplace practices.

Purpose

To ensure that employees are provided with adequate information, training and supervision on health and safety matters.

Scope

This policy applies to allDUNEDIN.....RDA Group employees.

Responsibilities

The Executive Director is responsible for ensuring that all newly appointed staff receive:

- An induction to health and safety in the workplace.
- A copy of the Employee Health and Safety Handbook.
- An opportunity to complete the induction process and gain familiarity withGroup RDA policies and procedures.
- Any additional training that is required as a result of specific work activities or requirements
- Any protective clothing or equipment required for the position.
- Adequate supervision to ensure a safe workplace including a workstation assessment.

The Executive Director is responsible for ensuring that staff receive:

- Opportunities for employees to contribute to health and safety.
- Notification of all health and safety meetings.
- An opportunity to attend ongoing training in relation to health and safety relevant to the organisation.
- And employee responsibilities (for example, health and safety representative training, first aid training).

All staff are responsible for:

- Following instructions of your employer or employer representative (e.g. supervisor).
- Completing the induction process including reading theGroup RDA Health and Safety Handbook, policies and procedures and undertaking paid training as directed.
- Reporting hazards.
- Using and caring for protective equipment or clothing provided by the employer
- Cooperating with the monitoring of workplace hazards and employees' health (with permission)
- Reporting work-related injuries or ill health.
- Not undertaking work that is unsafe.
- Not interfering with an accident scene.

References

The Health and Safety in Employment Act 1992 and Amendment
Employee Health and Safety Handbook

Workmen on Site (Contractors)/Visitors

Policy statement

TheDUNEDIN.....Group RDA is firmly committed to the provision of a safe and healthy in the workplace for contractors, sub-contractors and visitors in accordance with its Occupational Health and Safety Policy and with its duties under the Health and Safety in Employment Act 1992, and related legislation and regulations. In meeting these requirements NZRDA seeks to:

- Ensure that contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working onDUNEDIN..... Group RDA premises.
- Promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times.
- Ensure that all visitors are not harmed while onDUNEDIN.....Group RDA premises.

Responsibilities

The Health and Safety officer or other nominated representative is responsible for:

- Ensuring details of any specific hazards that may be relevant to the visitor and/or contract worker are provided to the visitor and/or contractor.
- Advising the contractor on miscellaneous matters, such as how to activate the fire alarm, the location of fire extinguishers and first aid assistance, escape possibilities, and where and to whom the contractor should report in case of an emergency situation, or an accident.
- Advising visitors of any hazards and evacuation procedures in case of an emergency and of the policy that they must be escorted at all times.
- Maintaining a record of visitors and contractors on the premises and providing the contractor or any unescorted visitor with suitable identification (ID badge).
- Ensuring there are strategies for on-site communications for contractors (e.g. site meetings).

Staff are responsible for:

- Ensuring visitors are escorted by a staff member at all times (unless they have been issued with a visitor ID badge) to ensure their safety and wellbeing and assist that person if required should the building need to be evacuated.

The contractor is responsible for:

- Providing details of any hazards that they will be bringing onto the site or any hazards that may be created as a result of the nature of the work being undertaken, together with how these hazards will be mitigated.
- Ensuring the contractor's employees have received the safety training required for the specific job, including protocols for issuing keys or entry to restricted areas.
- Providing and using emergency and personal protective equipment they may require.

The visitor is responsible for:

- Acting on the instruction of the [Group management committee chair person/president] or the Group Health and Safety Officer in the case of an emergency.
- Advising the above people of any special assistance that may be required in case of an emergency requiring evacuation.

References

The Health and Safety in Employment Act 1992 and Amendment
 The Health and Safety in Employment Regulations 1995
 The Fire Safety and Evacuation of Buildings Regulations 1992
 Visitors, and Contractors, Registers

Hygiene and Infection Control Policy

Policy statement:

It is important that theDUNEDIN.....Group RDA have well-documented and practiced procedures and guidelines in place to protect the health and safety of all personnel and riders, and to minimize the risk from exposure to a wide range of actual or potential infections.

The.....DUNEDIN.....Group RDA recognizes the importance of infection control and that it is important that staff and volunteers and riders to practice good hygiene practices and Universal Precautions. The Health and Safety in Employment Act is broad-based legislation which aims at the prevention of harm to employees at work. While safety issues are usually obvious and readily dealt with, health issues are sometimes overlooked. Examples of some infectious diseases that RDA staff and volunteers could potentially be exposed to during their work include the following:

- HIV / AIDS
- Hepatitis
- Tuberculosis
- Salmonella
- Legionellosis
- Mumps, Measles, Chicken pox, Glandular fever
- Scabies, Headlice; or
- Meningococcal disease.

Purpose

- To ensure that Group personnel and riders are educated about infection control and protection.
- To minimise the risk of infection by ensuring that infection control is practiced at all times.
- To safeguard the confidentiality of personal information.
- To ensure that all people are treated equally.

Scope

This policy applies to all staff, volunteers, visitors and Members of theDUNEDIN.....Group RDA.

Responsibilities

All staff and volunteers should:

- Treat all riders and other volunteers as potentially infectious i.e. "universal precautions apply".
- Respect confidentiality.
- Inform colleagues of "blood precautions" where relevant.
- Follow protocols and guidelines.
- Constantly be aware of own skin condition and safe disposal of infected material.
- All RDA personnel should take care of their own safety and not expose themselves to any unnecessary risk.

All riders should:

- Accept that "blood precautions" advice may be entered on their medical record.
- Follow hygiene and infection control guidelines and procedures.
- Be aware of their own skin conditions and take responsibility for their own safety.
- If clients believe they are infected with HBV or HIV and could put others at risk, consider informing RDA of their status and seek appropriate counseling and information.

Universal precautions are infection control measures, which apply during treatment or contact with clients, for everyone's protection. RDA staff, volunteers must consider all riders and potentially infected with blood born pathogens.

NZRDA Policy – The Wearing of Helmets

Policy Statement

The prevention of horse riding injuries requires the adherence of standard horse handling and safety practices and the use of protective equipment such as approved safety helmets. All riders at a New Zealand Riding for the Disabled Assn. Inc. (NZRDA) affiliated Group are required to wear an NZRDA approved equestrian helmet unless it is contraindicated by a New Zealand registered occupational or physiotherapist or the rider's physician. In this case, there must be two hands-on sidewalkers (with a minimum use of a single arm hold by each sidewalker) present at all times while the rider is mounted.

Purpose

To ensure that riders are provided with safety helmets that meet the NZ safety standards and consistent care is taken for RDA riders.

Scope

This policy applies to all RDA riders, staff and volunteers.

Responsibilities

The RDA Group Chair person or their Health and Safety representative is responsible for ensuring all helmets at their RDA Group meet the required NZRDA standards as listed below.

This should be a medium protection safety helmet that includes a retaining harness attached to the shell at more than two points and secured with a chin strap which is properly adjusted and fastened.

Helmets with the following safety standard numbers are approved for use at an RDA activity on or off site:

NZRDA approved safety standards

- ASNZ 3838 (joint Australian/New Zealand Standard)
- PAS 015 (British Standard)
- BSEN 1384 (joint British European standard)
- ASTM F1163 (American standard)
- EN 1384 (European standard)

All staff, and volunteers are responsible for:

- All people riding at an RDA Group activity on or off site are wearing an NZRDA approved Safety Helmet
- Checking the helmet for undue wear and tear.
- That the helmet is fitted correctly.

Policy Reviewed: 9/10/2009



**New Zealand Riding for the Disabled
Association Inc.**

Appendices

Appendix One: Declaration

I have read and/or have had fully explained and understand the information contained in this manual. I understand I have a responsibility to carry out my duties in accordance with the Health and Safety policies and procedures as set out in theGroup RDA Health and Safety Manual.

NAME	SIGNED	DATE	WITNESS

Appendix Two: Incident and accident reporting form/register

Record of Accident/Incident/Serious Harm	
<p>To be completed by the Group Health and Safety Officer/Manager and injured person. Then send to the Group Committee and NZRDA Health and Safety Representative within 48 hours of the event. When an accident involving serious harm to an employee occurs then advise Occupational Health and Safety (OSH) as soon as possible.</p>	
<p>Is it an <input type="checkbox"/> Accident <input type="checkbox"/> Incident/Near miss <input type="checkbox"/> Condition (OOS)</p>	
<p>Group:</p> <p>Surname:</p> <p>First name(s):</p> <p>Residential address</p> <p>.....</p> <p>Phone:</p> <p>Gender: <input type="checkbox"/> M <input type="checkbox"/> F</p> <p>Date of event..... Time:.....am/pm</p> <p>Date Reported.....</p> <p>If OOS – Date of visit to the doctor:</p> <p>Location where the event occurred:</p> <p>.....</p> <p><input type="checkbox"/> Rider <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer</p> <p>If employee: occupation or position of injured person:</p> <p>.....</p> <p>Nature of injury or disease:</p> <p><input type="checkbox"/> No Injury</p> <p><input type="checkbox"/> Sprain or strain</p> <p><input type="checkbox"/> Bruising/Crushing</p> <p><input type="checkbox"/> Puncture wound</p> <p><input type="checkbox"/> Head injury</p> <p><input type="checkbox"/> Fracture</p> <p><input type="checkbox"/> Dislocation</p> <p><input type="checkbox"/> Burns</p> <p><input type="checkbox"/> Chemical reaction</p> <p><input type="checkbox"/> Internal Injury/trunk</p> <p><input type="checkbox"/> Open wound</p> <p><input type="checkbox"/> Disease</p> <p><input type="checkbox"/> OOS</p>	<p>Injured part of the body</p> <p><input type="checkbox"/> Trunk</p> <p><input type="checkbox"/> Head</p> <p><input type="checkbox"/> Upper limb(s)</p> <p><input type="checkbox"/> Neck</p> <p><input type="checkbox"/> Internal organs</p> <p><input type="checkbox"/> Lower limb(s)</p> <p><input type="checkbox"/> Multiple locations</p> <p>Mechanism of event</p> <p><input type="checkbox"/> Fall from horse</p> <p><input type="checkbox"/> Fall, trip or slip</p> <p><input type="checkbox"/> Horse bite</p> <p><input type="checkbox"/> Horse kick</p> <p><input type="checkbox"/> Hitting object with part of body</p> <p><input type="checkbox"/> Chemicals or other substances</p> <p><input type="checkbox"/> Biological</p> <p><input type="checkbox"/> Mental stress</p> <p><input type="checkbox"/> Machinery/tools</p> <p><input type="checkbox"/> Other horse</p> <p>.....</p> <p><input type="checkbox"/> Other non horse</p> <p>.....</p> <p>Type of treatment given</p> <p><input type="checkbox"/> Nil</p> <p><input type="checkbox"/> Doctor</p> <p><input type="checkbox"/> First aid</p> <p><input type="checkbox"/> Hospital</p>

The Investigation : Describe what happened

Analysis: What caused the event?

Prevention: What action has or will be taken to prevent a recurrence?

By Whom?

Were ACC forms completed ☐ yes ☐ no

Has time been lost from work ☐ yes ☐ no

If yes, how many days?

Manager (name)

Signature: Date:

For employees:- Consent in the case of an ACC claim:

I authorise theRDA Group Chair Person/President or the Health and Safety representative to obtain medical and any other records that are or may be relevant to this claim.

I authorise disclosure to any accident insurer of personal information and health information held by other parties relating to the claim.

I authorise disclosure of my health and other information relating to this claim to: my employer, ACC, contracted health or rehabilitation providers, employee representatives.

Injured person:

Signature: Date:

Appendix Three: First aid register

Name:	
Job tile:	
Date of treatment:	
Time of treatment:	
Person giving first aid	
Accident register completed by:	
Nature of injury:	
Treatment provided	

Appendix Four: Hazard register

[illegible]

Appendix Five: Hazard Identification form

Any employee, or volunteer who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or and existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.

Hazard Notification Form			
Your name:	Date:	Location:	Notification to:
	Date observed		
Description of hazard including significance in your opinion:	Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:	
Signature of person notifying this hazard:			
Health and safety representative report including analysis and action taken:			
Date entered into hazard register:			
Signature of health and safety representative:			

Appendix Six: Pre-Ride Inspection Checklist

Pre ride inspections are helpful in identifying local or on the day hazards and should be carried out prior to the commencement of each riding session.

[illegible]

[illegible]