

Contents

1. Version Control	3
2. Introduction	4
3. Terms	5
4. Track hours and General Information.....	6
4.1. Training Tracks – Opening Hours	6
4.2. Control of Racing Club Facilities.....	6
4.3. Closure of or Applying Restrictions to Racing Club Facilities	6
5. Track User Requirements.....	8
5.1. Use of Training Facilities by Trainers	8
5.2. Use of Training Facilities by Drivers	8
6. Safety Requirements.....	9
6.1. Personal Protective Equipment	9
6.2. Drivers’ Gear	9
6.3. Driver Down	9
6.4. First Aid	9
6.5. Drugs and Alcohol	9
6.6. Individual Responsibilities.....	10
7. Health and Safety.....	11
7.1. Compliance	11
7.2. H&S Information	11
7.3. Hazards and Risks.....	11
7.4. Reporting.....	11
8. Track Usage	12
8.1. Track Indicator Board.....	12
8.2. Special conditions or restrictions may apply to the [Name of Racing Club] facilities from time to time. When special conditions or restrictions apply they will be displayed on the Track Indicator Board.Reduced Visibility.....	12
8.3. Horse Names	12
8.4. Driver Register	12
8.5. Track Instructions.....	Error! Bookmark not defined.
8.6. Crossing Tracks.....	12
9. Horse Management	13

9.1. Gates 13

9.2. Containment/Catching of Loose Horses 13

9.3. Inexperienced or Unruly Horses 13

9.4. Lead Pony/School Masters/Accompanying Horse..... **Error! Bookmark not defined.**

10. Track Fees 14

11. Trainer and Driver Induction Form 15

12. Trainer Agreement..... 17

DRAFT

1. Version Control

Version	Date	Author	Reason for publication
V0.1	07/04/2015	Cashen	Draft for discussion
V0.2	14/04/2015	Cashen	Updated with feedback
V0.3	23/09/2015	Cashen	HRNZ version

DRAFT

2. Introduction

The purpose of these guidelines is to assist the Clubs who operate Training Tracks with the preparation of a Health and Safety Plan template that they can tailor to their specific race track. The guideline is based on a selection of New Zealand and Australian procedures and takes into account requirements under the forthcoming Health and Safety at Work Act.

DRAFT

3. Terms

Commented [BG1]: It may be helpful to define some terms here to help readers and to keep consistency eg –

- Racing Club Property compared to Racing Club Facilities
- Racetrack compared to Racecourse
- Restricted Areas
- Rules of Racing
- GAP Manager
- Anything else you think may be helpful

DRAFT

4. Track hours and General Information

4.1. Training Tracks – Opening Hours

The normal hours the Training Tracks at the **Racing Club** will be open for use by Permit holders are:

Day	Track	Times

All training tracks must be inspected by a designated Club Staff Member before any horse is allowed onto the track.

Access to training tracks will be closed off 10 minutes prior to the designated finish time.

All horses must be off the track by the designated finish time.

A Permit holder may use the tracks outside these hours to train horses only by arrangement with the Course Manager.

A Non-Permit holder must seek permission of the Course Management and Club Committee to use the Racing Club facility.

[Insert the hours and any other conditions here that apply to your race track]

4.2. Control of Racing Club Facilities

Every person on **[Name of Racing Club]** property must comply with all instructions from the Course Manager or other designated person.

No person may interfere with any **[Name of Racing Club]** property without the express permission of the Course Manager or Gap/Crossing Keeper.

All dogs on **[Name of Racing Club]** property must be confined within a vehicle.

Vehicles are not to exceed **[Kilometres per hour]** when driving on Racing Club property. **[Name of Racing Club]** must ensure that there are clearly displayed speed signs at all entrances.

The stable, training tracks and **[any other area designated by the Racing Club]** are restricted areas. Access to restricted areas is limited to people licensed by NZTR and no children are permitted in restricted areas.

4.3. Closure of or Applying Restrictions to Racing Club Facilities

The Course Manager or GAP/Crossing Keeper or a nominated person acting on the authority of the Committee may close or apply restrictions to any or all of the Racing Club facilities whenever they deem it necessary or expedient to do so for whatever purpose, including repair, maintenance or

because of poor visibility or hazardous conditions (caused by bad weather or any other circumstances that may arise).

The Track Manager, his/her Assistant or Gap Supervisor will prevent any horse from working:

- with gear which may be dangerous to the driver or horse;
- whose driver is without the approved PPE;
- in a manner which may be considered dangerous to other horses and drivers; and/or
- whose driver may be considered to be unfit to ride because of injury, illness, or other disability.

Where a person is stood down for any of the reasons above, he/she may not resume driving without permission from **[PERSON]**. Where any driver is stood down for medical reasons they must provide a medical certificate signed by a registered medical practitioner confirming their fitness to ride before permission to resume driving is granted.

Commented [BG2]: Does a driver need to provide a medical certificate in the first 3 situations? These are not medically related.

DRAFT

5. Track User Requirements

5.1. Use of Training Facilities by Trainers

All trainers must apply annually to use the training facilities at **[Name of Racing Club]** by completing an 'Application for Permission to Train' form. Approval to train at **[Name of Racing Club]** will be at **[Name of Racing Club]**'s discretion and conditional upon the trainer:

- successfully completing a Workplace Induction;
- holding a current permit to train issued by HRNZ; and
- **[Additional Club Requirements]**.

While training at **[Name of Racing Club]** all trainers must:

- conduct their training operations within the Rules of Racing and the Local Rules and Bylaws of the **[Name of Racing Club]** and conditions as determined by the Committee;
- ensure all the trainer's staff (including trackwork drivers) are aware of and abide by the Rules of Racing and the Local Rules and Bylaws of the **[Name of Racing Club]** and conditions as determined by the Committee; and
- ensure all the trainer's staff (including drivers and stablehands) driving or handling their horses, have the appropriate and current license issued by HRNZ; and
- **[Additional Club Requirements]**.

Approval to train at **[Name of Racing Club]** may be revoked at **[Name of Racing Club]**'s discretion if any of the above requirements is breached.

5.2. Use of Training Facilities by Drivers

All drivers wishing to ride trackwork must apply for approval from **[Name of Racing Club]**. Approval is conditional upon the applicant:

- successfully completing a Workplace Induction that outlines the particular requirements of the Track; and
- **[Additional Club Requirements]**

While driving trackwork at **[Name of Racing Club]** all drivers must:

- comply with all **[Name of Racing Club]** rules and instructions;
- comply with all health and safety requirements; and
- **[Additional Club Requirements]**.

Approval to drive trackwork at **[Name of Racing Club]** may be revoked at **[Name of Racing Club]**'s discretion if any of the above requirements is breached.

6. Safety Requirements

6.1. Personal Protective Equipment

When driving a horse on any part of **[Name of Racing Club]** race track mandatory safety equipment (personal protective equipment) must be worn at all times. The minimum safety equipment to be worn is

(Darrin can you fill this in please)

- .

6.2. Drivers' Gear

The **[Course Manager/ PERSON]** must prohibit a driver from driving if, in their opinion, the driver's gear is unsafe. The driver can resume driving when his/her gear is determined to be safe by **[Course Manager/ PERSON]**.

A person shall not drive a horse (including at races, trials, or trackwork) at **[Name of Racing Club]** facilities with any jewellery, adornment or piercing affixed to an eyebrow, lip, nose, tongue or ear. Upon application, a Stipendiary Steward may grant permission for a driver to ride with a stud in one or both ears.

6.3. Driver Down

All trackwork must stop if a driver is dislodged and immobile on the track; whether the driver is being attended to or not.

No driver may allow his/her horse to continue past an injured driver who is on the ground unless that driver has moved or been moved safely outside the railings and his/her safety is not compromised.

Any horse approaching an injured driver must be pulled up.

If the siren sounds and flashing light is turned on all trackwork must stop immediately and not resume until the Crossing Manager permits it to resume.

6.4. First Aid

The Gap Supervisor or race course manager must have a current St John Workplace First Aid Course Certificate (NZQA units 6400, 6401 and 6402). The St John Workplace First Aid Certificate is a two-day course followed every two years by a one-day refresher course.

All venues must provide a suitably equipped and effective medical room, based on advice from the local St John's or a suitably equipped St John caravan.

6.5. Drugs and Alcohol

No one may be in any restricted area or ride, handle, or approach a horse under the influence of drugs or alcohol. No illegal drugs or alcohol are permitted in restricted areas. No illegal drugs are permitted anywhere on **[Name of Racing Club]** property.

Commented [BG3]: We suggest including this wider prohibition regarding drugs and alcohol

A driver commits an offence and may be punished if a sample taken from him/her is found upon analysis to contain the presence of a substance banned by AR 81B, or, he/she refuses or fails to deliver a sample as directed by the Stewards to do so.

NOTE: All drivers are always subject to random testing while handling or driving horses.

6.6. Individual Responsibilities

A driver is responsible for his/her own actions in determining whether or not he/she feels safe when working with or driving a horse at the Racing Club facilities.

Any driver who is injured, has been injured in the last 12 months, or has received medical treatment for an injury in the last 12 months, whether the injury occurred at the Racing Club facility or not, must produce a medical clearance certificate before being allowed to recommence driving trackwork.

Trainers or other persons acting in their absence are responsible for inspecting the tracks prior to working their horse/s and if not satisfied with any aspect they should not work the horse/s on or in the facility in question and should advise **[Person]** of their concerns and follow the reporting process set out in 7.3 below.

Commented [BG4]: As currently worded this is very broad – requires every driver who has ever been injured. We have redrafted to limit to 12 month period. Does this seem reasonable?

7. Health and Safety

If a serious incident occurs refer to your Health and safety Manual where details of recording and reporting the incident are documented.

7.1. Compliance

Any person on Racing Club property must comply at all times with any HRNZ Rules or Directives and/or Racing Club Bylaws involving safety issues.

The responsibility for complying with and enforcing the Health and Safety rules and obligations in relation to [Name of Racing Club] property or [Name of Racing Club] controlled events lies with the [Name of Racing Club] Committee and its staff.

Every person on [Name of Racing Club] property or at [Name of Racing Club] controlled events must:

- take reasonable care of his/her own safety;
- take reasonable care that his/her actions do not adversely affect the health and safety of other persons; and
- comply with any reasonable instructions given by [Name of Racing Club] related to health and safety.

7.2. H&S Information

Refer to Health and Safety manual.

7.3. Hazards and Risks

Any hazards, risks, near misses, injuries, illnesses, incidents and deaths that occur on [Name of Racing Club] property or at [Name of Racing Club] controlled events must be reported to [Person] or recorded in the log book in [Place].

7.4. Reporting

[Name of Racing Club] must record all hazards, risks, near misses, injuries, illnesses, incidents and deaths that occur on [Name of Racing Club] property or at [Name of Racing Club] controlled events. These records must be kept for at least five years.

[Name of Racing Club] must report all notifiable injuries, illnesses, incidents or deaths to Worksafe immediately, or as soon as possible.

In the event of any notifiable injuries, illnesses, incidents or death [Name of Racing Club] must take reasonable steps to ensure the site of the event is not disturbed until authorised by Worksafe.

Commented [BG5]:

Please clarify what you want included here. Is this section for H&S reporting only?

Do you want reporting templates? Worksafe's website has a reporting link – this is currently under the old act but will be updated.

<http://www.dol.govt.nz/Tools/Accident/Home/SeriousHarmNotification>

8. Track Usage

8.1. Track Indicator Board

The Track Indicator Board will display all official notices regarding the track, changes and any hazards. All trainers and trackwork drivers must read and comply with information and instructions on the Track Indicator Board before commencing any work.

8.2. Reduced visibility

Special conditions or restrictions may apply to the **[Name of Racing Club]** facilities from time to time. When special conditions or restrictions apply they will be displayed on the Track Indicator Board.

The Racecourse and/or GAP Manager will determine if it is safe to continue with trackwork due to fog, bad light, or low visibility conditions. In determining whether it is safe to operate the Racecourse and/or GAP Manager he/she shall use his/her judgment based on the amount of visibility he/she has of the training tracks. If they consider that reduced visibility compromises safety he/she must either suspend trackwork or regulate traffic in such a way that allows a group of horses onto the tracks and holds the next arriving group outside the track until the preceding group exits.

8.3. Horse Names

All drivers and horse attendants on or attending a horse shall give the horse's correct name or the dam's name to the Gap/Crossing Keeper as they go onto the track. These records will be used to generate the training track fees due by each trainer.

Any trainer found to have an undeclared horse utilising the Racing Club facilities may incur a fine up to **[Amount of fine]** in addition to any track fees owing.

8.4. Driver Register

[Name of Racing Club] is responsible for maintaining a register of all drivers on the track at any particular time together with the name of a contact person for each driver.

8.5. Crossing Tracks

All trainers, drivers, attendants, track users and visitors are to pay special attention to approaching horses when crossing tracks and be aware of which tracks are open and which direction horses will be approaching from. Tracks may only be crossed at the designated crossing. No person or horse and driver is to cross the path of approaching horses.

9. Horse Management

9.1. Gates

All designated containment gates must have signage attached which:

- requires the gate to be closed at all times; or
- indicates the permitted opening times for that gate.

Any containment gate displaying such signage may only be opened:

- during times indicated on the signage; or
- to enter or exit the area concerned.

On race and trial meetings days designated containment gates will be manned by Club Staff. The Club Staff will be responsible for the opening and closing of the containment gates in accordance with Club procedures. Any containment gate that is not manned on a race or trial meeting day must be closed at all times, other than for the actual act of entering or exiting the area concerned and if appropriate should be locked for the day.

9.2. Containment/Catching of Loose Horses

All trainers, drivers, attendants, track users and visitors are to remain vigilant about the possibility of loose and driverless horses. If it is safely possible, and the person has the necessary skill and expertise, a person may assist in recapturing the horse.

9.3. Inexperienced or Unruly Horses

All trainers must respect the safety of other drivers and horses by working inexperienced or unruly horses only during daylight hours and when the facilities are not busy. These horses must be driven or led by a suitably experienced driver or attendant. The Course Manager or GAP/Crossing Keeper may refuse or restrict entry to any of the Racing Club facilities to any horse that may be judged unruly or difficult to ride or handle.

Commented [BG6]: The remainder of this section has been moved to the more general "H&S" section

Commented [BG7]: How are containment gates designated?

Commented [BG8]: Presumably these procedures will be outlined in a document. Which document?

Commented [BG9]: Is there a practical process that can be recorded for this?

Commented [BG10]: How is this determined?

Commented [BG11]: Does there need to be a notification process when inexperienced/unruly horses are brought in? Does permission need to be granted?

10. Track Fees

[Enter your track fees, fines and commercial conditions here]

DRAFT

11. Trainer and Driver Induction Form

TRAINER AND STAFF TRACKWORK INDUCTION

Name:		Commencement Date:	
Driver/Trainer:			

Section 1: Qualifications and Industry Experience (note any First Aid experience)

	Issued By	Date	Expiry

Section 2: induction / Internal Training

STAFF ORIENTATION	Y	N
Explain the management of trackwork and responsibilities of Club officials		
Hours of operation		
Access rules and car parking		
Shown where staff amenities are located - lunch room, toilets, notice boards and other relevant facilities.		

STABLE ORIENTATION	Y	N
Taken on a tour of the stables and surrounding facilities and shown all areas you may be required to visit.		
Alerted to all known and potential hazards related to the stables and the work they will be performing.		
Inducted into training centre and its rules and regulations (if required).		
NZTR registration completed (if applicable).		

EMERGENCY PROCEDURES - Medical	Y	N
Shown location of first aid kit and names of first aid qualified employees.		
Shown location of emergency contact numbers.		

EMERGENCY PROCEDURES - Fire / Chemical	Y	N
Shown location of fire extinguishers and hoses.		
Emergency plan explained and evacuation assembly areas identified.		

GENERAL INFORMATION	Y	N
----------------------------	----------	----------

Track Health and Safety plan explained and copy made available.		
Explained how to report all incidents, accidents and near misses to supervisor/employer.		
Including unsafe behaviour and/or colleagues affected by drugs or alcohol to be reported to supervisor.		
Explained the site's alcohol and drug policy.		
Explained the site's bullying and harassment policy.		
Explained procedure for chemical use and location of Hazard management plan		

OTHER REQUIREMENTS OR HAZARDS SPECIFIC TO THIS FACILITY

It is important that both the trainer and the staff member sign off to indicate that both are satisfied with the level of the induction and understanding prior to commencement of employment.

Trainer Full Name

Trainer Signature

Date

Staff Full Name

Staff Signature

Date

12. Trainer Agreement

APPLICATION FOR PERMISSION TO TRAIN AT [Name of Racing Club]

SURNAME		
GIVEN NAMES		
DATE OF BIRTH		
PLACE OF BIRTH		
RESIDENTIAL ADDRESS		
	Suburb	Postcode
POSTAL ADDRESS		
	Suburb	Postcode
TELEPHONE		
MOBILE		
EMAIL ADDRESS		
NUMBER OF HORSES IN TRAINING (NOTE 7 BELOW)		

Commented [BG12]: There is no 7 below?

Please read carefully

I wish to apply to the [Name of Racing Club] Racing Club for approval to train and use the training facilities of the Club for the purpose of training thoroughbreds. I understand and acknowledge that should permission be granted for me to use the Club's facilities it will be subject to my complying at all times with the following conditions:

- 1) I hold a current Trainer/Owner Trainers Licence, issued by NZTR
- 2) I agree to abide by the Rules of Racing, the Track regulations and any directions or instructions issued by the any Stewards Racecourse Manager and/or Club official, at all times.
- 3) I acknowledge that any horse, which utilises the Club's facilities, must have a current stable return lodged, showing [Name of Racing Club] as the training venue, unless otherwise approved. I acknowledge that unless my licence fees are paid promptly and on time approval to train on course will be withdrawn by the Club.
- 4) I will inform the Club in writing of the number of horses I have in work.

Declaration

I acknowledge that I have read and fully understand the conditions on which approval may be granted by the Club to train and use the facilities at the racecourse. I further acknowledge that should I fail, at any time during the course of my use of the facilities, to adhere to any of the above conditions, such failure may result in the Club, at the Club's sole discretion, withdrawing permission to use the facilities on course without further notice. I acknowledge that should my permission to use the course or facilities be withdrawn, I will immediately cease to use the same.

I also acknowledge that I have received and read the **'Track Regulations and Policies Relating to Trainers & Track Drivers Approved to Train on the [Name of Racing Club] Racecourse'** document and understand the contents therein and agree to comply with such policies.

(Signature of Applicant)

(Date)

[Checklist for applicant – Documents must accompany this signed form]

Copy of trainers licence attached	<input type="checkbox"/>
-----------------------------------	--------------------------

PERMISSION TO TRAIN AT [Name of Racing Club] APPROVED:

DATE: _____

G:\Company Shared 2\trainers\FORMS\Permission to Train at Thoroughbred Park\PERMISSION TO TRAIN Form.doc

DRAFT