



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

✓ ✗ 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

CORRECTIVE ACTION REPORT FORM

(Trainer must also retain a copy)

Description of Hazard	Controls/Corrective Action Required	Risk Class (High, Medium, Low)	Person Responsible for Corrective Action	Proposed Completion Date
<i>eg: No First Aid Kit</i>	<i>Purchase First Aid Kit</i>	<i>M (Medium)</i>	<i>Mr Trainer</i>	<i>05/07/2013</i>