**Safe Work Method Statement**

**Form 007.2**

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

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| **Job: RACEDAY/BARRIER TRIALS – BARRIERS/OPERATIONS** | | | | **Document Reference** | | |
| **Department:**  **Section: RACEDAY**  **Work Area: TRACK** | | | | **No:** | | |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name (Print):** | | |
| **Key Safety Plant / Equipment (including P.P.E)** | | | | **Safety Checks / Hazardous Substances** | | |
| * Tractor * Barrier Stalls * PPE: Sun protection, broad-brimmed hat, steel-capped boots, wet weather protection, gloves, safety vest, safety helmet | | | | * Physical inspection of tractor * Physical inspection of starting barriers * Physical inspection of work area/track for foreign material | | |
| **Codes of Practice Legislation: Applicable to Work? YES / NO**  **If YES, state:**   * Section 6.1, Racing NSW Minimum Standards | | | | **External Considerations** | | |
| **Person/s required to carry out work** | | **Duties and Responsibilities:** | | **Qualifications/Experience/ Training Required to Complete work** | | |
| * Starter/Assistant Starter * Barrier Attendants * Tractor Driver * Veterinary Surgeon * Farrier | | * Assist with loading horses * Load horses in barriers * Move barriers between races * Observe horses & examine horse(s) with potential injury * Adjust or re-plate if needed | | * Extensive horse experience * Horse experience as per VRC Assessment Manual * Experience in tractor operations & towing/reversing barriers * Licensed Vet (BVSc) & horse experience * Licensed Farrier | | |
| **Safe Work Method Statement (Part 2)** | | | **Document Reference:** | | |
| **Job: RACEDAY/BARRIER TRIALS – BARRIERS/OPERATIONS** | | | **No:** | | |
| **Procedure ( in steps):** | **Possible Hazards in Executing Procedure:** | | | | **Key Safety Controls and Associated Procedures:** |
| Inspect tractor prior to starting | Muscle strain, back injury | | | | Correct manual handling & bending technique(s) |
| Ensure all fasteners, guards, handles, throttle & other controls are functional, secure & in good condition |  | | | | Position equipment on level surface |
| Refuel tractor as required | Fuel spillage  Fire & explosion | | | | Ensure refuelling is undertaken in area with containment bunding/berm, away from drains & spill kit is available.  Ref: Refueling Procedure. Keep clear of ignition sources including mobile phones & microwave ovens. |
| Inspect barrier stalls including structure, padding, front & rear gates, barrier dividers, flashing lights, manual & electric start and steering mechanism | Muscle strain, back injury, fall from height | | | | Correct manual handling & bending techniques; do not climb above running boards unless appropriate equipment used (eg. scissor lift) |
| Ensure correct (manufacturer-approved) towbar is securely fitted & in good condition | Muscle strain, back injury, laceration | | | | Correct manual handling & bending techniques, provision of PPE (gloves) as required |
| Conduct physical inspection of work area | Foreign material – cast shoes, stones  Slips & falls on soft/uneven ground  Sunburn, fatigue, dehydration | | | | Correct PPE (approved gloves)  PPE – broad brim hat, face shield, sunblock, insect repellent  Supervisor to assess area & implement appropriate controls |
| **Safe Work Method Statement (Part 2)** | | | **Document Reference:** | | |
| **Job: RACEDAY/BARRIER TRIALS – BARRIERS/OPERATIONS** | | | **No:** | | |
| **Procedure ( in steps):** | **Possible Hazards in Executing Procedure:** | | | | **Key Safety Controls and Associated Procedures:** |
| Start-up |  | | | | Select an area clear of obstructions, refuelling & bystanders but close to work area |
| Once started, revert to normal operations mode |  | | | | Ref: Training Instruction/Equipment Operations Manual |
| Transfer barriers to start | Overturning | | | | Ensure travel on firm, level surface, avoiding embankments & swales/drains. |
| Avoid contact with solid objects – eg. concrete/structures, fencing, rails, etc. | Strike object/equipment & property damage | | | | Ensure travel on firm, level surface, avoiding embankments & swales/drains.  Ensure minimum clearance of 15 metres for people, horses & vehicles. |
| Ensure barriers are positioned appropriately | Arcing from overhead powerlines (steel frame)  Overturning/loss of balance | | | | Ensure barriers are positioned well clear of power lines  Ensure barriers are positioned on firm, level ground |
| Stop tractor engine, even if leaving tractor for a moment | Unauthorised equipment usage | | | | Tractor engine must never be left running when unattended |
| Return to storage area | Strain injury, laceration  Strike object/equipment & property damage | | | | Correct manual handling techniques & PPE  Ensure that track staff assist in reversing or equipment into shed/storage area |
| Turn-off motor and lock | Prevent unauthorised use of equipment | | | | Ensure keys removed from ignition & securely stored |