**Safe Work Method Statement**

**Form 007.2**

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

|  |  |  |
| --- | --- | --- |
| **Job: CLEANING A STABLE/STALL** | | **Document Reference: Saddling** |
| **Department: XXXX Racing Stables**  **Section:**  **Work Area: STABLE/HORSE STALLS** | | **No:** |
| **Revision Date:**  **Manager’s / Trainer’s Approval:**  **Manager’s / Trainer’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * Gloves, safety boots, dust mask * Head collar / lead / twine for tying * Rake, fork, shovel, manure scoop, broom, lime, dung bag or bin | | * Tools in good working order * Dust mask for those who suffer from allergies or asthma |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:** | | **External Considerations**  Air flow / lighting |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Nominated person in stable | Cleaning of stables/stalls | Registered stablehand with horse handling competency and requisite training |

|  |  |  |  |
| --- | --- | --- | --- |
| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: CLEANING A STABLE/STALL** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Preferably remove horse from stable and re locate to tie up area |  | |  |
| OR  Secure horse to tie up ring | Possible biting, kicking, striking | | Competent handler |
| Place hose to opposite side of work area | Trip hazard | | Ensure hose lays flat on ground |
| Take out water bucket / feed bin for cleaning | Lifting / muscle strain | | Correct lifting procedures and awareness |
| Pick up droppings | Horse kicking | | Keep eye on horse and do not bend down too close to hind legs |
| Use of rake / shovel / fork | Incorrect use may startle / hurt horse | | Ensure stablehand understands use of tools  Ensure tools are not used close to the horse |
| Clean centre of stall or where horse makes water | As above | |  |
| Remove waste materials | Muscle strain | | Correct lifting procedures |
| Remove all tools | Trip hazard | | Ensure tools correctly stored out of way, not left on ground |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Keep horse tied but move horse’s body to be parallel to opposite side of stall | Horse may move quickly and trample | | Work around horse slowly and carefully |
| Repeat cleaning procedure for rest of horse stall | As above | |  |
| Sprinkle stable lime as directed | Cleaner could inhale / get on hands & into eyes | | Use PPE - gloves, mask.  Ensure horse does not inhale lime |
| Replace bedding carefully | If bedding tossed about, too much dust | | Use PPE – gloves, mask.  If using shavings, damp down |
| Ensure all tools removed | Horse or handler may tread on - injury | | Tools count |
| Replace feed and water buckets after cleaning |  | |  |
| Untie horse from wall | Bites, kicks | | Operate from near side and be cautious |
| Turn horse toward door | Horse may rush  Horse may kick if let go without turning toward door | | Walk with horse to stable door |
| Undo head collar from horse |  | | Handler at stable door or yard gate and able to exit quickly |
| Walk out ensuring gate / door is secure |  | |  |