**Safe Work Method Statement**

**Form 007.2**

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

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| **Job: STARTING PROCEDURES** | | **Document Reference** |
| **Department:**  **Section: Barriers**  **Work Area: Raceday & Trials** | | **No:** |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * Barrier stalls * Tractor * PPE – sun protection / steel capped safety boots / broad brimmed hat/ wet weather protection / gloves / helmets? | | * Physical inspection of barriers * Physical inspection of tractor * Physical inspection of work area / track for foreign material |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:**   * Section 6.1, Racing NSW Minimum Standards | | **External Considerations** |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Racecourse Manager/Track Staff | Assess condition of barriers | Experience in barriers operation & maintenance |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: STARTING PROCEDURES** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Loading horses | Attendants being crushed | | Never climb under front gates, always climb into nearside uprights |
| Unruly horses | | Assign most experience staff to handle difficult horses |
| Starters final procedures |  | | Communicate with lightman & assistant starter for ‘all clear’ |
|  | | Ensure rostrum is secure & stable before mounting  Check with attendants for any problems |
| Removal of equipment | Danger to horses & riders  Trip hazards | | Ensure all gear is packed away immediately  Gap rail has been replaced |
|  | | False rail has been replaced / removed for following race |
| Starters observations |  | | Must communicate with stewards, ambulance  Must keep an eye on race for any problems |
| Removal of barriers | Tractor stalls or cannot be started | | Track Staff must immediately communicate with Stewards and/or Clerk of Course to implement false start procedures |
| Manual steering of barriers | Danger of being run over  Muscle or back strain | | Equipment with hydraulic steering |
| Others | Dehydration | | Supply water & wet towels |

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| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| All mechanicals | As per ‘ Supervision of Barrier Attendants’ |  |
| Weighing enclosure | Unruly horses | Observe behaviour of horses to prevent risk of being kicked or potential problems at start |
| Starter’s gear | Not having sufficient equipment | Check all gear prior to race meeting |
| Transport of barrier attendants | Falling off ute | Ensuring that all attendants have proper seating |
| Behaviour of barrier attendants | Possible risks to self & others | Zero alcohol tolerance  All attendants must fully obey starter’s instructions |
| Per-loading procedures | Barriers in wrong location  All horses are at start | Check correct distance for race  Count all starters as per starters sheets |
| Identify unruly horses | Risk to all personnel | Consult ‘bad horse’ book  Towels |
| Loading horses | Risk to all personnel  Horses backing out of gates | Ensure leads etc. are properly fitted when loading & removed in a safe manner prior to the ‘all clear’  Attendants close back gates as soon as horse is loaded |