

# **New Zealand Miniature Horse Association Inc.**



## **HEALTH AND SAFETY PROGRAMME**

**FOR**

**N Z MINIATURE HORSE  
ASSOCIATION INC. AND AFFILIATED  
CLUBS**

Volume 1, Revision 1

Issue Date: 16 November 2007

## N Z MINIATURE HORSE ASSOCIATION INC.

### HEALTH AND SAFETY MANUAL

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## **HEALTH AND SAFETY POLICY**

The N Z Miniature Horse Association Incorporated is committed to the protection of people from accidental injury or damage from activities carried out by the Association and its Affiliated Clubs.

N Z Miniature Horse Association Inc. members are encouraged to participate in the development and ongoing implementation of the Health and Safety system to ensure that it is fully implemented at each show and event and continuously reviewed and improved by its members.

### **N Z MINIATURE HORSE ASSOCIATION INC. RESPONSIBILITIES**

- To ensure the safety of volunteers, members of the public and contractors
- To identify all site hazards
- To control all significant hazards
- To investigate serious harm accidents
- To report serious harm accidents to OSH
- To ensure emergency plans are in place for relevant hazards

### **CONTRACTORS/SERVICE AND PRODUCT PROVIDERS RESPONSIBILITIES**

- To have read and understood the Health and Safety information provided by the society.
- To submit a health and safety plan.
- Notify the society of any unsafe working condition immediately on discovery.
- Report any accidents or incidents to the society.

Signed:

Date:

Position:

## 1.2 HEALTH AND SAFETY PROGRAMME OBJECTIVES

- Each Show organiser to comply with Health and Safety Legislation
- N Z Miniature Horse Association Inc. to effectively manage health and safety at any N Z Miniature Horse Association Inc. or Affiliated Club Shows and ensure that all practicable steps have been taken to prevent accidental injury to any person.
- N Z Miniature Horse Association Inc. to seek feedback from all show committees on the suitability of the health and safety programme material.
- New Zealand Miniature Horse Association Inc. to review the health and safety programme annually to ensure it's continued effectiveness.
- N Z Miniature Horse Association Inc. or Affiliated Club Show Committee to review health and safety management after each show and forward the information to the New Zealand Miniature Horse Association Safety Administrator.

## 1.3 PROGRAMME REVIEW

N Z Miniature Horse Association Inc. shall undertake a management review of the entire Health and Safety programme on an annual basis. Elements included in the review are listed below:

- Review of the health and safety documentation including the policy statement.
- Review of health and safety programme objectives.
- Review of accident data provided by members.
- Review results of feedback on health and safety suitability.
- Review conformance with the Health and Safety in Employment Act 1992 and any relevant legislation and codes of practice.
- Health and Safety Training – Discuss any health and safety training needs and how this will be addressed.
- General Health and Safety Issues – allow any other issues to be discussed at the end of the meeting.

N Z Miniature Horse Association Inc. shall ensure that records of the annual review are retained.

### 1.3.1 Show Review

Each Show Committee shall conduct a post show review to discuss the following topics;

- Accidents and incidents
- Hazard Checklists and control of significant hazards
- Dangerous Situations
- General Health and Safety
- The Committee will retain minutes from these meetings and will endeavour to make improvements to the system as a result of this review meeting.
- Forward any relevant information to N Z Miniature Horse Association Inc. Safety Administrator if it is deemed to have national health and safety implications.

**1.4 DOCUMENT CONTROL**

N Z Miniature Horse Association Inc. shall ensure that a document control system is in place. A date shall be printed on the footer of each page indicating the date of issue. When a change is required the Association will update the document and change the issue number and date, issue all documents through the health and safety manual contents section, and distribute to all copy holders. The central control of the Health and Safety Programme Manual and associated documents is the responsibility of N Z Miniature Horse Association Inc.

Document Issued To:		
Date Issued:		
Issued By:		
Designation of Issuer:		
Document Serial Number:	HSP-V1R1-	
This Document Is (Tick One):	<input type="checkbox"/> Controlled	<input type="checkbox"/> Uncontrolled
Procedures Approved By:		
Position:		

## 2.0 ACCIDENT/INCIDENT/NEAR MISS REPORTING

### 2.1 PURPOSE

The Health and Safety in Employment Act 1992 requires that all work-related accidents are reported and recorded.

The purpose of this is to:

- ◆ Recognise and document hazards or potential hazards to organisation company personnel, users of the show grounds and facilities.
- ◆ Clearly identify work-related accidents and incidents distinguishing them from non-work related accident compensation claims.

### 2.2 DEFINITIONS

As defined by the Health and Safety in Employment Act 1992:

- ◆ “**ACCIDENT**” means an event that causes any person to be harmed.
- ◆ “**INCIDENT**” or “**NEAR MISS**” means an event than in different circumstances might have caused any person to be harmed.
- ◆ “**SERIOUS HARM**” (which must be notified to OSH within seven days after the event) means:
  1. Any of the following conditions that amounts to or results in permanent loss or bodily function, or temporary severe loss of bodily function:

◆ Respiratory disease	◆ Decompression sickness
◆ Noise-induced hearing loss	◆ Poisoning
◆ Neurological disease	◆ Vision impairment
◆ Cancer	◆ Chemical or hot metal burn of eye
◆ Dermatological disease	◆ Penetrating wound to eye
◆ Communicable disease	◆ Bone fracture
◆ Musculoskeletal disease	◆ Laceration
◆ Illness caused by exposure to infected material	◆ Crushing

2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence.

## 2.3 PROCEDURE

All accidents, incidents or near misses occurring at the show to volunteers, the public or contractors are to be reported and recorded in the accident register held at each site.

- ◆ Any serious harm accident is to be reported immediately to OSH as soon as practicable after the accident (within seven days – see Serious Harm Form in Appendix III).
- ◆ The accident register will be held by the Show Safety office.
- ◆ Form to be completed as soon as possible after the accident/incident/near miss by the person involved or if necessary by a witness.
- ◆ Completed form to be given to the Show Committee within 24 hours of accident for comment.
- ◆ If further investigation is required the Committee will conduct an investigation and involve the person concerned.
- ◆ Once all action is completed every Accident/Incident form shall be forwarded to the Committee for filing as appropriate pursuant to the Privacy Act 1993.
- ◆ General information on accidents/incidents in the New Zealand Miniature Horse Association Inc will be tabled at each annual review meeting for comment and action as required.
- ◆ All investigations should be completed within five working days.
- ◆ Legal requirements require that all serious accidents be reported to OSH.
- ◆ If a motor vehicle crash/accident adopt same procedure as above and any serious accident to be reported promptly to OSH and if not already done - to the New Zealand Police.
- ◆ In cases where there has been contact with **BLOOD/SERUM/BODYFLUID** including known or possible contact with **HEPATITIS** and **HIV**: immediately notify the onsite first aid emergency service such as St Johns and the nearest Accident and Emergency Service, eg, Doctor and/or Hospital for Medical advice.

## 2.4 ACCIDENT INVESTIGATION

All accidents should be investigated to determine the cause.

- Obtain all the facts pertaining to the accident or incident.
- Identify all the hazards involved and thus the cause of the accident/incident.
- Assess the current hazard controls in place.
- Decide on future actions e.g. prevention, elimination, isolation, minimisation.
- Inform all affected.
- Follow up.
- Document the investigation and file for records.

**3.0 FIRST AID FACILITIES**

**3.1 PURPOSE**

To ensure that adequate first aid facilities and supplies are available at each Miniature Horse Show.

**3.2 PROCEDURE**

A first aid box must be held by the Show Safety officer at each show. The first aid box contents shall be documented on a list located in the first aid box.

The Show Safety Officer shall have available the name and contact details of the nearest emergency medical facility.

## **4.0 HAZARD CONTROL**

### **4.1 PROCEDURE FOR IDENTIFYING NEW AND EXISTING HAZARDS**

Hazards need to be identified in order for appropriate controls to be put in place. Checklists have been developed for activities at a show to assist in the hazard identification process.

Hazards may also be reported at any time by any person. These hazards may need to be added to the appropriate checklist.

Hazards may be identified as part of an accident investigation in which case the appropriate checklist will need to be updated.

#### Contractors/Service Providers/Product Providers

Where people or organisations are engaged to provide a service or product and are paid for that service they are deemed to be contractors under the Health and Safety in Employment Act 1992. The organisation engaging their services are deemed to be principals. Duties of principals can be summarised into two areas. One is that the principal must ensure that all practicable steps have been taken to ensure that the contractor is not harmed whilst on site and secondly that the contractor takes all practicable steps to ensure they do not harm the public, visitors or volunteers.

A contractor is expected to submit a health and safety plan to the NZMHA Council prior to contract acceptance. **THE CONTRACTOR MAY SUBMIT THEIR OWN HEALTH AND SAFETY PLAN OR MAY USE THE NZMHA TEMPLATE DOCUMENT TO FORMAT THEIR PLAN.** In any case the contractor must demonstrate compliance with the requirements outlined in Appendix I.

The plan will be kept on file by the committee and the contractor's significant hazards will be checked to ensure they are in control during the show.

### **4.2 PROCEDURE FOR IDENTIFYING SIGNIFICANCE OF HAZARDS**

Hazards on the checklists have been assessed to determine whether or not they are significant or not. Significant hazards are defined as those that have the potential to cause serious harm.

### **4.3 HAZARD REGISTER CHECKSHEETS**

Hazards pertaining to each area of activity have been documented on hazard register check sheets. The committee will ensure that the person responsible for organising each area of activity completes the appropriate hazard register check sheet.

The hazards identified on the checksheets are not sighted as an exhaustive list and may be added to during the inspection process.

#### 4.4 CONTROLLING HAZARDS

The Health and Safety in Employment Act 1992 specifies how to control significant hazards. The procedure is to work through the following steps:

- **Eliminate** the hazard if this is possible. If it is not possible or practicable to totally eliminate then
- **Isolate** people from the hazard e.g. by guarding machinery, fencing or if this is not practicable then
- **Minimise** the likelihood of harm from the hazard e.g. protective clothing and equipment, providing adequate training.

Committees should bear these steps in mind when reviewing checklists and reviewing contractor health and safety plans.

Where specific hazards require specialist advice Committees shall ensure this is obtained. Where the New Zealand Miniature Horse Association Inc requires information from relevant legislation, regulations, codes of practice, safe operating procedures or material safety data sheets. The Committees shall contact the Supplier or may contact the Department of Labour (OSH) as appropriate.

#### 4.5 INSPECTIONS, PRIOR, DURING AND AFTER THE SHOW

Check sheets have been developed for inspection of the grounds prior to the show beginning, whilst the show is operating and after the show has ended to ensure that hazards are in control and the site is safe. The post show inspection is to identify that there are no hazards left on site.

## **5.0 EMERGENCY RESPONSE PROCEDURE**

### **5.1 EMERGENCY RESPONSE PROCEDURE**

The Show Safety Officer shall ensure effective and efficient responses to emergency situations resulting from natural or man-made disasters. An emergency situation may arise as a result of:

- a fire
- an earthquake
- chemical spill
- explosion
- terrorism
- bomb threat
- armed confrontation
- any other life threatening situation.

### **5.2 SPECIFIC EMERGENCY**

Each area of Activity should consider likely emergency situations. Each Hazard Register Checklist will include a section on emergency responses for that particular activity.

### **5.3 FIRE EMERGENCY**

#### **Any person discovering a fire should**

1. Raise the alarm immediately by shouting **FIRE** and triggering any alarm sounding system.
2. Call the Fire Service – dial 111.
3. Immediately advise a Show Safety Officer.
4. Advise all persons to make their way clear of the fire.
5. Switch off all machines and appliances near them.
6. Close all windows near them.
7. If inside a building proceed in an orderly manner out of the building by the nearest doorway
8. If the building is smoke-logged, keep near the floor.
9. Do not endeavour to obtain personal effects from some other part of the building nor attempt to return to your own room if temporarily absent.

#### 5.4 EARTHQUAKE AND STORMS

**Definition:** Any major seismic activity or adverse weather conditions that has the potential to lead to loss of life, damage property, lead to loss of the stock/horses and otherwise cause serious harm to persons or animals.

1. Show Safety Officer to immediately liaise with emergency services.
2. Ensure any electrical power supply is turned off at the mains supply to the show.
3. Close down **all** activities.
4. Ensure only generator power is used.
5. Evacuate all people to designated safe areas eg from temporary structures and dangerous areas such as hot food appliances and electrically operated equipment.
6. Secure horses.
7. Control traffic.

#### 5.5 CHEMICAL SPILL OR EXPLOSION

1. Call the Fire Service – **dial 111**
2. Immediately contact emergency service and Show Safety Officer
3. Evacuate all personnel from the area.
4. Ensure the area remains secure.
5. Do not attempt to touch, dilute or absorb the chemical.
6. **Do not use water**
7. Show Safety Officer to contact emergency services and activate emergency evacuation procedures as necessary.

#### 5.6 BOMB THREAT OR TERRORISM THREAT

1. Upon being notified of Bomb or Terrorism Threat report it to Show Safety Officer and call the Police – **dial 111**.
2. Advise all emergency services.
3. Retain the callers phone number if possible.
4. **Remember keep calm – don't hang up**

**CALLER VOICE**

- Accent (specify) \_\_\_\_\_
- Any Impediment (specify) \_\_\_\_\_
- Voice (loud, soft etc) \_\_\_\_\_
- Speech (fast, slow etc) \_\_\_\_\_
- Diction (clear, muffled) \_\_\_\_\_
- Manner (calm, emotional etc) \_\_\_\_\_
- Did you recognise the voice \_\_\_\_\_
- Was the caller familiar with the area \_\_\_\_\_

**THREAT LANGUAGE**

- Well spoken: \_\_\_\_\_
- Incoherent: \_\_\_\_\_
- Irrational: \_\_\_\_\_
- Taped/Recorded: \_\_\_\_\_
- Message read by caller: \_\_\_\_\_
- Abusive: \_\_\_\_\_
- Other: \_\_\_\_\_

5. Show Safety Officer to activate emergency evacuation procedures as necessary.

## 5.7 ARMED CONFRONTATION

1. **Keep calm don't panic.**
2. Do exactly what the person asks.
3. Observe as much information on the person as possible.

Height	Age
Hair Colour	Skin Colour
Eye Colour	Accent
Race	What the Person is Wearing
Or any other distinguishing features	
4. Do not take risks.
5. Dial – 111 and contact the Show Safety Officer/call for help after the person leaves
6. Document all observations immediately.
7. Show Safety Officer contact the emergency services

### **DO NOT CONFRONT OR ATTEMPT TO DISARM THE PERSON**

## 5.8 HORSE ESCAPE OR OUT OF CONTROL

Each Show Committee/Safety Officer to develop a procedure for handling animal escape or out of control horses. The procedure should include:

- Responsibility.
- Evacuation procedure (if necessary).
- Horse Control Procedure.
- Follow up/Corrective Action.

**6.0 CONTRACTORS AND SUB CONTRACTORS****6.1 CONTRACTOR INDUCTION**

The Show Committee shall ensure that on-site contractors are aware of workplace hazards and on-site health and safety information.

Contractors shall be subjected to an induction process by the Committee. Contractors will be made aware of workplace hazards and the emergency response plan. Records of contractor's induction shall be retained by the Show Manager.

**6.2 CONTRACTOR HEALTH AND SAFETY PLAN**

Where people or organisations are engaged to provide a service or product and are paid for that service they are deemed to be contractors under the Health and Safety in Employment Act 1992. Examples of contractors are: Food stalls, food mobile shops and cafeterias, and any person or organisation that provides a service and is paid for that service. The organisation engaging their services are deemed to be principals. Duties of principles can be summarised into two areas. One is that the principal must ensure that all practicable steps have been taken to ensure that the contractor is not harmed whilst on site and secondly that the contractor takes all practicable steps to ensure they do not harm the public, visitors or volunteers.

A contractor is expected to submit a health and safety plan to the Show Committee prior to contract acceptance. The contractor may submit their own health and safety plan or may use the N Z Miniature Horse Association Inc. template document to format their plan.

The plan will be kept on file by the committee and the contractor's significant hazards will be checked to ensure they are in control during the show.

**New Zealand Miniature Horse Association Inc.**



**HEALTH & SAFETY PROGRAMME**

**APPENDIX I**

**HEALTH AND SAFETY FOR**  
**CONTRACTORS**

**NEW ZEALAND MINIATURE HORSE ASSOCIATION INC.****HEALTH AND SAFETY FOR  
CONTRACTORS**

**Contractors wanting to apply to undertake work for the New Zealand Miniature Horse Association Inc. or Affiliated Club are required to provide a health and safety plan prior to contract acceptance.**

Contractors Responsibilities

- Develop a Health and Safety Plan that ensures the public, other contractors and New Zealand Miniature Horse Association Inc. members and the public are safe from harm from any activity undertaken by the Contractor.
- Ensuring sub contractors adhere to the above health and safety requirements.

New Zealand Miniature Horse Association Inc and Affiliated Club Responsibilities

- To take all practicable steps to ensure that no hazard that is or arises in the place of work harms volunteers, contractors or sub contractors or members of the public.
- To conduct safety audits of contractors work sites at regular intervals.

*The Health and Safety in Employment Act 1992*

*Section 16 Duties of persons with control of places of work*

*Section 18 Duties of principals*

*Health and Safety in Employment Amendment Act 2002.*

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**New Zealand Miniature Horse Association Inc.**  
**Requirements of the**  
**Contractor Health and Safety Plan**

**New Zealand Miniature Horse Association Inc. or Affiliated Club:**

\_\_\_\_\_

**Contractor/Company Name:** \_\_\_\_\_

**Contractor/Company Address:** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

- **Description of Contract Work**  
A description of the type of work that will be carried out including machinery and equipment that will be used.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Current Certification and Permits (where required eg; food licence)**

\_\_\_\_\_

- **Sub Contractors**  
Name and contact details of any sub contractors the principal may engage during the contract

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Responsibilities relating to health and safety**  
Name the position of the person(s) responsible for Health and Safety and the implementation of this plan throughout the contract duration.

**Name:** \_\_\_\_\_

**Contact Details:** \_\_\_\_\_  
\_\_\_\_\_

- **Staff Training and Competencies**

Details of the training and competence of the contractor’s employees with regard to working with significant hazards

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- **Hazards involved with the process**

Provide information on all the significant hazards involved with this contract. Include;

- Description of the hazard (include OSH notifiable work)
- Details of how they will be controlled including protection of the public and volunteers
- Details of how often those controls will be reviewed

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- **Accident Reporting**

**All contractors are legally bound to report serious harm accidents to OSH. The New Zealand Miniature Horse Association Inc. requires Contractors to maintain an accident register in compliance with Section 25 of the Health and Safety in Employment Act. An Accident form is provided for reporting accidents if required by the Contractor.**

- **Emergency Plans**

The Contractor will provide details of an emergency plan for emergency situations arising as a result of the work being undertaken. (Attach more information if necessary)

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Hazards the Contractors need to be made aware of at this site are:

HAZARDS

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.....

EMERGENCY PROCEDURES

(tick) The contractor has been made aware of any emergency procedure for this site

Signed: ..... Date: .....  
Contractor

Signed: ..... Date: .....  
New Zealand Miniature Horse Association Inc/Affiliated Club Representative

**New Zealand Miniature Horse Association Inc.**



**HEALTH & SAFETY PROGRAMME**

**For**

**NEW ZEALAND MINIATURE HORSE  
ASSOCIATION AND AFFILIATED CLUBS**

**APPENDIX II**

**SITE HAZARD CHECKLIST**

# **CONTENTS - CHECKLISTS**

## **SITE HAZARD CHECKLISTS**

**Pre Show Hazard Checklist**

**During Show Hazard Checklist**

**Post Show Hazard Checklist**

**Security and Emergency Activities Hazard Checklist**

**Horse Hazard Checklist**

**Onsite Traffic Management Checklist**

**Sale and Supply of Liquor**

**Health and Safety Checklist for Fixed Food Premises**

**Health and Safety Checklist for Food Stalls and Mobile Shops**

**New Zealand Miniature Horse Association Inc.**  
**PRE SHOW HAZARD CHECKLIST**

Name: New Zealand Miniature Horse Association Inc/Affiliated Club:

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Completed by:

Date:

Time:

DESCRIPTION	Significant Yes/No	Comment on Controls in Place
Drinking Water Is the water safe to drink?	Yes	
Guy Wires and Pegs	Yes	
Pot Holes/Slippery surfaces	Yes	Public Protection, eg, covers over pegs.
Event Signage Exits/ Directional	No	Signage indicating access and exit routes. Access ways clear and safe.
Traffic Management Is a traffic management plan required and in place?	Yes	
Procedures for Emergencies in Place – Loud Speaker System ?	Yes	
Toilet Facilities Adequate? Location? Operational?	Yes	
Waste Disposal Facilities	Yes	

Electrical Safety	Yes	Ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about, and out of the way of water.
Health and Safety Signs in Place	Yes	General Public Health and Safety Sign/Public awareness at each principal entrance. Sign at each activity category: Food, Animals, Vehicles
Contractors Health and Safety Plans in Place?	Yes	
<b>COMMENTS</b> Additional hazards, observations		

**New Zealand Miniature Horse Association Inc.**  
**DURING SHOW HAZARD CHECKLIST**

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

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Completed by:

Date:

Time:

DESCRIPTION	Significant Yes/No	Comment on Controls in Place and note any actions taken.
Guy Wires and Pegs	Yes	
Pot Holes/Slippery surfaces	Yes	
Event Access/Exit Signage Directional Signs	No	Signs indicating access and exit routes. Access ways clear and safe.
Stall Holders Are there any additional hazards that are endangering the public?	Yes	
Electrical Safety	Yes	Ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about, and out of the way of water.
Toilet Facilities Are they hygienic?	Yes	
Waste Disposal Facilities Are they coping?	Yes	
Are contractors managing their significant hazards?	Yes	Crowd control. Security/fencing.
COMMENTS Additional hazards, observations		

**New Zealand Miniature Horse Association Inc.**  
**POST SHOW HAZARD CHECKLIST**

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

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Completed by:

Date:

Time:

DESCRIPTION	Significant Yes/No	Comment on Controls in Place and note any actions taken.
Display stands - have they been completely removed from the site?	No	
Holes and disrupted turf Are there any large holes or disrupted turf that need to be filled?	No	
Has all signage been removed?	No	
Toilet Facilities Have mobile toilets been removed along with any associated contaminated material?  Have fixed toilet facilities been cleaned and sanitized?	Yes	
Waste Disposal Facilities Have all rubbish receptacles been emptied and/or removed?	Yes	
Has the site had a rubbish pick up exercise conducted?	Yes	
COMMENTS Additional hazards, observations.		

**New Zealand Miniature Horse Association Inc.**  
**SECURITY AND EMERGENCY ACTIVITIES HAZARD CHECKLIST**

Name: **New Zealand Miniature Horse Association Inc./Affiliated Club:**

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**Completed by:**

**Date:**  
**Time:**

DESCRIPTION	Significant Hazard Yes/No	Suggested Actions/Controls	
Location of First Aid Facilities		Located next to high risk sites and accessible.	
Signage	No	Signs displayed for toilets, registration office, exit, hazards emergency services and first aid facilities. Does the event programme include location of facilities?	
Site Security		Is there a procedure to follow if there is an incident? Do officials have a cell phone? Are Show Officials identified?	
Emergency Response	Yes	Have all Show Committee members been prepared for emergency procedures relevant to fire, evacuation, medical emergency?	
Emergency Equipment in Place – Loud Speaker System, extinguishers?	Yes		
COMMENTS Additional hazards, observations.			

**New Zealand Miniature Horse Association Inc.**  
**HORSE HAZARD CHECKLIST**

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

Completed by:

Date:

Time:

DESCRIPTION	Significant Hazard Yes/No	Suggested Actions/Controls	
Horse Escape.	Yes	Responsibility for horse/horses lies with owners. Emergency plan in place for dealing with runaway animals.	
Entrance and exit signage in place.	No	Clear signage for entry and exit to livestock areas.	
Animal obstacles, jumps, ground condition, activities.		All obstacles are secure and safe for activity.	
Stable/ pens.	Yes	Public protected adequately from stock.	
Gates, fences, stables, yards and troughs in working order and suitable.	Yes	Ensure the gates and yards are suitable for horses.	
Fire protection in place.	Yes	Check location of nearest fire extinguishers and hose reels and if they have been serviced.	

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Veterinarian.	No	Is a veterinarian on site during the show?  How many and who?	
Power Installation.	Yes	Power leads and cables are adequately controlled to prevent trips and falls.	
COMMENTS Additional hazards, observations.			

**New Zealand Miniature Horse Association Inc.**  
**ONSITE TRAFFIC MANAGEMENT HAZARD CHECKLIST**

Name: **New Zealand Miniature Horse Association Inc./Affiliated Club:**

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**Completed by:**

**Date:**  
**Time:**

DESCRIPTION	Significant Hazard Yes/No	Suggested Actions/Controls	
Set Up Ground Suitability.	No	Check slopes, pot holes, access.	
Speed.	Yes	Speed limit signage.	
Traffic Control.	Yes	Marshall's to direct traffic in high visibility clothing.	
Emergencies.	Yes	Cellphones/pagers for Marshall's.	
<b>COMMENTS</b> Additional hazards, observations.			

New Zealand Miniature Horse Association Inc.

**FIXED FOOD PREMISIES HEALTH AND SAFETY CHECKLIST**

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

Completed by:

Date:

Time:

DESCRIPTION	Significant Hazard Yes/No	Suggested Actions/Controls	
Food Preparation Areas.	Yes	<ul style="list-style-type: none"> <li>• Awareness and display of “Good Food Safety and hygiene practices”. (see attached)</li> <li>• Facilities are clean, tidy and suitable for food preparation.</li> <li>• Adequate provision for waste disposal.</li> <li>• Sufficient supply of hot and cold water.</li> <li>• Adequate lighting.</li> <li>• Adequate cooking facilities.</li> <li>• Suitable handwashing facilities.</li> <li>• Suitable washup/dishwashing facilities.</li> <li>• Suitable areas/appliances for hot and cold food storage.</li> <li>• Safe food service (eg, tongs, scoops, serviettes, gloves).</li> </ul>	
Electrical Safety.	Yes	Ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about and out of the way of water.	
Appliances.	Yes	All appliances are safe to use (including gas safety).	
General Food Safety & Hygiene.	Yes	Control of infants and children in potentially dangerous areas, eg, fat fryers, hot appliances.	

Fire Safety.	Yes	Adequate provision and use of fire fighting equipment eg, extinguishers, blankets accessible to cooking facilities.	
First Aid.	Yes	Adequate provision a stocked first aid kit.	
<p>COMMENTS Additional hazards, observations.</p>			

**New Zealand miniature Horse Association Inc.**  
**FOOD STALLS, AND MOBILE UNITS HEALTH & SAFETY CHECKLIST**

Name: New Zealand Miniature Horse Association inc./Affiliated Club:

Completed by:

Date:  
Time:

DESCRIPTION	Significant Hazard Yes/No	Suggested Actions/Controls	
Electrical Safety.	Yes	Ensure all cords plugs and fittings are safe and out of the way of people moving about and out of the way of water. Safe appliances with no damaged electrics or exposed wiring.	
Fire Protection in place.	Yes	Check location of fire extinguishers in relation to cooking facilities. Awareness of fire/emergency procedures.	
Appliances.	Yes	All appliances are safe to use (including gas safety)	
General Food Safety & Hygiene.	Yes	Comply with Council Environmental Health Officer requirements.	
Food Storage and Display units.	Yes	Are they temperature controlled? Is food protected and covered? Handwashing facilities available?	
Food Handling.	Yes	Safe food service eg, tongs, scoops, clean gloves and serviettes. Clean protective clothing worn.	

General Cleanliness.	Yes	Ensure area is kept clean and tidy including waste collection.	
General Safety.		Control of infants and children in potentially hazardous areas eg, fat fryers, grills and BBQ's.	
<p>COMMENTS Additional hazards, observations.</p>			

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**New Zealand Miniature Horse Association Inc.**



**HEALTH & SAFETY PROGRAMME**

**FOR**

**NEW ZEALAND MINIATURE HORSE  
ASSOCIATION INC. AND AFFILIATED  
CLUBS**

**APPENDIX III**

**Accident Reporting and  
Investigation Form**

**New Zealand Miniature Horse Association Inc.**  
**Accident Reporting and Investigation Form**

**New Zealand Miniature Horse Association Inc./Affiliated Club:**

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Date of Accident:
Description of Accident: Include who was involved and brief details of what happened
What Type of Injury was Sustained:
Details of any Property Damage:
Investigation Details to Establish Main Cause of Accident: How was the investigation conducted what areas did it review, who was involved in the investigation process
Hazard Control Process: Describe if hazard is already on the hazard register checklist or if it is a new hazard.
Corrective Action: Detail what will be done from here to prevent such an accident occurring again.
Signed to Verify Actions Have Been Taken:
Signature: _____ Date: _____

# Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992  
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

**1 Particulars of employer, self-employed person or principal:** *(business name, postal address and telephone number)*


**2 The person reporting is:**  
 an employer    a principal    a self-employed person

**3 Location of place of work:**


*(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)*

**4 Personal data of injured person:**

Name	
Residential address	
Date of birth	
Sex (M/F)	

**5 Occupation or job title of injured person:** *(employees and self-employed persons only)*

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**6 The injured person is:**  
 an employee    a contractor (self-employed person)  
 self    other

**7 Period of employment of injured person:** *(employees only)*

<input type="checkbox"/> 1 <sup>st</sup> week	<input type="checkbox"/> 1 <sup>st</sup> month
<input type="checkbox"/> 1-6 months	<input type="checkbox"/> 6 months-1 year
<input type="checkbox"/> 1-5 years	<input type="checkbox"/> Over 5 years
<input type="checkbox"/> non-employee	

**8 Treatment of injury:**  
 None    First aid only  
 Doctor but no hospitalisation    Hospitalisation

**9 Time and date of accident/ serious harm:**

Time			am/pm	
Date				Shift <input type="checkbox"/> Day <input type="checkbox"/> Afternoon <input type="checkbox"/> Night

Hours worked since arrival at work *(employees and self-employed persons only)*  

**10 Mechanism of accident/ serious harm:**

<input type="checkbox"/> fall, trip or slip of the body	<input type="checkbox"/> hitting objects with part of the body
<input type="checkbox"/> sound or pressure objects	<input type="checkbox"/> being hit by moving objects
<input type="checkbox"/> body stressing energy	<input type="checkbox"/> heat, radiation or biological factors
<input type="checkbox"/> biological factors	<input type="checkbox"/> chemicals or other substances
<input type="checkbox"/> mental stress	

**11 Agency of accident/ serious harm:**

<input type="checkbox"/> machinery or (mainly) fixed plant
<input type="checkbox"/> mobile plant or transport
<input type="checkbox"/> powered equipment, tool, or appliance
<input type="checkbox"/> non-powered handtool, appliance, or equipment
<input type="checkbox"/> chemical or chemical product
<input type="checkbox"/> material or substance
<input type="checkbox"/> environmental exposure (e.g. dust, gas)
<input type="checkbox"/> animal, human or biological agency (other than bacteria or virus)
<input type="checkbox"/> bacteria or virus

**12 Body part:**

<input type="checkbox"/> head	<input type="checkbox"/> neck	<input type="checkbox"/> trunk
<input type="checkbox"/> upper limb	<input type="checkbox"/> lower limb	<input type="checkbox"/> multiple locations
<input type="checkbox"/> systemic internal organs		

**13 Nature of injury or disease:**  fatal

*(specify all)*

- fracture of spine
- other fracture effects
- dislocation
- sprain or strain
- head injury system
- internal injury of trunk
- amputation, including eye
- open wound system
- superficial injury
- bruising or crushing system
- foreign body system
- burn (benign)
- nerves or spinal chord
- puncture wound
- poisoning or toxic effects
- multiple injuries
- damage to artificial aid
- disease, nervous system
- disease, musculoskeletal system
- disease, skin
- disease, digestive system
- disease, infectious or parasitic
- disease, respiratory system
- disease, circulatory system
- tumour (malignant or benign)
- mental disorder

**14 Where and how did the accident/serious harm happen?**

*(If not enough room attach separate sheet or sheets.)*


**15 If notification is from an employer:**

- (a) Has an investigation been carried out?
  - yes
  - no
- (b) Was a significant hazard involved?
  - yes
  - no

<b>Signature and date</b> _____ / ___ / ___
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<b>Name and position</b> <i>(capitals)</i>
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**New Zealand Miniature Horse Association Inc.**



# **HEALTH AND SAFETY PROGRAMME**

**FOR**

**NEW ZEALAND MINIATURE HORSE  
ASSOCIATION INC. AND AFFILIATED  
CLUBS**

## **APPENDIX IV**

**HEALTH AND SAFETY  
TO DO LIST  
FOR  
EACH SHOW  
AND  
ONGOING IMPLEMENTATION  
ANNUAL REVIEW OF HEALTH AND SAFETY**

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# New Zealand Miniature Horse Association Inc.

## Health and Safety

### Implementation To Do List

#### INITIAL SET UP

1. Sign the Policy
2. Clearly define (by plan) each designated area of the show. (This will determine who is responsible for health and safety for each area and avoid confusion).
3. Give a set of Health & Safety Checklists to each “Section” of the show:
  - a. Pre Show Hazard Checklist.
  - b. During Show Hazard Checklist.
  - c. Post Show Hazard Checklist.
    - The relevant “section” specific Hazard Checklist eg.
    - Security and Emergency Hazard Checklist.
    - Horse stock Hazard Checklist.
    - Traffic Management Checklist.
    - Supply of Liquor.
    - Health & Safety Checklist for Food Stalls and Mobile Shops.
    - Health & Safety Checklist for Fixed Food Premises.
4. Complete checklists prior to commencement of show
5. Ensure you have adequate first aid facilities
6. Ensure all contractors submit a completed health and safety plan
7. Look at emergency procedures for fire, earthquake and for horses out of control
8. Record all accident on the accident reporting and investigation forms.
9. Complete the checklists for ‘during’ and ‘post’ show.
10. Have a committee meeting to discuss health and safety and make improvements for next time (change check sheets if necessary) Review the health and safety performance of each section.
11. Contact the New Zealand Miniature Horse Association Inc. Safety Administrator with any improvement suggestions to this manual.

#### ONGOING IMPLEMENTATION

Annual Review of Health and Safety Programme by New Zealand Miniature Horse Association Inc.

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