CART HORSE PROTECTION ASSOCIATION

HEALTH AND SAFETY POLICY

Created :	December 2022
Last Revised :	
Review Date :	December 2024

HEALTH AND SAFETY POLICY

As an expression of the Association's interest in the health and safety of all employees, the following policy has been declared:

The health and safety of our employees, and the well-being of our clients and all our community, is of primary importance the Cart Horse Protection Association (CHPA).

It is therefore our goal to prevent occupational injuries and diseases, not only to our own employees, but also to others who may be affected by our activities. To accomplish this objective, we are fully committed to an occupational health and safety programme that will ensure not only compliance with legislation, but that will reflect our moral responsibility to both our employees and the community.

The personal involvement and commitment of all employees is paramount to the success of this policy, and your individual contribution will be of great value in achieving our objectives in this regard.

General Duties of Employees at Work

Every employee shall at work –

1. take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions;
2. co-operate with management to enable that duty or requirement of him/her is to be performed or complied with;
3. carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by the Association;
4. if any situation that is unsafe or unhealthy comes to his/her attention, as soon as practicable report such situation to the General Manager, who will escalate it to the Committee if their approval and/or intervention is needed to rectify the situation immediately; and
5. if he/she is involved in any incident which may affect his/her health or which has caused injury to himself/herself, report such incident to the General Manager, as soon as practicable but not later than the end of the particular working day during which the incident occurred.
6. never intentionally or recklessly interfere with or misuse anything which is provided in the interests of health and safety;
7. ensure that there is a place for everything and everything in its place always. Everyone must make a contribution toward the Housekeeping Policy. Good housekeeping is regarded as the foundation of a health and safety programme;

8. report all injuries to the General Manager at least by the end of the working day. Injuries reported only a day or more afterward, stand the chance of not being accepted as a work injury;
9. maintain personal hygiene in order to remain healthy on and off the job. Always wash your hands before eating, and after using the toilet;
10. behave responsibly, especially in the vicinity of the horses on the premises;
11. if applicable, ensure that a ladder is made safe before you use it. If it is faulty, report the problem to the General Manager;
12. BEND YOUR KNEES when you lift. DO NOT USE YOUR BACK TO PERFORM THE LIFT;
13. only drive a CHPA vehicle if you have been specifically trained and authorised to do so. If you are an authorised, licensed driver, check the vehicle at the start and the end of each outing to make sure it is safe to operate;
14. use only the tools which have been issued for your job. Do not use defective tools and always store tools in their proper place;
15. not distract or talk to people while they are handling a horse. Never remove any safety device. Keep clear of all horse's hind quarters.
16. not tamper with electrical installations. Always treat electrical installations with respect;
17. follow these simple rules to take adequate precautions against fire:
    a) Obey all no smoking signs
    b) Know the location of fire fighting equipment in your area.
    c) Know how to use fire equipment.
    d) Never use solvents or flammable liquid close to ignition sources.
18. wear overalls or uniforms and other items of personal protective equipment issued by the Association. Always wear the protective equipment specified for your job;
19. obey the signs and notices which are displayed around the workplace;
20. never underestimate the hazards that are present even in the office situation. For example, check that tripping hazards such as trailing electrical leads and telephone cables are adequately tucked away;
21. always think before you act. At all times keep your eyes open for possible dangers or dangerous practices. If you notice any unsafe acts or conditions, report them to the General Manager or Team Leader.

This policy is to be read in conjunction with the Risk Assessment and Housekeeping Policy.