



Workplace Health & Safety in RDANSW

Workplace Health & Safety Act 2011

WH&S Act 2011

- Commenced 1 January 2012
- Developed using Models set by SafeWork Australia
- Provides for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces

WH&S Act 2011

- Protects workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant

PCBU

- Person conducting business or undertaking
 - *Whether the person conducts business alone or with others and*
 - *Whether or not the business or undertaking is conducted for profit or gain*
- As RDANSW has employees we are not exempt from this category
- Centre Officers / Managers & RDANSW Coaches are now considered part of a PCBU

PCBU's must

- Provide a safe & healthy workplace
- Ensure safe systems of work
- Provide equipment that is safe and regularly checked
- Provide for safe use, handling, storage and transport of chemicals
- Develop safe work methods for each task
- Provide safe access to and egress from the workplace ie: clear aisles and exit signs
- Provide adequate information, supervision, induction and ongoing training
- Protect workers from psychological risks

Worker definition in RDA(NSW)

- Coaches
- Committee Members
- Employees
- Students gaining Work experience
- Volunteers
- Others
 - *Contractors*
 - *Employee of Labour Hire companies*
 - *Outworker*
 - *Apprentice or trainee*

Workplace definition in RDA(NSW)

- A place where work is carried out for a business or undertaking including:
 - Where a worker goes
 - *RDA Centres*
 - *Events*
 - *Looking at horses*
 - Where a worker is likely to be, while at work
 - *Sheds, arena, car park,*
 - Places includes:
 - *Vehicles, vessel, aircraft or other mobile structure*

RDA(NSW) PCBU's must exercise due diligence to manage WHS risks

- The reasonable steps PCBU's must take includes but not limited to:
 - *Acquiring and keeping up to date with WHS matters*
 - *Gain understanding of hazards and risks*
 - *Ensure PCBU has access to appropriate resources and processes*

Volunteer Inductions

- ✓ Orientation to Centre
- ✓ What RDA does
- ✓ Evacuation plan
- ✓ Emergency procedures
- ✓ Personal Protective Equipment (PPE)
- ✓ Basic rules around working with horses
- ✓ Basic rules around working with people with a disability
- ✓ Working with Hazard Materials
- ✓ Incident reporting
- ✓ Hazard reporting

Responsibilities of Volunteers

- Not put themselves or others at risk of injury by anything they do or don't do
- Use and care for safety clothing and equipment as directed
- Follow safe work procedures and instructions
- Report hazards and injuries to management
- Participate in consultation about work health & safety
- Basically look after yourself & look after others

Who is responsible within RDA(NSW)

- Board of Directors
- Coaching & Safety Panel
- Coaches / Whips
- Assistant Coaches / Assistant Whips
- Committee members
- Volunteers

Can you be prosecuted?

- Not if you take all reasonably practical steps to meet your obligations as a 'Worker'
- Volunteers who carry out work for PCBUs are required to **take reasonable care for their own health and safety and not to create risks to others.**
- Like any other duty holders who do not comply with their duties under the WHS Act, workers, including volunteer workers, can be prosecuted for failing to comply with their duties.

Can you be prosecuted?

- A **volunteer officer** cannot be prosecuted for failing to comply with their officer duties under the WHS Act.
- This immunity from prosecution is designed to ensure that voluntary participation at the officer level is not discouraged.
- A volunteer officer can however, be prosecuted in their capacity as a worker if they fail to meet their duties as a worker

Risk Assessments – Why?

- Contribute to implementing emergency prevention activities
- Contribute to implementing emergency responses
- To ensure that everyone is aware of their responsibilities and required actions
- Protect everyone involved
- To show reasonably practical steps have been taken

Contribute to implementing emergency prevention activities

- Identify, record and report situations that could lead to workplace emergencies
- Contribute to the implementation of actions, controls or treatments to prevent potential emergency situations from occurring
- Identify emergency control organisations
- Communicate information about emergency prevention and response plans

Identify, record and report situations that could lead to workplace emergencies

- What are some of the hazards that could occur at an RDA(NSW) Centre?
- Single identified hazards
 - Trip hazards
 - Broken gates
 - Leaking water pipe
 - Report by volunteers or from Incident reports
 - Reported on RAM RMS-04

Biological Hazards & Zoonoses

➤ Biological hazards

➤ Arise from animals or environment

- respiratory distress

- burns

➤ Zoonoses

➤ Infectious diseases transmitted from animals to humans

- Hendra

- Ringworm

- Gastrointestinal or skin infections

Contribute to the implementation of actions, controls or treatments to prevent potential emergency situations occurring

- RDA(NSW) Risk Assessment 2016
 - Covers normal Riding sessions at Centres
 - Individual Centres need to review for individual circumstances
- Events outside normal RDA(NSW) operations
 - Fundraisers
 - Riding competitions
 - Workshops

Information required for Risk Assessments

- Activity
- Hazard Identification / Cause
- Risk Rating
- Elimination / Control measures
- Who is responsible

Working out the Risk Rating

➤ Consequence

- 5 – Permanent Injury / Death
- 4 – Serious injury
- 3 – Hospital treatment – Difficult to fix
- 2 – First Aid, Easy fix
- 1 – Small impact, no treatment, no money spent

Working out the Risk Rating

➤ Likelihood

- 5 - Certain – Several times a year
 - Will occur
- 4- Likely – once a year
 - highly probable – history
- 3 - Possible – May occur – 1/10 years
- 2- Unlikely – Could occur – 1/100 years
- 1 – Rare – but not impossible

Working out the Risk Rating

		CONSEQUENCE				
		1	2	3	4	5
LIKELIHOOD	5	6	7	8	9	10
	4	5	6	7	8	9
	3	4	5	6	7	8
	2	3	4	5	6	7
	1	2	3	4	5	6

Elimination / Control measures

1. Elimination
2. Substitution
3. Isolate
4. Engineering Control
5. Safe work practices
6. Administrative control
7. Personal protective equipment

ESR – 05 Risk Management Review

- Think of an incident
- What would you consider as part of your risk management review
- How would you record your risk management review?

What resources are available

- RDA(NSW) RAM Risk Management Section
- RDA(NSW) RAM Centres Section
 - *Centre Support Scheme requirements*
- Coach & Assessor Handbook
- RDA(NSW) Emergency & Fire Procedures
- RDA(NSW) Risk Assessment

Questions?

Contribute to implementing
emergency prevention activities
and response procedures.

Contribute to the health and
safety of self & others.