



Health & Safety Policy

INTRODUCTION

This Health and Safety plan has been developed to create a safe environment to all clients and competitors, volunteers, contractors and public at the Team SAS NZ Limited (SAS Sport Horses) venue. The facility takes its obligations to Health and Safety very seriously and encourages anyone who sees anything that is dangerous or unsafe to report it to the Team SAS NZ Ltd. Every person can help with safety at the venue, so make sure you keep yourself safe at all times

Throughout this document, wherever the word “venue” is used, this refers to all that happens within the framework of Team SAS NZ Ltd including activities that happen pre, during and post event at any location that has obligations to Team SAS NZ Ltd.

If you have any concerns throughout this Health and Safety document, please contact Team SAS NZ Ltd’s Venue Manager Sandra Stanford.

KEY CONTACT LIST

| <u>Position</u> | <u>Name</u> | <u>Mobile Phone</u> | <u>Key area of responsibility</u> |
|------------------------------------|-----------------------|---------------------|---|
| Venue Manager/Stud Manager/Trainer | Sandra Stanford | 021 74 21 21 | Operations, Health & Safety, Breeding, Training |
| Trainer | Meadow Stanford-Soons | 022 478 7394 | Training, Stabling |
| Trainer/H&S | Lester Newcombe | 021 575 856 | Training, First Aid |
| Veterinarian | Kaylin Touche | 027 700 5011 | Veterinary Care |

HEALTH & SAFETY POLICY

Team SAS NZ Ltd is committed to providing and maintaining a safe and healthy venue for all staff and clients, and to providing the information, training and supervision needed to achieve this. Health and safety is of paramount importance to our business objectives.

As a PCBU (person conducting a business or undertaking) our primary duty of care and responsibility is to ensure that, as far as reasonably practicable, a healthy and safe work environment. This applies to all work carried out by our employees, clients, subcontractors and the public at our work sites/places.

We will take all practicable steps by:

- Complying with the Health & Safety at Work Act (HSWA), its Safety Regulations (HSW Regulations) standards, codes of practice and guidelines;
- Ensuring all staff are actively involved in the continuous improvement of Health and Safety in our work place through hazard identification and risk controls;
- Providing staff with the appropriate instruction and training and/or supervision to minimise risks relevant to their work;
- Providing and maintaining safe plant, machinery, vehicles and equipment and systems of work;
- Providing suitable personal protective equipment (PPE) relevant to the task performed;
- Ensuring the safe use, handling, storage of hazardous substances and having the emergency first aid information from the safety data sheets (SDS) available;

- Provide health monitoring of workers and the conditions at the workplace to prevent illness or injury;
- Accurately reporting and recording all workplace accidents, incidents and injuries (events) in a timely manner;
- Consulting with, and encouraging the participation of other duty holders or workers on matters affecting health and safety;
- Conducting regular health and safety meetings to develop a culture of commitment and communication to ensure the continuous improvement of our health and safety culture;
- Ensuring all subcontractors and visitors to our workplace or work site, understand our safety procedure requirements and abide by our rules;
- Reviewing, revising and evaluating our health and safety management systems and processes to ensure continuous improvement; and supporting the safe and early return to work of injured workers;
- Reviewing our health and safety policy every two years.

We will take responsibility for health and safety procedures, however, staff, officials and clients need to be aware of their responsibilities and comply with the venues health and safety policy as they WILL be responsible for themselves at ALL times by observing safe practices and rules/instructions relating to their work procedures. They must ensure serious harm incidents are recorded and they must ensure they are not creating a risk or adversely affecting the safety of any person at the venue.

Each person involved in the venue is encouraged to play a vital and responsible role in maintaining a safe and healthy environment through:

- Being involved in the venue health and safety system and following company policies;
- Comply with any reasonable instructions given;
- Safe and proper use of equipment;
- Wearing protective clothing and equipment as and when required;
- Reporting any pain or discomfort as soon as possible;
- Identify hazards, assess and control risks to health and safety, reporting to management immediately;
- Help new employees, trainees and visitors to understand the right safety procedures and why they exist;
- Keeping the venue facilities tidy to minimise the risk of any trips and falls;
- Ensuring all equipment is put away correctly;
- Take reasonable care of our own health and safety;
- Take reasonable care we do not adversely affect the health and safety of others;
- Record and keep a report of all hazards, accidents, incidents and injuries (events)

A safe working culture is the responsibility of everyone. This will be achieved by communication and the continuous improvement of our health and safety at work through the co-operative efforts of everyone, including owners, employees and clients.

SPECIFIC POLICIES APPLICABLE TO TEAM SAS NZ LTD

Smoking, Vaping, Drug and Alcohol Policy

No person working, visiting or training at Team SAS NZ Ltd may be under the influence of Drugs or Alcohol whilst working or riding. The venue is a smoke and vape free venue. If anyone is found to be smoking, vaping or under the influence they will be stood down from their duties and/or asked to leave the venue.

Bullying and Harassment

Anyone at the venue seen to be harassing or bullying may potentially be removed from the venue and may be stood down for any further duties or not invited back.

Vehicle Movement Policy

All road rules apply to all vehicles while operating on Team SAS NZ Ltd property.

The nature of the venue dictates there will be vehicles moving within the event area during operational hours. All vehicle movement is kept to a minimum and mitigated by:

- All vehicles must activate hazard lights at all times and restrict speed to no more than 10 kms
- All drivers of ANY vehicle must hold the appropriate licenses/endorsements to operate the vehicle
- Quad Bikes/and or any motorised Bikes
 - All riders must wear a NZ standards approved motorcycle helmet at all times. This is inclusive of pillion passengers.
 - No more than one pillion passenger is allowed per bike.
 - Drivers must activate hazards lights and or headlights at all times where fitted.
 - Speed is restricted to no more than 10kms per hour.
 - All drivers of ANY bike must hold the appropriate licenses/endorsements to operate the vehicle.
 - Any driver seen to behave contrary to this policy, to operate while under the influence of alcohol, allow pillions to ride in a dangerous manner or generally operate in an unsafe manner will mean their bike will be confiscated for the duration of the event and the offending driver may be removed from the venue.

Stable Management Policy:

Strictly no smoking or naked flames are permitted within 20 metres of any stable or building.

The stable block and feed container have a fire extinguisher at each location should a fire break out.

Medical and Injury Policy

Qualified medical providers with a current First Aid Certificate will be available during operating hours.

When required the medical providers will be reached via personal mobile phone.

Contingency/Weather Policy

Outdoor events are subject to and affected by weather conditions. This is challenging to all participants and this must be taken into consideration.

Decisions relating to contingency or weather will be gathered by Team SAS NZ Ltd and relayed to venue attendees. If the prevailing weather is not considered safe and appropriate for the running of any event, the event may be cancelled. Any decision to cancel will be made by the Venue Manager. In such circumstances Team SAS NZ Ltd will do everything in its power to provide a safe alternative to the event as published, however safety will always remain the overriding factor when making any contingency decisions.

Contractor Management Policy:

Each contractor involved at the venue, must submit a copy of their H&S Plan to Team SAS NZ Ltd.

Acceptance of Contractors H&S Plans will be entirely at Team SAS NZ Ltd discretion.

Media Policy

No person, be they officials, contractors, volunteers or any other person/persons either directly or indirectly associated have authorisation to speak to the media on any matter in respect of the venue and/or its operations.

All media inquiries of ANY TYPE must be politely declined and referred to Sandra Stanford. This is particularly important following any incident, and this policy will be discussed at the time of induction.