User Guide:

Safety in Equine Training

Companion Volume to support delivery of equine units of competency in:

ACM Animal Care & Management,
AHC Agriculture, Horticulture &
Conservation & Land Management and
RGR Racing & Breeding
Training Packages

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Disclaimer

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Release number	Release date	Author	Comments
4.0	October 2021	Skills Impact	Changes to sections that are affected by the release of ACM Version 5.0, including revised Specific Assessor Requirements for ACMEQU riding units.
3.0	August 2019	Skills Impact	Changes to Appendix 1 Units of competency, skill sets and qualifications relevant to equine training due to release of RGR Racing and Breeding version 3. New units of competency and skill set included. Units of competency related to the Horse Breeding sector (HBR) re-coded from the ACM Animal Care and Management Training Package to the RGR Racing and Breeding Training Package
2.0	July 2018	Skills Impact	Additional information included in section 6 to address safety relating to delivery of qualifications, skill sets and units of competency in the RGR Racing and Breeding Training Package V2.0.
1.0	November 2017	Skills Impact	User Guide created to support delivery of equine units of competency, skill sets and qualifications in the ACM Animal Care and Management Training Package V1.0 and AHC Agriculture, Horticulture and Conservation and Land Management Training Package V2.0.

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Glossary of terms

In this Guide, the terms used have the meanings shown in the following table.

Term	Meaning
Driver	A person in control of a horse drawn vehicle.
Equine	A horse or other member of the horse family including donkeys and mules.
Gear (or tack)	A piece of equipment or accessory used on a horse that may include items such as saddles, stirrups, bridles, halters, lead ropes, harnesses and breastplates.
Handler or rider	A person (a worker, student, visitor or other person) who rides, drives or handles a horse in any capacity at a workplace.
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: unguarded machinery, chemicals, electricity, working at heights, damaged or broken fencing, mismatch of rider and horse, damaged equipment and gear. Note that 'horse' may refer to an include a pony, mule or donkey.
Horse class	Classification of horses using different designation categories. Criteria for categorising horses may vary for different sectors and horses can be recognised in multiple categories. Examples of classes include: ▪ horse class by major groups, for example: · light horses, heavy horses, ponies · gender (geldings, stallions, colts, mares, fillies) ▪ horse class by characteristics, for example: ▪ temperament (hot blood/Arab types, warm bloods, cold blood/draft types) ▪ horse colours (pinto, palomino, appaloosa etc) ▪ age (foals, weanlings, yearlings, young horses – fillies, colts) ▪ horse gait ▪ type - related to usage or discipline.
Instructor/coach	A person who has recognised qualifications and is competent to teach to others the skills required to interact with horses safely.
Interacting	When a person is near a horse and can include being in close proximity, such as when handling, loading, riding or entering a paddock or place where horses are kept.
New or inexperienced	A rider or handler is 'new or inexperienced' if they have no or minimal knowledge or skills in interacting with horses. In some circumstances, where there has been a significant change in duties (for example, when moving from mustering cattle to the racing industry), a person may be initially considered new or inexperienced until an assessment has been undertaken.
Person conducting a business or undertaking (PCBU)	A person who conducts a business or undertaking, whether the person conducts the business or undertaking alone or with others, and whether or not the business or undertaking is conducted for profit or gain.
Personal protective equipment (PPE)	Anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

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Glossary of terms (continued)

Term	Meaning
Risk	The likelihood that any hazard may cause somebody harm.
Risk control	Taking action or employing controls to eliminate health and safety risks so far as is reasonably practicable and, if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will eliminate any risks associated with that hazard, but the control used to eliminate the hazard may introduce new risks that must also be managed.
Suitable horse	A horse that has been assessed to match the activity expected of it and is deemed suitable for the capability of the person required to interact with it.

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1 Introduction

About this User Guide

This User Guide is a companion volume that has been designed to assist assessors, trainers, registered training organisations (RTOs) and enterprises to deliver equine training. It aims to provide detailed information on safety and risk management when interacting (handling[1] and/or riding) with horses.

It applies to units of competency that are currently in the:

- ACM Animal Care and Management Training Package
- AHC Agriculture, Horticulture and Conservation and Land Management Training Package
- RGR Racing and Breeding Training Package.

Units of competency, skill sets and qualifications that this Guide may support are listed in Appendix 1.

This User Guide should be read in conjunction with the Implementation Guide for the relevant training package. An Implementation Guide is a companion volume that is developed for each training package. The Implementation Guide includes key information about the training package, for example:

- unit and qualification coding
- mapping between previous and current versions of the qualifications, skill sets and units of competency
- key work, training and regulatory/licensing requirements in the industry
- legislative requirements
- resources and equipment requirements
- access and equity considerations
- training pathways
- occupational outcomes of qualifications
- entry requirements for qualifications.

All companion volumes are available from the Department of Education and Training's national repository, VETNet: https://vetnet.gov.au/Pages/TrainingPackages.aspx.

Note

This User Guide is a companion volume developed to support safety in equine training. It is not endorsed by the Australian Industry and Skills Committee (AISC) in the same way as units of competency and qualifications, so it can be updated as needed. If you have any ideas, resources, case studies or comments, please provide your feedback via the feedback form on the Skills Impact website: http://www.skillsimpact.com.au/contact.

[1] Note for the purpose of this Guide the term *handler* covers drivers of horse drawn vehicles.

Structure of this Guide

This User Guide contains 10 key sections.

1. Introduction

This is the section you are reading. It provides an overview of the User Guide.

2. Need for safety in equine training

This section outlines the need for safety in equine training and covers:

- work health and safety (WHS) requirements
- animal welfare responsibilities and obligations.

3. Safety and risk when interacting with horses

This section provides information about the risk management process and practical advice for controlling risks.

4. Moving towards consistent terminology

This section explains the terminology used to describe horses and handler or rider capabilities used within this Guide and relevant units of competency.

5. Embedding safety in units of competency

This section explains where equine safety has been embedded in sections of a unit of competency and its associated assessment requirements.

6. Safety in the Racing Industry

7. Practical advice for RTOs

This section provides practical advice to RTOs to help them:

- incorporate risk management in training and assessment activities involving interactions with horses
- create training and assessment strategies (TASs) to suit the needs of different learner cohorts.

8. Training Package developer's quality assurance process

This section describes the quality assurance process for companion volumes, including this User Guide.

9. Resources and links

This section provides a list of relevant resources and links for accessing them.

10. Appendices

This section includes useful supplementary information.

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2 Need for safety in equine training

Work health and safety requirements

Horses are large animals that can react in unpredictable ways, so they pose a high safety risk in workplaces and training environments.

Interacting with horses is a health and safety risk for Registered Training Organisations (RTOs) and enterprises involved in equine training. For this reason, it is important to ensure that equine related qualifications and units of competency incorporate safe work practices and that RTOs have procedures and practices in place to address safety risks for workers and learners interacting with horses.

Management, workers and learners all have responsibilities and obligations relating to health and safety when interacting with horses. In Australia, authorities in each state or territory have responsibilities for enforcing work health and safety/occupational health and safety (WHS/OHS) legislation.

Acts	Acts give a general overview of how to make workplaces safe and healthy. They outline the legal responsibilities and duties of an employer and business owner.
Regulations	Regulations set out the standards needed to meet specific hazards and risks. They also set out the licenses needed for specific activities, records to keep, and required reports.
Regulating agencies	Regulating agencies (also known as regulators) administer health and safety laws. They are responsible for inspecting workplaces, providing advice and help, and handing out notices and penalties where necessary.
Codes of practice	A code of practice is a practical guide to achieving the standards of health, safety and welfare required under WHS/OHS laws. Codes of practice do not replace the laws, but they can make understanding the laws easier.
Links to specific state and territory WHS/OHS regulators are provided in *Section 9 Resources and links*.	

Business.gov.au provides a summary and links to Acts, Regulations, Codes and the Regulatory agency for each state and territory (https://www.business.gov.au/risk-management/health-and-safety/work-health-and-safety).

In addition to legislation, practical advice is provided in codes of practice and guidelines such as:

- SafeWork NSW, *Code of Practice: Managing risks when new or inexperienced riders or handlers interact with horses in the workplace*, February 2017[2]
- Safe Work Australia *Guide to Managing Risks when New and Inexperienced Persons Interact with Horses*, June 2014[3]

A significant amount of information provided in this User Guide is derived from the above resources.

[2] A full copy of this Code of Practice can be downloaded at: https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/SW08262-Code-of-Practice-Managing-risks-when-new-or-inexperienced-riders-or-handlers-interact-with-horses-in-the-workplace.pdf

[3] A copy of this Guide can be downloaded at: https://safeworkaustralia.gov.au/doc/guide-managing-risks-when-new-and-inexperienced-persons-interact-horses

Animal welfare

In addition to work health and safety requirements there are animal welfare responsibilities and obligations associated with horses and other equines.

There are no national laws applying to animal welfare, but all states and territories regulate animal welfare in their jurisdiction. Users should check their state or territory department of Primary Industries or department of Agriculture for specific and current reglutions, codes, standards and guidelines. The Queensland government's Business Queensland website also provides information.

There are a number of codes of practice and guidelines[4] relating to the welfare of horses, some of which are listed below.

New South Wales

- Code of Practice for Horses in riding centres and boarding stables
- Code of Practice for Land transport of Horses (PDF format*)
- Prevention of Cruelty to Animals (Land Transport of Livestock) Standards 2013 No 2
- Code of Practice for Animals used in rodeo events.

Queensland

- Land transport of livestock code.

South Australia

- Animal Welfare Regulations 2012.

Victoria

- Code of Practice for the Welfare of Horses
- Prevention of Cruelty to Animals Legislation
- Code of practice for the land transport of horses
- Code of practice for the welfare of horses at horse hire establishments
- Code of practice for the welfare of horses competing at bush race meetings
- Code of practice for the welfare of rodeo and rodeo school livestock.

Western Australia

- Horse Transportation – Code of practice for the transportation of horses in Western Australia.

Links to specific state and territory government departments responsible for animal welfare are provided in *Section 9 Resources and links*.

[4] Sourced from: Horse Directory Australia
http://www.horsedirectory.com.au/horseresources/welfare_of_horses/index.php

3 Safety and risk when interacting with horses

The information in this section is based on the *Code of Practice: Managing Risks when new or inexperienced riders or handlers interact with horses in the workplace* (SafeWork NSW, February 2017).[5] This Code of Practice references the national WHS legislation. If RTOs are operating in areas in which OHS legislation still applies (i.e. Victoria and Western Australia), they will need to check the information in this section against applicable OHS legislation.

Note for RTOs and trainers/assessors

The code of practice provides practical guidance to a person conducting a business or undertaking (PCBU) on how to manage the risks likely to be faced by new or inexperienced riders or handlers when interacting with horses in the workplace.

In this section, the term *Person conducting a business or undertaking* (PCBU) means the RTO (CEO/Board of Management). The term worker means the trainers and assessors employed by the RTO and those conducting training in the workplace in conjunction with an RTO.

3.1 The risk management process

Effective risk management requires a commitment to health and safety from those who operate and manage the RTO as well as the workers.

To demonstrate commitment, management should get involved in health and safety issues by:

- investing time and money in health and safety
- ensuring health and safety responsibilities are clearly understood
- leading by example by following the rules and procedures of the workplace themselves.

The four-step process to manage risks

Risks can be managed with a four-step systematic process**.**

Step 1 - Identify hazards

Identifying hazards involves finding out what could go wrong and what could cause harm. This may be done by:

- walking around the workplace and observing how things are done and how workers and others interact with horses
- identifying situations that could become dangerous
- making a list of causes of incidents or safety problems at your workplace

[5] A full copy of this publication can be downloaded at:

https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/SW08262-Code-of-Practice-Managing-risks-when-new-or-inexperienced-riders-or-handlers-interact-with-horses-in-the-workplace.pdf

- involving workers in this process, including riders and handlers who interact with horses on an occasional basis.

The identification process should be ongoing to ensure new hazards are identified. For example, the workplace environment or tasks may change over time, or when new information or knowledge becomes available.

Some examples of possible hazards when new or inexperienced riders or handlers interact with horses are outlined in Table 1.

People	Horse	Environment
▪ Not knowing background of horse ▪ Inadequate instruction or supervision ▪ Unqualified instructor/coach ▪ Not being in control of their horse ▪ Instructors lacking understanding of how new riders react ▪ Wearing inappropriate footwear, clothing or personal proctective equipment (PPE) ▪ Not using appropriate mounting blocks ▪ Lacking an understanding of horse behaviour and danger zones ▪ Having an unrealistic belief of ability level	▪ Acting unpredictably ▪ Being sick or injured ▪ Not being tied up appropriately ▪ Being incorrectly saddled ▪ Not being properly trained ▪ Not being assessed as suitable to interact with new or inexperienced riders or handlers ▪ Returning to the work environment after being absent for a period of time	▪ Equipment or rubbish left lying around creating a trip hazard or obstacle ▪ Bad weather ▪ Dangerous chemicals left lying around ▪ Sudden noises – for example, a mobile phone ringing or a scream ▪ Animals or vehicles frightening the horse ▪ Damaged equipment or PPE ▪ Damaged or broken fences and gates ▪ An arena surface with holes in it, or which is slippery ▪ Noisy machinery in the vicinity of the horse and rider – for example wood chippers, lawn mowers, quad bikes or tractors

Table 1: Examples of hazards when new or inexperienced riders or handlers interact with horses

Step 2 - Assess risks

Hazards have the potential to cause harm ranging from minor injuries to more serious injuries or death. It is therefore important to undertake a risk assessment to determine the severity of the risk, the likelihood of it occurring, the effectiveness of existing control measures and the actions that are required to eliminate (remove) or mitigate (reduce) the risk.

When assessing risks, it is important to remember that a number of hazards might interact together and change the level of risk. For example, in normal circumstances a horse might be calm and not pose a serious risk to an experienced rider; however, when ridden by an inexperienced rider on a windy day, the horse's behaviour may change and increase the risk to the rider.

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Step 3 - Control risks

Each risk needs to be managed in the most effective way. It is a legal requirement that duty holders (i.e. those responsible for ensuring the safety of a group of people or an organisation) work through this hierarchy when managing risks.

The best control measure involves eliminating the risk by removing it. If that is not possible, the risk must be minimised, so far as is reasonably practicable. A *hierarchy of risk control* is a method of controlling risks by ranking them from the highest level of protection and reliability to the lowest, as shown in Figure 1.

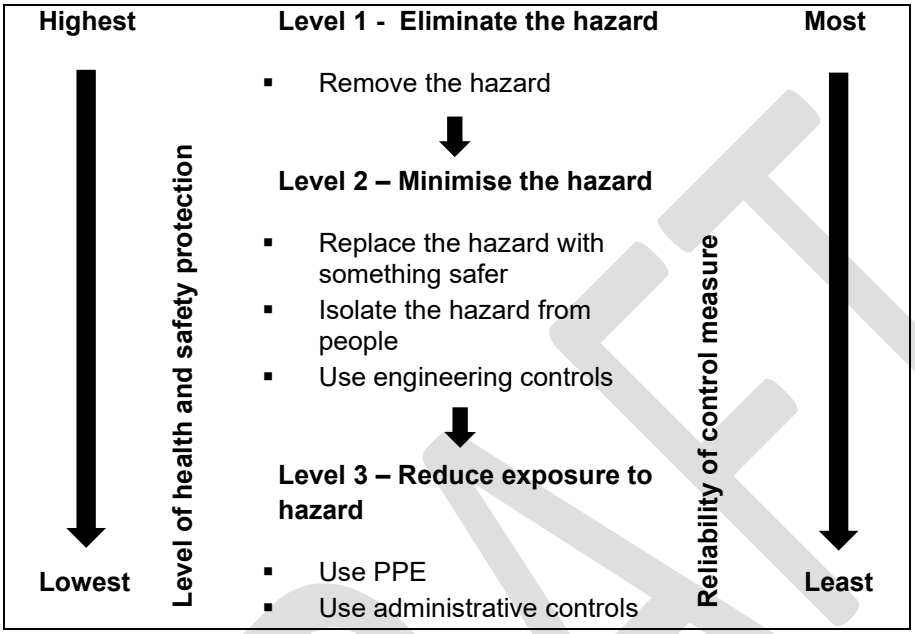

Figure 1: The hierarchy of risk control

Level 1

Level 1 control measures involve eliminating the hazard and associated risk. This is the most effective control measure.

> An example of eliminating a risk could be removing a horse that is behaving dangerously around people from the workplace.

If it is not reasonably practicable to eliminate the hazard or risk, then a Level 2 control measure needs to be considered.

Level 2

Level 2 control measures include minimising the risk by substituting the hazard with something safer, isolating the hazard from people, or using engineering controls.

> Using the previous example, a Level 2 control measure could be placing the horse in a separate paddock to isolate it from people and other horses.

If it is not reasonably practicable to eliminate, substitute or isolate the hazard or reduce the risk through engineering controls, then a Level 3 control measure needs to be considered.

Level 3

Level 3 control measures do not control the hazard at the source. They rely on human behaviour and are less effective in minimising risks than Levels 1 and 2. Level 3 control measures include the use of administrative action controls or PPE.

Continuing with the previous example, a Level 3 control measure could be using systems to ensure that people who interact with a horse have been inducted about how to behave near it; follow warning signs; wear appropriate PPE; and never approach unless accompanied by an experienced person, until they are assessed as competent to handle the horse.

Step 4 - Review control measures

A person or persons conducting a business or undertaking (PCBU/s) must make sure that control measures are reviewed on a regular basis to ensure they remain relevant and effective in minimising risk. If issues are found or new hazards identified, then repeat the steps involved in managing risks.

PCBUs should review control measures when there is a change at the workplace because changes may create a new risk that existing controls will not manage. Examples of when control measures may need to be reassessed include:

- when a new worker commences
- a new horse is introduced to the stable or herd
- a horse is moved to a different work environment.

Consultation

Consultation involves sharing information and giving workers a reasonable opportunity to express views and taking those views into account before making decisions about health and safety matters.

Consultation with workers and their health and safety representatives (where applicable) is required at each step of the risk management process. By drawing on the experience, knowledge and ideas of workers, hazards are more likely to be identified and effective control measures chosen.

Encourage workers to report hazards and health and safety problems immediately, so the risks can be managed before an incident occurs.

If a health and safety committee or other consultative arrangements are in place, they must be engaged in the risk management process.

Consulting, co-operating and coordinating activities with other 'duty holders'

Sometimes a PCBU may share responsibility for a health and safety matter with other business operators who are involved in the same activity or who share the same workplace.

For example, where on-hire workers are engaged as part of the workforce, the PCBU shares a duty of care to these workers with the business that provides them. In these situations, the PCBU must discuss with the on-hire firm, the hazards and risks associated with the work and the precautions that will be taken.

When entering into contracts, communicate safety requirements and policies, review the job to be undertaken, discuss any safety issues that may arise and how they will be dealt with. Remember that responsibilities cannot be transferred to another person.

Never assume that someone else is taking care of a health and safety matter. Find out who is doing what and work together with other duty holders in a co-operative and coordinated way so that all risks are eliminated or minimised as far as reasonably practicable.

Keeping records

Keeping records of the risk management process demonstrates potential compliance with the WHS legislative requirements. It also helps to form a base for future risk assessments.

Keeping records of the risk management process has the following benefits:

- demonstrates how decisions about controlling risks were made
- assists in targeting training for key hazards
- provides a basis for preparing safe work procedures
- allows for easy review of risks following any changes to legislation or business activities
- allows for monitoring trends about hazards or incidents that have or could cause injury and where improved control measures could be put in place
- demonstrates that work health and safety risks are being managed and that officers are exercising due diligence in doing so.

The detail and extent of record keeping will depend on the size of the workplace, the activities undertaken and the potential for major work health and safety issues.

PCBUs should keep records of:

- identified hazards, assessed risks and chosen control measures
- completed hazard checklists, worksheets and assessment tools
- consultation with workers or other stakeholders, including all duty holders
- relevant training records, including inductions and personnel qualifications such as instructor/coach qualifications and first aid training
- relevant records relating to the horse
- incident reports
- changes to the workplace that may affect health and safety.

The PCBU should ensure that everyone in their workplace is aware of record keeping requirements, including which records are accessible and where they are kept.

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3.2 Practical advice for controlling risks

New or inexperienced riders or handlers who interact with horses are more at risk of harm because they are less likely to understand horse behaviour and may not be confident around horses. Managing risks may involve ensuring:

- the horse and person are matched to each other and the intended activity
- all riders and handlers are inducted and assessed as competent for the tasks being undertaken
- a safe work environment
- supervision is provided
- safe work procedures are developed and implemented
- riders and handlers have an understanding of horse behaviour and their potential for unpredictable responses to human interaction
- first aid and emergency management procedures are in place.

General knowledge of horse behaviour

Horses tend to have common behavioural traits but each horse has its own history, including training and handling, and may respond differently to the same stimuli. To ensure safety when interacting with horses, it is important that new or inexperienced riders or handlers, as well as visitors to equine workplaces, are made aware of natural horse behaviour and how to recognise changes in the horse's behaviour that may indicate that the horse is becoming agitated or distressed. Horses often let people know how they feel by using their body to communicate.

It is important to read and understand a horse's body language through noting the position of their body, tail, legs, ears and facial expressions.

A*CMEQU205 Apply knowledge of horse behaviour* was developed and released on 29 November 2017 to address how to read and interpret horse body language and behaviour. It is the prerequisite unit for *ACMEQU202 Handle horses safely* (also released on 29 November 2017). ACMEQU202 and ACMEQU205 are prequisites in several ACM, RGR and AHC units of competency released prior to ACM version 5.0.

Note for the release of ACM Version 5.0

ACMEQU202 Handle horse safely has been redesigned and recoded to *ACMEQU212 Handle horses safely*. It includes more knowledge of horse behaviour and body language adapted from ACMEQU205, and does not have a prerequisite unit.

ACMEQU205 has been redesinged as *ACMEQU214 Prepare to work safely around horses.* This unit is designed for visitors and workers in Equine workplace that do hot directly handle horses, but still need to know how to read interpret horse body language and behaviour to be safe when they around horses.

Matching horse and person to each other and intended activity

When providing a horse to a new or inexperienced rider or handler, it is the responsibility of the PCBU to make sure that the horse is suitable for that person and the activity to be undertaken. To do this it is essential to assess separately:

- the horse's background
- the person's skill level.

This knowledge can then be used to match the horse, person and activity so that the activity can be undertaken as safely as possible.

All assessments must be done by a competent person and documented and kept for future reference.

COMPETENT PERSON: A person who has the knowledge and skills to ensure the safety of those interacting with horses. This knowledge and skills may have been acquired through training, qualification and/or experience.

Note: The unit *ACMEQU421 Manage selection of horse for handler, rider or driver* (supersedes *ACMEQU406 Manage horse selection for new or inexperienced handler, rider or driver*) was developed to address the assessing and matching process.

RTOs are required to match horses to individuals and activities prior to conducting training and assessment tasks. ACMEQU421 could potentially be used for professional development and formalise the skills of trainers and assessors.

More information about assessing horses and individuals being trained and assessed is provided in Appendices 3 and 4.

Before allowing a horse to be ridden or handled by a new or inexperienced person, the PCBU must be confident that the horse is suitable and satisfied and that any issues identified in the assessment have been addressed. This applies regardless of whether the horse is provided by the PCBU or belongs to the rider or handler.

The following revised horse riding units were released with ACM Version 5.0:

- *ACMEQU218 Perform horse riding skills at walk, trot and canter*
- *ACMEQU219 Develop riding skills for exercising horse*
- *ACMEQU310 Exercise and school horses.*

The Assessment Conditions of the riding units include information for RTOs concerning matching of horses to the individaual being assessed any other participants in the assessment –

"Risk assessments and appropriate risk controls must be undertaken to ensure the safety of all involved in the assessment of this unit.

Horse matching prior to all assessments involving horse interaction is essential. Registered Training Organisations (RTOs) and/or assessors must:

- complete, participate in or validate a risk assessment of both the individual being assessed and other participant riders' characteristics and level of horse handling and riding skills
- match, or validate the matching of, horses of suitable history, size and temperament to both the individual being assessed and other participants to ensure that rider and horse combination is safe.

Note - If an employee is being assessed in their workplace, the horse matching above can be replaced with advice from a workplace supervisor that the employee has previously ridden the horse to be used for the assessment, and the horse and rider are suitably matched for the assessment tasks.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist RTOs, trainers and assessors with risk assessments and related risk controls, including horse and rider matching, that should be undertaken to ensure the safety of all involved in the assessment."

Remember that if a suitable match cannot be achieved, then the horse should not be used.

The horse should not be aggressive, reactive or over responsive because a person learning horse handling or riding tends to make mistakes.

Once a horse is assessed as suitable, periodic re-assessments should be done to ensure that the horse remains suitable for intended use. This is particularly important when:

- the horse returns after being away for a period of time
- there has been a dangerous event, near miss or incident.

Similarly a person should be re-assessed following an accident or incident, or as their experience with horses increases.

Note: *Section 4 Moving towards consistent terminology* provides suggested guidelines for describing different types of horses for the units of competency contained in the Training Packages covered in this Guide.

Appointing workers

When appointing a person to a role that may impact on the safety of new or inexperienced riders/handlers who are interacting with horses, the PCBU must take reasonable steps to ensure the person has the skills, experience, recognised qualifications (where required) and competence to do so. Such steps may include:

- reviewing training undertaken and relevant qualifications held, with details about what, where and when the training/qualifications were completed
- conducting a verbal assessment through discussion and asking questions
- observing how the person approaches, handles and interacts with a horse
- reviewing visual evidence of the person riding and handling, on a DVD and/or video, to demonstrate capabilities
- arranging for the person to complete a theory assessment, questionnaire and/or log book

- contacting a referee.

Those responsible for managing or supervising work activities should check the workplace to ensure that workers are following safe work procedures and that there is a safe environment. New or experienced persons often copy the behaviour of more experienced workers. Therefore, it is important for the PCBU to ensure workers do not behave in a complacent manner around horses. This will assist in preventing unsafe habits from being formed when interacting with horses.

Riders/handlers who are new or inexperienced in interacting with horses have special requirements that need to be understood and managed by workers.

Providing information, training and instruction

PCBUs have a duty to provide workers with information, training and instruction suitable to:

- the nature of the work carried out by the worker
- the nature of the risks associated with the work
- the control measures implemented.

So far as is reasonably practicable, information, training and instruction must be provided in a way that is readily understandable by workers. Training should be ongoing and may include a combination of theoretical and practical activities, to ensure workers develop and maintain the skills required.

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Induction

New or inexperienced workers should undergo induction training before commencing any work or activities. They may also need to be given information relating to the safety risks and control measures involved in interacting with horses.

An induction should take into consideration whether the worker is new or inexperienced with horses, or is in fact experienced with horses and just new to the workplace. For example, a person who has extensive experience with horses in one workplace may only need to be shown the different systems and procedures used in the new business. Information provided in inductions may include:

- basic horse behaviour including their instincts and response to fear
- how to behave around horses
- safely approaching and moving around a horse
- using the reins, legs and body position when riding a horse
- how to use peripheral vision when handling horses
- how to recognise and assess a horse's individual characteristics
- the importance for handlers and riders to wear correct clothing and PPE
- determining an escape route
- the requirement to listen and obey instructions
- the workplace rules and safe work procedures that everyone is expected to follow
- the site's first aid and emergency procedures.

The following units released with ACM Version 5.0 may be useful when planning induction training of worker.

ACMEQU214 Prepare to work safely around horses. This unit of competency describes the skills and knowledge to understand and interpret horse behaviour and body language in order to minimise risks to self, others and horses when working around horses. This unit applies to workers in industries involving horses that work around horses, but do not directly handle horses.

ACMEQU212 Handle horses safely. This unit of competency describes the skills and knowledge required to identify, safely catch, control handle and release calm, consistent and obedient horses educated for the relevant activity. It covers knowledge of potential risks when handling horses to support the welfare and safety of the individual, other workers and the horse.

ACMEQU213 Follow safe work practices in equine industries. This unit of competency describes the skills and knowledge required to follow workplace health and safety policies and procedures in industries that use horses. It includes 'back up safety plans' and worker and horse emergency response procedures.

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Instructors/coaches

Knowing how to ride does not necessarily make a person competent to instruct/coach new or inexperienced riders. The PCBU must ensure an instructor/coach has a current recognised qualification relevant to the type of horse activities being taught and has a good understanding of:

- safe work procedures for every step in riding and horse handling activities
- communication
- teaching skills in a logical process
- risk management
- horse control
- group control
- the basics of how horses learn
- first aid requirements and emergency response
- horse health and care
- record keeping requirements.

There are a number of recognised qualifications, skill sets and units of competency available for people intending to instruct on horse handling and/or riding. Some organisations within the horse industry provide nationally recognised instructor/coach qualifications. These include training providers regulated by the Australian Skills Quality Authority (ASQA) and the Equestrian Australia Coaching Scheme. See Section 7 of this Guide for details of some qualfications, skill sets or units of competency that may be suitable.

Some groups of people may require an instructor/coach with additional recognised qualifications, knowledge and skills. Such groups include:

- people with a disability that might impact on their ability to manage a horse
- people from culturally and linguistically diverse backgrounds.

Note: Some units of competency covered by this Guide specify additional assessor requirements relating to instructing or coaching horse riding skills or other specific requirements. These are specified in Section 7 Practical advice for RTOs.

Safe work procedures

Developing clear, simple and effective safe work procedures is an important part in helping workers safely interact with horses. The PCBU must ensure workers and others at the workplace are aware of and follow the procedures they establish. Safe work procedures may include:

- matching the horse and person
- conducting an environmental assessment
- communicating with workers and customers
- addressing hazards in confined and open areas
- addressing hazards with both a single horse and a herd
- recognising and understanding changes in horse behaviour

- maintaining and using appropriate personal protective equipment (PPE)
- handling horses
- approaching a horse and avoiding their blind spots and kicking zones
- catching a horse on its own and in a herd
- leading horses through a group of horses
- leading horses through narrow places
- standing and holding a horse on its own and in a group
- accessing and working around a horse in a stable or enclosed zone
- securing horses
- working around a secured horse
- rugging horses
- grooming and picking out hooves
- handling legs and bandaging
- using and applying appropriate gear (tack)
- mounting and dismounting
- using the reins
- ensuring correct body position when riding a horse
- riding in groups
- monitoring horse welfare
- cooling a horse after work and releasing it
- feeding horses and other manual tasks
- maintaining biosecurity to prevent spread of disease
- administering first aid
- responding in emergency situations
- managing horse transportation
- using electronic devices appropriately
- handling chemicals
- handling and administering medications.

This list is not definitive and can be tailored to suit individual workplaces and circumstances.

Note: *Section 7 Practical advice to RTOs* provides links to resources for updating procedures.

First aid and emergency response

WHS legislation places specific obligations on a PCBU in relation to first aid, including requirements to:

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- provide first aid equipment and ensure each worker at the workplace has access to the equipment
- ensure access to facilities for the administration of first aid
- ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid
- consider all relevant matters when determining how to provide first aid, including:
    - the nature of the work being carried out at the workplace
    - the nature of the hazards at the workplace
    - the size, location and nature of the workplace
    - the number and composition of the workers at the workplace.

Horses pose a high safety risk so PCBUs must ensure processes are in place to respond to incidents if they occur. First aid equipment and facilities should be located at convenient points and in areas where there is a higher risk of an injury or illness occurring. For example, a horse riding instructor should have a first aid kit nearby and hold current first aid qualifications, unless they are accompanied by another worker who has such qualifications.

Persons trained to administer first aid should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO). They should attend training on a regular basis to refresh their first aid knowledge and skills.

PCBUs should also develop and implement procedures to ensure workers have a clear understanding of first aid in their workplace. First aid procedures should be regularly reviewed in consultation with workers. First aid may also be incorporated into emergency planning procedures.

Emergency Planning

WHS legislation places specific obligations on a PCBU to ensure that an emergency plan is prepared for the workplace that provides procedures to respond effectively in an emergency.

The emergency procedures must include:

- an effective response to an emergency situation
- procedures for evacuating the workplace
- contact made to emergency services at the earliest opportunity
- medical treatment and assistance, and
- effective communication between the person authorised by the PCBU to co-ordinate the emergency response and all persons at the workplace.

Emergency plans and procedures should be practised and tested. Emergency procedures should specify the role of persons trained to administer first aid according to their level of qualification and competence. In particular, persons trained to administer first aid should be instructed not to exceed their training and expertise in first aid. Other staff, including managers, should be instructed not to direct people trained to administer first aid to exceed their first aid training and expertise.

Access to communication with emergency services should be available at all horse activities at all times.

Note: Guidance on reporting incidents and injuries (notifiable incidents) is included in *Section 7 Practical advice for RTOs*.

ACMEQU313 Work safely in equine workplaces has been to developed to provide the skills and knowledge for individuals contribute proactively to workplace health and safely, including taking responsibility to respond to emergency sitaution, includiug emergencies that affect the health and safety of workers, visitors and horses.

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Control measures for a safe work environment

There are a number of hazards that should be considered when new or inexperienced riders or handlers interact with horses. Knowing how to appropriately manage these hazards can minimise the risk of injury. In addition, PCBUs may wish to advise new or inexperienced riders or handlers of the following safety tips.

Safety tips for riders or handlers

DO	DO NOT
▪ Approach a horse with its safety zones in mind and speak or make some kind of noise so the horse is aware of your presence when approaching. ▪ Correctly secure a horse (or have it controlled) when grooming, saddling or rugging. ▪ Walk at the horse's left shoulder, with both hands correctly placed on a lead rope. ▪ Move quietly and confidently when working around a horse. ▪ Be alert to sudden changes in a horse's behaviour. ▪ Always maintain your body in a position where you can move quickly away from the horse.	▪ Approach a horse in its kicking zone. ▪ Wrap a horse's rope or reins around a person's hand, arm, neck or body. ▪ Stand on the reins or lead rope to hold or restrain a horse. ▪ Be complacent around a horse. ▪ Let the reins or lead rope dangle towards the ground while bridling or haltering. ▪ Duck under the neck or body of a secured horse. ▪ Kneel or sit on the ground near a horse. ▪ Mount a horse when it is secured.

Table 2: Safety tips

Stables and yards hazards and risks

As most environments for horses include stables or yards, it is important to ensure they are kept safe.

Examples of hazards and risks	Examples of controls
Being crushed or trodden on by a horse	▪ Limit access to the horse keeping area. ▪ Provide an appropriate amount of instruction, supervision and training for handling horses in confined areas. ▪ Provide enough space for people working with horses. ▪ Identify suitable exit routes. ▪ Ensure gates open both ways in confined areas where appropriate. ▪ Keep gates correctly latched. ▪ Ensure equipment does not create an obstacle.
Herd behaviour of horses	▪ Train handlers to lead a horse through a group. ▪ Exclude horses that behave aggressively from the herd. ▪ Ensure there is enough space for horses to move around without becoming agitated. ▪ Train handlers to recognise hazardous situations. ▪ Identify suitable exit routes. ▪ Ensure horses are only fed in a group by people who are trained to do so.

Table 3: Examples of hazards, risks and control measures for stables or yards

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Riding in enclosed areas

Horses are frequently ridden in enclosed areas by new or inexperienced persons.

Examples of hazards and risks	Examples of controls
Falling from a horse if horse slips or trips	▪ Gather sufficient information about any medical conditions or allergies that riders may have. ▪ Ensure the instructor/coach has a recognised qualification. ▪ Ensure the horses are appropriate for the task. ▪ Remove unnecessary equipment from the area. ▪ Provide a level riding surface with good drainage. ▪ Ensure riding helmets comply with AS/NZ 3838:2006 Helmets for horse riding and horse-related activities or equivalent and are properly secured. ▪ Assist with the mounting process by holding the horse and ensuring gear and equipment is correctly adjusted. ▪ Limit the numbers of riders in the area based on its size and the activity being carried out. ▪ Ensure an appropriate ratio of instructors/coaches to inexperienced riders, based on the horses, the number of riders, level of experience and the environment. ▪ Ensure the instructor/coach keeps riders together and in their sights at all times; no riders should be behind the instructor/coach. ▪ Ensure a safe gap between horses when riding. ▪ Provide activities or exercises to help riders gain confidence.
Unauthorised entry to enclosed areas	▪ Provide barriers made of suitable material to prevent unsupervised access. ▪ Install warning signs. ▪ Exclude other animals such as dogs from enclosed areas where horses will be present.

Table 4: Examples of hazards, risks and controls when riding a horse in enclosed areas

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Riding in open areas

Horses ridden in an open area pose additional risks because the horse can get distracted, shy or bolt away.

Examples of hazards and risks	Examples of controls
Obstacles in open areas	▪ Check the route before riding out and assess any changes to the environment. ▪ Match the route and activities to the skill levels of the least capable rider. ▪ Keep away from main roads, vehicles, animals (where appropriate) and physical hazards such as cliffs, swamps, low tree branches and steep creek beds. ▪ Ensure that the control of the group can be managed through an appropriate ratio of instructors/coaches to inexperienced riders. This should be based on the use to which the horses will be put, the number of riders, level of experience and the environment (e.g. confined or open spaces). ▪ Ensure gear and equipment is correctly fitted. ▪ Check riders can stop, start and turn their horse before departing on a ride. ▪ Ensure horses carrying inexperienced children riders are led on a lead rope by an instructor/coach. ▪ Provide instruction on riding in different environments.
Horses bolting, becoming restless or shying	▪ Ensure riders have a good understanding of the behaviour and temperament of the horse. ▪ Exclude horses with a history of dangerous or inconsistent behaviour. ▪ Assess the suitability of a horse by testing: · it in an open area to determine if it is calm and well behaved · its reaction to different situations they are likely to encounter before using them with a new or inexperienced rider.
Rider loses control of the horse	▪ Assess and verify that the horse is calm and easy to control (e.g. does not bolt, buck, behave aggressively towards people or other horses). ▪ Check before departure that riders understand instructions about changes of pace or direction and can control their horse including starting, stopping and turning. ▪ Ensure a competent rider adjusts the pace, ensures the route is safe and blocks if a horse tries to pass. ▪ Ensure a competent rider never leaves the front of the ride. ▪ Ensure the rider at the back of the ride manages the whole group and communicates with the lead rider in directing them to change the pace or stop as necessary. ▪ Ensure instructors/coaches and group controllers are physically fit and capable of responding to a rider who has lost control of their horse. ▪ Distribute workers throughout the group to help individual riders where appropriate. ▪ Match the route and activities to the skill level of the least capable rider.

Table 5: Examples of hazards, risks and controls when riding a horse in open areas

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Gear

Gear (sometimes refered to as tack) is a piece of equipment or accessory used on a horse and may include items such as saddles, stirrups, bridles, halters, lead ropes, harnesses and breastplates. A wide array of gear is used for different purposes.

The three key principles related to gear are to ensure it:

- fits the horse and rider
- is appropriate for the activity
- is regularly maintained and checked prior to use.

Examples of hazards and risks	Examples of controls
Gear breaking or failing	▪ Check stitching regularly. ▪ Clean regularly. ▪ Replace damaged gear.
Gear is not operating as intended	▪ Select suitable gear for horse and rider. ▪ Match gear to the activity being carried out. ▪ Fit gearcorrectly to the horse. ▪ Check the gear including the girth/cinch before a rider mounts the horse and once mounted. ▪ Check the saddle cloth for positioning and possible irritation. ▪ Check the width and height of the rider's stirrups before riding out to ensure they are the appropriate size.
Gear is not suitable for new or inexperienced rider	▪ Use saddles with knee and thigh rolls, or equivalent structure to support the rider and help them balance (e.g. stock, western or hybrid saddle). ▪ Use saddles with either two points of attachment or one point and a surcingle; and if using a leather latigo ensure it is double wrapped. ▪ Use footwear appropriate for horse riding. ▪ Use breakaway stirrups or other devices to prevent the foot from being caught in the iron in case of a fall. ▪ Use safety irons where appropriate, such as in the racing industry.

Table 6: Examples of hazards, risks and controls associated with gear

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Horse transportation

The PCBU has a duty to ensure the safety of all workers, including those that may be involved in transporting horses. These workers are not always experienced horse riders or handlers and may be new to the work location and the horse(s) being transported.

Examples of hazards and risks	Examples of controls
Equipment is not operating as intended	▪ Ensure the horse trailer and associated equipment is in good working order. ▪ Check and, if necessary, chock a tailboard so it will not move. ▪ Ensure that workers operating equipment are trained in its proper use, including the sequencing of the application of equipment.
Horse displays dangerous behaviours	▪ Assess the surrounding environment for any possible distractions or hazards for the horse or handler. ▪ Review the horses' previous experience with transportation. ▪ Review the size and number of horses in the horse trailer and the temperament of each horse. ▪ Ensure appropriate PPE is worn by the handler.
Lack of knowledge/experience of handler	▪ Assess the experience level of the person loading and unloading the horses, including their knowledge of horse behaviour and associated risks. ▪ Ensure the handler is trained in safe procedures. Examples may include: · leading the horse onto transport vehicles · closing the doors/ramps of the vehicles · securing the horse · opening vehicle doors · untying the horse · leading the horse from the vehicle.

Table 7: Examples of hazards, risks and controls associated with horse transportation

Note: Legislation and codes of practice relating to horse transportation apply to some states and territories. Refer to Section 9 of this Guide for more information.

ACMSS00041 Transort Horses by Road Skill Set has been created to provide the skills and knowledge to safely transport horses by road, including planning, loading, unloading and consideration of animal welfare requirements. It includes the following units:

- *ACMEQU212 Handle horses safely*
- *ACMEQU217* Load and unload horses*
- *ACMEQU308* Transport horses by road*
- *ACMGEN303 Assess the welfare status of an animal*

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An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements.

Biological hazards

New or inexperienced riders should be educated about biological hazards such as those contracted from animals (zoonoses), dust and allergens.

After exposure, symptoms can develop within minutes or may take several hours to show and, as such, it may not always be apparent that the symptoms are associated with the workplace. Relief from symptoms during rest days and holidays often points to an occupational cause. The earlier a sensitised person is removed from exposure, the greater the likelihood of avoiding serious damage to health.

Examples of hazards and risks	Examples of controls
Dust and allergens that could result in respiratory inflammation, sensitisation or other respiratory diseases. For example, extrinsic allergic alveolitis or occupational asthma	▪ Remove the person from exposure. ▪ Reduce dust creation when working; for example, wet the surface. ▪ Increase ventilation. ▪ Use clean or dust free bedding. ▪ Where suitable, use a respirator that complies with AS/NZS 1716:2012 Respiratory Protective Devices.
Bacterial or viral microbes that could result in Ringworm, Salmonellosis, Methicillin-Resistant Staphylococcus Aureus (MRSA), Leptospirosis and Hendra Virus	▪ Provide and maintain hygienic hand washing facilities, including running water and liquid soap or waterless alcohol based hand rubs, and hand drying facilities such as paper towels. ▪ Instruct riders and handlers to practice hand hygiene: · after contact with horses, handling horse equipment, removing PPE and on leaving animal areas · before eating and drinking · following contamination with a horse's blood and body substances. ▪ Provide designated eating areas away from animal areas. ▪ Maintain stables and yards in a clean and hygienic condition. ▪ Minimise build-up of horse manure and soiled bedding. ▪ Regularly clean horse equipment and tools. ▪ Provide appropriate PPE to protect clothing, exposed skin and face from contact with a horse's blood and body substances. ▪ Discourage human facial contact with areas such as the muzzle where horse saliva or nasal secretions can be transferred to a person's face. ▪ Ensure riders and handlers cover cuts and abrasions with a water resistant dressing. ▪ Ensure vaccination and parasite controls for horses are maintained. ▪ Consider vaccination against the Hendra Virus in high risk areas. ▪ Isolate horses showing signs of illness from people and other animals, and seek veterinary attention. ▪ Implement a pest control program and keep feed bins covered to discourage rats and other pests.

Table 8: Examples of biological hazards associated with interacting with horses

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4 Moving towards consistent terminology

Consistent terminology has been used in units of competency involving interactions with horses to assist users determine the level of skill and experience of the learner or candidate and suitability of horses. The terminology used relating to handlers or riders and types of horses was agreed to with a cross section of industry stakeholders.

4.1 Horse suitability

All horses pose an element of risk when handling, riding or driving. Horses are large, highly reactive herd animals that can be unpredictable when fearful or feeling unsafe. Predictability of horse behaviour increases with the amount of training and education of the horse and of the handler or rider.

A critical safety requirement in training and assessment is ensuring that individuals are matched to a horse that has been assessed as suitable for the activity it is to be used for (fit for purpose) and for the skill level and experience of the individual.

> **Suitable horse** – a horse that has been assessed to match the activity expected of it and is deemed suitable for the capability of the person required to interact with it. (SafeWork NSW)

The following categories and definitions have been used in units of competency involving interactions with horses.

- Level 1: A **calm, consistent and obedient horse** that has been educated for the relevant activity. This category of horse used within confined environments poses the lowest level of risk to handlers or riders.
- Level 2: A **compliant and manageable horse** that has been educated for the relevant activity and is used in suitable environments. This category poses a higher risk to handlers or riders than those described in Level 1.
- Level 3: A **less compliant and highly reactive horse**. This category of horse can react unpredictably and pose a high level of risk to handlers and riders. Horses in this category may include stallions and young horses that have had limited education.

4.2 Handler and/or rider

Handlers and/or riders have been grouped into three general categories:

- Level 1 – New and/or inexperienced horse handler and/or rider
- Level 2 – Moderately experienced horse handler and/or rider
- Level 3 – Highly experienced horse handler and/or rider.

Rider or handler – a person who rides, drives or handles a horse in any capacity at a workplace, and may include a worker, student, visitor or other person (SafeWork NSW)

Interacting – when a person is near a horse and can include being in close proximity, such as when handling, loading, riding or entering a paddock or place where horses are kept (SafeWork NSW)

Level 1 – New and/or inexperienced horse handler and/or rider – should be matched with a calm, consistent and obedient horse suitable for their experience and capability and assessed in a confined environment.

New or inexperienced – a handler or rider is 'new or inexperienced' if they have no or minimal knowledge or skill gained from interacting with horses. In some circumstances, when there has been a significant change in duties, for example, when moving from mustering cattle to the racing industry, the person may initially be considered new or inexperienced until an assessment has been undertaken. (SafeWork NSW)

Level 2 – Moderately experienced horse handler and/or rider – has some previous experience handling horses. They should be assessed in a suitable environment and matched with a horse suitable for their experience and capability.

Level 3 – Highly experienced horse handler and/or rider – has worked with a range of horses in a variety of environments and conditions.

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Matching matrix

The categories above are general guidelines only. The following matrix provides a quick snapshot of suggested horse suitability for each category of handler, rider or driver. It does not replace the need for trainers and assessors to undertake an assessment of each horse and individual before matching them for the designated activity. The assessor and/or trainer assessing an individual's experience and capabilities to match with a suitable horse must be a competent person.

Level	Horse	Handler	Rider	Driver
1	Calm, consistent, obedient – educated or trained for activity	New and/or inexperienced	New and/or inexperienced	New and/or inexperienced
2	Compliant and manageable educated or trained for activity	Moderately experienced New and/or inexperienced	Moderately experienced	Moderately experienced
3	Less complaint and highly reactive horse	Highly experienced	Highly experienced	Highly experienced

Table 9: Matching matrix

Competent person – a person who has acquired, through training, qualification or experience, the knowledge and skills to ensure the safety of those interacting with horses. (Source: Code of Practice for managing Rrisk when new or inexperienced riders or handlers interact with horses in the workplace, SafeWork NSW, 2017)

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5 Embedding safety in units of competency

Several updates have been made to the units of competency involving interactions with horses to ensure safety is embedded in the units. The following example highlights key areas of a unit where specific safety references are found.

5.1 Unit of competency

Modification history

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

ACMEQU217	Load and unload horses
Application	This unit of competency describes the skills and knowledge required to safely load and unload horses onto and from horse transport vehicles. The unit applies to workers who undertake routine work under supervision and apply knowledge and judgement to solve predictable issues when loading and unloading horses. Work environments may include stables, paddocks, yards, tracks, event venues and public areas. Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions. No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.
Prerequisite Unit	ACMEQU212 Handle horses safely
Unit Sector	Equine (EQU)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to load horse	1.1 Confirm horse to be loaded, transport vehicle, horse gear and other individual horse requirements with supervisor 1.2 Check transport vehicle in readiness for loading horse 1.3 Identify hazards, and assess and control and/or report risks prior to loading horse 1.4 Select and fit personal protective equipment (PPE) for loading and unloading horse 1.5 Select and check gear and equipment required for loading and transporting, and fit gear to horse
2	2.1 Load horse safely onto transport vehicle using safe and low stress handling techniques 2.2 Position horse in vehicle according to horse requirements and transport configuration 2.3 Confirm horse is safely secured in vehicle
3. Unload horse	3.1 Prepare location to secure horse after unloading 3.2 Fit gear to horse if required, unload horse from vehicle and lead to secure location using safe and low stress handling techniques 3.3 Remove horse travel gear if required 3.4 Inspect horse for signs of injury, illness or distress, and report horse condition to supervisor 3.5 Clean horse gear, equipment and transport vehicle, and report maintenance issues as required

Safety in the unit outcome

Reference to WHS and animal welfare requirements

Prerequisite addresses safety issue

Hazard identification, risk assessment and control

Specific PPE

Horse safety

Foundation Skills	
This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.	
Skill	**Description**
Numeracy	• Estimate and measure distance, area, weight, temperature and time
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions • Use industry terminology to describe horses, gear, equipment and vehicles used for horse transport

Unit Mapping Information			
Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACMEQU217 Load and unload horses	ACMEQU202 Handle horses safely	Redesigned unit that includes content from Element 3 of previous unit	Not equivalent

Links	
	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

Figure 2 Safety references in units of competency

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5.2 Assessment requirements

TITLE	Assessment requirements for ACMEQU217 Load and unload horses

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely loaded and unloaded at least three different calm, consistent and obedient horses onto and from a horse transport vehicle. Each horse must be loaded and unloaded separately on a vehicle or trailer specifically designed for horse transport.

Type of horse specified

For each horse loading and unloading process, the individual must have:

- confirmed the loading and unloading requirements with a supervisor
- identified at least two hazards, and assessed and controlled and/or reported the risks
- applied safe and low stress horse handling techniques and practices
- selected and correctly fitted personal protective equipment (PPE)
- checked, prepared and fitted horse gear and equipment, including halter and lead
- checked the horse transport vehicle, including horse restraints and ventilation
- positioned and secured horse in vehicle according to transport configuration
- unloaded, led and restrained horse in a secure location
- inspected the horse after unloading, and provided a report to a supervisor on horse condition
- cleaned and tidied horse section of transport vehicle.

Skills demonstration includes hazard identification, risk assessment/control, and use of PPE

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common hazards, risk assessment and risk controls related to loading and unloading horses
- purpose, use, maintenance and storage of PPE for handling, loading and unloading horses
- safe and low stress horse loading and unloading techniques
- key animal welfare requirements when transporting horses
- different types of horse transport vehicles, including:
  - basic safety checks, including flooring and air vents
  - safe operation of doors, gates and other restraints
  - use of ramps and/or mechanical lifts
  - transport configuration
  - horse position and securing
- purpose, benefits and risks of common horse gear and equipment used to load and unload horses, including:
  - tail ropes
  - bits or bridles
  - ramp panels
  - appropriate use of whips
- protective horse gear and equipment that may be required during transport, including rugs, poll guards, leg and tail protection
- workplace procedures for loading and unloading horses, including:
  - checking horse condition and preparing horses
  - checking, fitting and maintaining horse gear and equipment
  - vehicle cleaning and sanitisation before and after loading
  - seeking assistance with difficult or unexpected situations
- key considerations when loading and/or unloading horses onto transport vehicles, including:
  - phenomena that can spook a horse
  - safe positioning and handling practices
  - common injuries to horses and handlers, and their causes
  - common adverse reactions by horse to loading, unloading and travelling.

Hazard identification, risk assessment/control, PPE and safe and low horse handling techniques

Equipment safety checks and operation

Safe horse handling

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:
• physical conditions:
  • an equine workplace or an environment that accurately represents workplace conditions
• resources, equipment and materials:
  • live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  • gear and equipment required for the tasks specified in the performance evidence, including correctly fitted gear for the horses and correctly fitted PPE for the handler
  • horse transport vehicle specified in the performance evidence
• specifications:
  • workplace procedures for loading and unloading horses
• relationship:
  • supervisor.
 	
The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.
 	
Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

Matching horses used for assessment to the person being assessed

User Guide provides advice and resources for risk assessment

Figure 3 Safety references in assessment requirements

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6 Safety in the racing industry

Safety has been embedded in the performance criteria of the RGR units of competency following the same approach used for units involving interactions with horses in the ACM Animal Care and Management and AHC Agriculture, Horticulture and Conservation and Land Management Training Packages. However, some key differences relate to the RGR Racing and Breeding Training Package, namely:

- characteristics of racehorses
- matching individuals to racehorses and activities
- use of prerequisite units to address safety.

6.1 Characteristics of racehorses

Racehorses are often hghly strung and can be extremely unpredictable and potentially dangerous for new or inexperienced individuals to racing environments.

The terminology developed to use in ACM and AHC units of competency, outlined in section 4, has been applied to units of competency used in Certificate I and Certificate II in Racing only as these qualifications are likely to include new or inexperienced individuals to the racing industry. Being able to access non-racing horses within racing industry workplaces was viewed as difficult and unrealistc and posed a potential barrier to training and assessment.

Most racehorses would fall into categories relating to Levels 2 and 3.

- Level 2: A **compliant and manageable horse** that has been educated for the relevant activity and is used in suitable environments. This category poses a higher risk to handlers or riders than those described in Level 1.
- Level 3: A **less compliant and highly reactive horse**. This category of horse can react unpredictably and pose a high level of risk to handlers and riders. Horses in this category may include stallions and young horses that have had limited education.

6.2 Matching individual to racehorse and activity

Although RTOs have limited influence on racing workplace operations, including the selection of trackriders and apprentice jockeys to ride selected racehorses, it is worth noting factors that can contribute to increased safety risks identified in recent research.

Research[6] undertaken by examining data relating to the association between jockey experience and race-day falls in flat racing in Australia indicated that apprentice thoroughbred racing jockeys have a higher fall rate than their more experienced counterparts.

The study identified that the following factors were associated with increased rates of falls:

- less experienced apprentices as indicated by number of career rides or career stage (including older jockey age at commencement of career, and fewer previous rides)

[6] The association between jockey experience and race-day falls in flat racing in Australia (PDF Download Available). Available from: https://www.researchgate.net/publication/223974548_The_association_between_jockey_experience_and_race-day_falls_in_flat_racing_in_Australia [accessed Dec 13 2017].

- less accomplished horses - fewer previous starts by the horse, younger horse age and lower race grade/lower prize money
- race conditions - shorter race distance and drier track rating.

The authors suggest that consideration be given to restricting apprentice jockeys with little race-riding experience from riding horses that have not yet won a race (maiden) or that have had few previous race starts.

Training providers have a duty of care in ensuring students enrolled in workplace training and assessment are as safe as possible. RTOs are encouraged to work collaboratively with racehorse trainers in providing advice and highlighting the matching of individuals to the selection of horses and activities as a key safety risk control measure.

Ongoing focus on training and strategies that improve rider safety and racehorse welfare will enhance the public's perception of and benefit the racing industry overall.

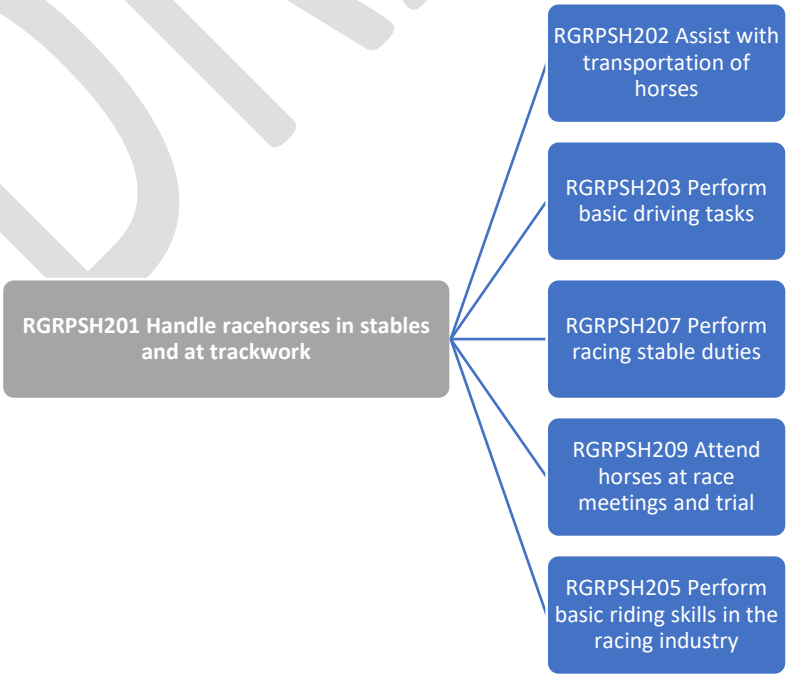
6.3 Use of prerequisite units to address safety

Many units of competency addressing the practical activities of handling, driving or riding racehorses within the performance services horse (PSH) sector of the RGR Racing and Breeding Training Package have prerequisites. The prerequisites are applied to ensure skill development and progression to address safety issues involved with interacting with racehorses.

Unlike other sectors where the selection of horses can be carefully managed for training, students in the racing industry are mainly workplace based and interact closely with racehorses. As mentioned previously, racehorses tend to be highly strung and can behave unpredictably, posing a higher safety risk than most other horses.

The following diagrams provide an overview of the prerequisites applied within the PSH sector.

Relationship of RGRPSH201 Handle racehorses in stables and at trackwork to other Certificate II units of competency



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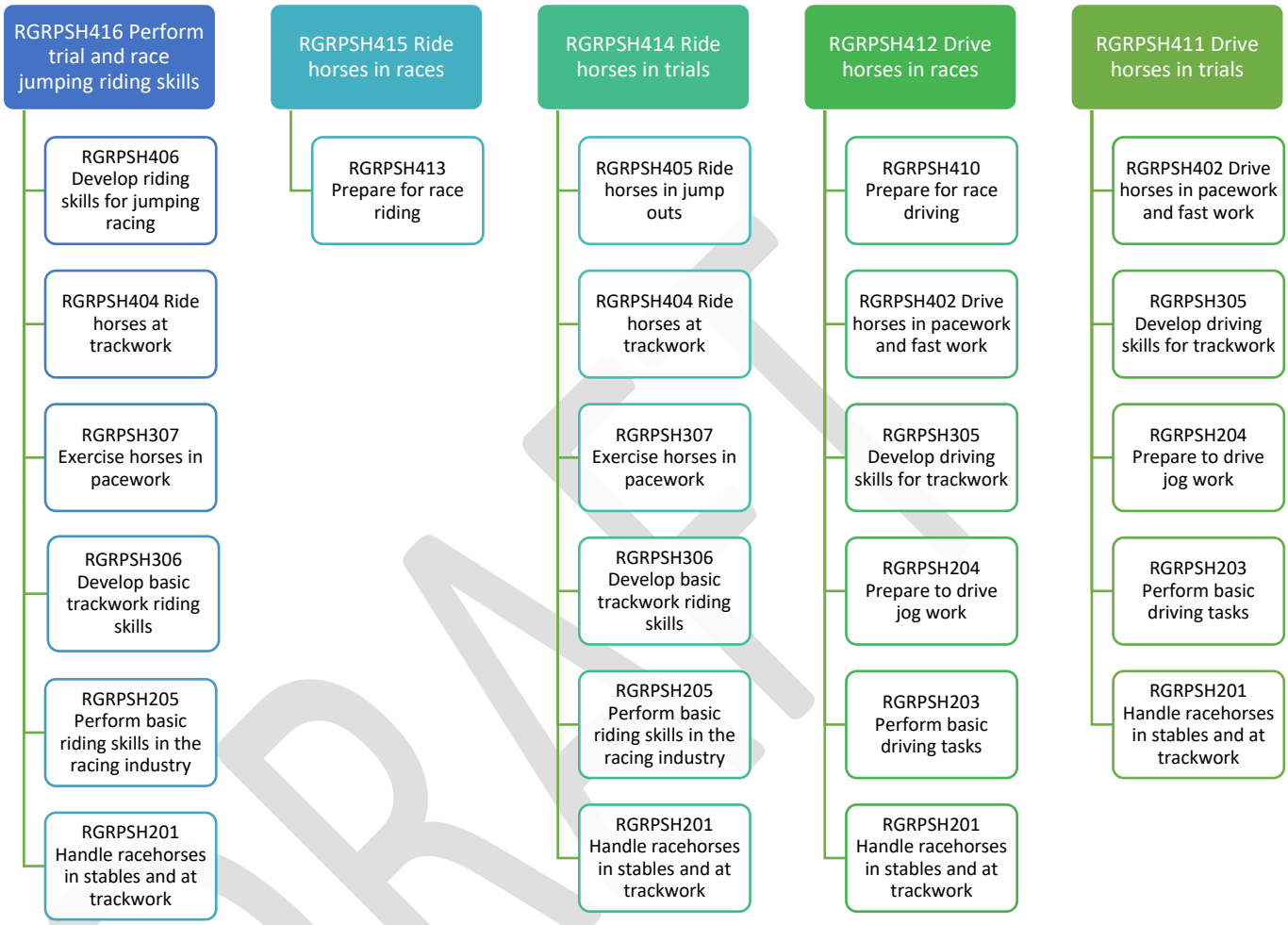
Chain of prerequisites for PSH riding (thoroughbred code) and driving (harness code) units of competency.



The inclusion of prerequiste units impacts on the delivery of training and sequencing of skills development. The prerequistes must be addressed in the RTO's training and assessment strategy for the relevant qualifications.

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7 Practical advice for RTOs

This section provides an overview of items for RTOs to check to ensure risk management has been incorporated for training and assessment activities that involve interactions with horses, including:

- reviewing safe work procedures
- reviewing training and assessment strategies
- using tools and checklists, and keep records
- conducting inductions and providing information
- reporting incidents and injuries.

Each sub-section points RTOs towards useful resources. These are not exhaustive lists. RTOS are encouraged to provide links to other useful resources to ensure that information is relevant and useful to users.

7.1 Managing risk for activities involving interacting with horses

Review safe work procedures

RTOs delivering and assessing equine programs should review their risk management processes and documentation to incorporate strategies to control risks associated with interacting with horses relevant to their delivery context and cohort of learners.

Some useful resources to assist RTOs include:

- The *Manual for the Delivery of Horse Industry Training (Version 6, November 2020)* [7] was developed to promote safety and consistency of delivery of educational programs that require interactions with horses. This resource provides a range of advice to address the risks associated with handling, driving and riding horses to ensure that best practice is used by those delivering programs. It includes standards operating procedures covering horse riding, safety with horses and use of horses in training.
- The *Australian Horse Welfare and Well-being Toolkit*[8] provides advice on how to write policy, procedures and instructions and how to set up a policy register.

The strategies and documents in these resources should be adapted to suit local contexts and conditions to minimise risk in the delivery of equine programs across the broad spectrum of the industry.

[7] Available at: https://www.skillsimpact.com.au/publications-and-resources

[8] The *Australian Horse Welfare and Well-being Toolkit* can be downloaded from http://www.animalwelfarestandards.net.au/files/2016/09/HOR0288_Horse_welfare_and_well-being_toolkit_WEB.pdf

Recordkeeping tools

Recordkeeping tools, such as checklists, can provide a consistent approach to identifying hazards and managing risks. A range of sample tools and checklists are available for RTOs to customise to suit their particular requirements and contexts.

Resource	Description	Location
SafeWork NSW, Code of Practice: Managing risks when new or inexperienced riders or handlers interact with horses in the workplace, February 2017	▪ Appendix B Factors to consider when assessing a horse ▪ Appendix C Factors to consider when assessing a new or inexperienced rider or handler who will interact with horses in the workplace	https://www.safework.nsw.gov.au/_data/assets/pdf_file/0005/79160/SW08262-Code-of-Practice-Managing-risks-when-new-or-inexperienced-riders-or-handlers-interact-with-horses-in-the-workplace.pdf
Safe Work Australia Guide to Managing Risks when New and Inexperienced Persons Interact with Horses, June 2014	▪ Appendix C How to carry out a risk assessment	https://www.safeworkaustralia.gov.au/doc/guide-managing-risks-when-new-and-inexperienced-persons-interact-horses
Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020)	▪ Template A Horse Program Induction Checklist ▪ Template B Participant Induction Checklist ▪ Template C Horse-Related Practical Activities — Pre-activity Risk Assessment ▪ Template D Horse Suitability Audit and Biosecurity Declaration ▪ Template E Horse Suitability Assessment Matrix ▪ Template F Checklist for horses which have left the control or supervision of the organisation or its staff for less than or equal to 7 days ▪ Template G Participant Acknowledgement of Risk ▪ Template H Horse-related Practical Activities — Participant Profile ▪ Template I Health Information — Participant Profile ▪ Template J Matching Participant to Horse ▪ Template K Horse Usage Register ▪ Template L EXAMPLE: Expression of Interest — Information for Tenderers ▪ Template M — Horse Eligibility Assessment for Tendering Template N Industry Guest Profile ▪ Template O Internal Audit Report	https://www.skillsimpact.com.au/publications-and-resources

Table 10: Useful resources

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Conduct inductions and provide information

Staff or workers

RTOs must ensure that trainers and assessors are aware of their WHS/OHS obligations and responsibilities relating to interacting with horses. Regular briefings and professional development should be conducted to ensure all staff are aware of WHS/OHS requirements, the RTO's procedures, and the tools and checklists and recordkeeping requirements of the RTO.

Learners

Learners must be made aware of safety risks and control measures associated with interacting with horses. They must also be informed of their responsibilities and obligations for ensuring their own safety and the safety of those around them.

Many units of competency refer to WHS/OHS obligations as shown in the following table.

Unit of Competency	Sample statements
Performance Criteria	▪ Follow supervisor instructions, clarify information and report problems ▪ Identify risks associated with approaching and catching loose horses and report safety risks to supervisor ▪ Discuss horse suitability with supervisor to determine suitability for own riding skill level ▪ Follow safe horse handling practices, work health and safety procedures, and riding etiquette associated with workplace location and activity
Foundation Skills	Navigate the world of work ▪ follow workplace procedures, including safety and animal welfare requirements, relating to own role and work area ▪ demonstrate a duty of care to self and others when working with horses Get the work done ▪ follow clearly sequenced instructions to approach, catch and handle clam, well-educated horses

Table 11: WHS obligations

Induction information may include assessing an individual's skills and capabilities and assessing horse suitability to be able to match the individual with a suitable horse for the activity ('fit for purpose').

Resource	Description	Location
Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020)	▪ Template A Horse Program Induction Checklist ▪ Template C Horse-RelatedPractical Activities – Pre-activity Risk Assessment ▪ Template G Participant Acknowledgement of Risk ▪ Template E Horse Suitability Assessment Matrix	https://www.skillsimpact.com.au/publications-and-resources

Table 12: Induction resources

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Report incidents and injuries

There may be situations when all the necessary controls and prevention strategies are in place and an injury still occurs. First aid measures should be in place to carry out an initial response and assessment.

If a 'notifiable incident' occurs, the relevant regulator must be notified. A notifiable incident involves death, serious injury or illness, or a dangerous incident. For example, if someone:

- is killed when interacting with a horse
- falls off a horse and requires immediate treatment as an in-patient in a hospital
- is struck by a horse and requires immediate treatment for a serious head injury
- is crushed by a horse and requires immediate treatment for a spinal injury
- contracts a zoonosis and requires immediate treatment as an in-patient in a hospital
- receives an electric shock while clipping a horse.

If a notifiable incident has occurred, you should treat the injury first and then contact the relevant regulator. Notifiable incidents will require a report covering:

- what happened: an overview
- when it happened
- where it happened
- what happened: details
- who was affected
- how and where are they being treated (if applicable)
- the person/s conducting the business or undertaking
- what has/is being done
- name of person providing the report.

RTOs must ensure that their incident reports cover potential equine training safety incidents and accidents.

Incident and injury reports should be analysed on a regular basis to determine if changes to control measures need to be implemented.

Resource	Description	Location
Safe Work Australia	Incident Notification Fact Sheet	https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet
WHS regulators	Details of state/territory WHS regulators	Section 9 Resources and links of this Guide

Table 13: Useful resources for notifiable WHS incident notification

7.2 Review training and assessment strategies

This section does not provide advice on how to develop a training and assessment strategy (TAS). This section highlights areas that RTOs might need to address when developing or updating their TAS to make sure that it covers safe delivery and assessment of equine related units of competency.

RTOs registered to deliver and/or assess training package components covered by this Guide must ensure that their training and assessment strategies suit the needs of different learner cohorts and delivery contexts.

Some specific areas of the TAS to check are outlined below.

- Plan course structure and delivery plan:
  - Review new training package components
  - Check prerequisites
  - Determine learner cohort skills and experience
- Update training resources and materials
- Ensure a safe work and/or training environment for delivery and assessment
- Check resource requirements:
  - Gear (and other horse equipment)
  - Personal protective equipment (PPE)
- Assess the suitability of horse for learner or candidate and activity:
  - Assess the learner/candidate's skills involving interactions with horses
  - Assess suitability of horses used in training and/or assessment
  - Match the horse and learner to each other and the intended activity
- Develop or update assessment tools
- Check additional assessor requirements.

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Plan course structure and delivery plan

Review new training package components

Several units of competency, skill sets and a qualification (*Certificate II in Horse Care*) have been added to the *ACM Animal Care and Management Training Package*. These units may be imported into other qualifications. The units, skill sets and qualification should be considered by RTOs for inclusion on their scope of registration and course offerings. Refer to Appendix 1 for a list of units of competency, skill sets and qualifications covered by this Guide.

Check prerequisites

Some units of competency have prerequisites to ensure learners have developed the skills and knowledge required to undertake a unit of competency safely. For example, *ACMEQU205 Apply knowledge of horse behaviour* is a prerequisite unit in many units of competency to ensure learners have an understanding of horse body language and behavioural risks and the basics of horse handling.

Sometimes there is a *chain of prerequisites* in a unit. For example, the unit *RGRHBR305 Handle young horses* includes *ACMEQU202 Handle horses safely*, but this unit itself has a prerequisite of *ACMEQU205 Apply knowledge of horse behaviour*. This means that the TWO prerequisite units must be assessed prior to the assessment of *RGRHBR305 Handle young horses*.

Each sector has specific prerequisites which can be used to guide the clustering of units and the sequencing of the program delivery. Trainers should undertake a mapping of prerequisites to ensure the progression of skills throughout the delivery program and to plan the sequence of program delivery.

Note for the release of ACM Version 5.0

ACMEQU202 Handle horse safely has been redesigned and recoded to *ACMEQU212 Handle horses safely*. It includes more knowledge of horse behaviour and body language adapted from ACMEQU205, and does not have a prerequisite unit.

Ensure a safe work and/or training environment for delivery and assessment

The environment has a major influence on risk relating to activities involving interactions with horses. Within a delivery and assessment environment it is essential that RTOs are vigilent in identifying hazards and risks and implementing control measures to ensure a safe environment.

Suggested control measures are listed in *Section 3.2 Practical advice for controlling risks* and cover:

- stables and yards
- riding in enclosed areas
- riding in open areas.

The Assessment Conditions section of the units of competency specify the physical conditions under which the assessment must take place, generally stipulating:

- a workplace or an environment that accurately reflects performance in a real workplace.

Some units list more specific requirements and may require a particular type of workplace. In all cases the RTO must be able to demonstrate that a risk assessment was undertaken prior to the assessment activity as part of normal RTO procedures.

Resource	Description	Location
Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020)	▪ Template C Horse-Related Practical Activities - Pre-activity Risk Assessment	https://www.skillsimpact.com.au/publications-and-resources

Table 14: Pre-activity resources

Check resource requirements

The three key resources required for the delivery and assessment of equine training are horses, gear and PPE. Within a delivery and assessment environment it is essential that RTOs identify hazards and risks and implement control measures to ensure sufficient and appropriate resources for relevant activities.

The Assessment Conditions section of the units of competency specify the resources, equipment and materials required to conduct assessment.

It is the responsibility of the trainer and assessor to determine the correct resources for the activity undertaken as these can vary according to the activity, sector or discipline and learner/candidate needs.

Horses

Horses must be assessed as suitable for the relevant training and/or assessment activity and matched to the skills and experience of the learner and candidate. Refer to Section 4 and the following section for further information.

Gear

Gear (sometimes referred to as tack) is a piece of equipment or accessory used on a horse and may include items such as saddles, stirrups, bridles, halters, lead ropes, harnesses and breastplates. A wide array of gear is used for different purposes and in different disciplines.

The three key principles related to gear are to ensure it:

- fits the horse and or rider or handler
- is appropriate for the activity
- is regularly maintained and checked prior to use.

Suggested measures to control risks associated with gear are listed in *Section 3.2 Practical advice for controlling risks* of this Guide.

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Personal protective equipment (PPE)

PPE refers to anything used or worn by a person to minimise risk to the person's health and safety. Within equine training PPE generally refers to:

- helmets
- footwear
- gloves
- clothing
- vests/body protectors.

As with gear, the three key principles related to PPE are to ensure it is:

- correctly fitted on the rider or handler
- appropriate for the activity
- regularly maintained and checked prior to use.

The Assessment Conditions section of the units of competency specify the resources, equipment and materials required to conduct assessment. Most units used in equine training stipulate:

- PPE correctly fitted and appropriate for activities for the individual.

Some units of competency involving riding activities specify:

- correctly fitted PPE for the individual, including, riding boots, safety vest and Australian standard or equivalent compliant helmet.

As stated previously, it is the responsibility of the assessor and trainer to determine the correct resources (horses, gear and PPE) for the activity as these can vary according to the context, sector or discipline and individual's needs. Care needs to be taken to ensure helmets meet current Australian Standards (currently AS/NZS 3838-2006 Helmets for horse riding and horse-related activities) and that the helmet is in good condition. Helmets with unknown history or have been involved in an impact are not considered safe, and should not be used.

Assess the suitability of horse for individual and activity

Knowledge of the horse's background and the person's skill level, is vital to assess suitability for the required activity and to ensure safety during interactions. This process involves a separate assessment of both the horse and the person. Subsequent matching should then be undertaken with reference to the intended activity. All assessments should be undertaken by a competent person and documented for future reference.

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Assess the suitability of the horse used in training and/or assessment

Assessing the horse's behaviour and characteristics before allowing them to be handled or ridden is a critical risk control measure for safety in equine training. A range of factors should be taken into account including:

- identification and features (height, condition, gender, breed, colour/markings, microchip number/brand)
- history (prior use/work), procurement records (including borrow, hire, lease or purchase)
- health – current health and general health
- diet
- current workload
- known incidents
- prior exposure to new or inexperienced handlers and/or riders
- behaviour - when handled on ground, under saddle, when riding in different environments
- familiarity with environment
- other relevant factors/comments.

Horses must be monitored and depending on the circumstances a series of assessments over a period of time may be required. These ongoing assessments may occur over weeks or months.

A horse should be re-assessed whenever there is a change in conditions or environment and after an incident or near miss.

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Resoures for assessing horses are described below. Note that all resources must be contextualised for the situation and for the learner cohort.

Resource	Description	Location
Code of Practice: SafeWork NSW, Code of Practice: Managing risks when new or inexperienced riders or handlers interact with horses in the workplace, February 2017	▪ Factors to consider when assessing a horse	https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/SW08262-Code-of-Practice-Managing-risks-when-new-or-inexperienced-riders-or-handlers-interact-with-horses-in-the-workplace.pdf Appendix C from the Code is reproduced in Appendix 4 of this Guide
Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020)	▪ Template D Horse Suitability Audit and Biosecurity Declaration ▪ Template E Horse Suitability Assessment Matrix ▪ Template F Checklist for horses which have left the control or supervision of the organisation or its staff for less than or equal to 7 days ▪ Template L EXAMPLE: Expression of Interest — Information for Tenderers ▪ Template M Horse Eligibility Assessment for Tendering	https://www.skillsimpact.com.au/publications-and-resources

Table 15: Assessing horses resources

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Assess the learner/candidate's skills involving interactions with horses

Assessing the skills and experience of learners or candidates before allowing them to handle, drive or ride a horse is a critical risk control measure for safety in equine training.

A range of factors should be taken into account, including:

- physical condition (e.g. height, weight, medical/health conditions including injuries, and medications)
- disabilities
- suitable clothing and appropriate PPE
- prior involvement with horses (handling horses, riding horses, work history relating to horses)
- checking references and/or relevant training or qualifications
- behaviour around horses (e.g. safe, confident and appropriate)
- horse's behavioural response to particular rider/handler
- knowledge of horse behaviour
- knowledge of workplace environment
- ability to recognise risk and respond appropriately
- ability to follow instructions
- horse handling ability from ground and/or when riding under saddle
- other relevant factors/comments.

More information about assessing individual's experience and skill interacting with horses is provided in Appendix 4.

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The *Procedures for delivery of horse industry training* provides tools for assessing horse suitability in a range of situations, including:

- Checklist for horses which have left the control or supervision of the organisation or its staff for less than or equal to 7 days (e.g. where participants wish to use their own horses)
- Horse Eligibility Assessment for Tendering – checklist and guidelines for contractors and RTOs when procuring horses to be used in equine training.

Resource	Description	Location
SafeWork NSW, Code of Practice: Managing risks when new or inexperienced riders or handlers interact with horses in the workplace, February 2017	▪ Factors to consider when assessing a new or inexperienced rider or handler who will interact with horses in the workplace	https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/SW08262-Code-of-Practice-Managing-risks-when-new-or-inexperienced-riders-or-handlers-interact-with-horses-in-the-workplace.pdf Appendix C from the Code of Practice is reproduced in Appendix 4 of this Guide)
Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020)	▪ Template D Horse Suitability Audit and Biosecurity Declaration ▪ Template E Horse Suitability Assessment Matrix ▪ Template F Checklist for horses which have left the control or supervision of the organisation or its staff for less than or equal to 7 days ▪ Template L Expression of Interest - Information for Tenderers ▪ Template M Horse Eligibility Assessment for Tendering	https://www.skillsimpact.com.au/publications-and-resources

Table 16: Assessing riders/handlers and horses

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Match the horse and learner to each other and the intended activity

Once individual assessments of the individual and horse have been undertaken, a matching process needs to occur.

Note: *ACMEQU423 Manage selection of horse for handler, rider or driver* has been developed to address the assessment and matching process. This unit of competency could potentially be used for professional development and to formalise the skills of trainers and assessors.

Resources for matching the individual and horse are described in the following table.

Resource	Description	Location
Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020)	▪ Template J Matching Participant to Horse	https://www.skillsimpact.com.au/publications-and-resources Refer also to Appendix 5 of this Guide.
MINTRAC, Sample tool with mock up information for use in an abattoir and/or feedlot (livestock sector)	▪ Horse and rider initial assessment (livestock sector – abattoir and/or feedlot	Refer to Appendix 5 of this Guide.

Table 17: Matching riders/handlers and horses

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Update training resources and materials

Safety when interacting with horses and risk control, as outlined in Section 3, needs to be embedded and explicit in all training resources and materials.

Some existing units of competency have had changes made to make safety when interacting with horses more explicit throughout the unit, particularly in the elements and performance criteria. Some have had additional prerequisite units of competency added.

Refer to the mapping table in each unit of competency to check whether a unit is:

- new
- supersedes and is equivalent to a previous unit, or
- supersedes and is not equivalent to a previous unit.

For any unit that has been superseded, but particularly where a unit is not equivalent, the RTO must ensure a thorough mapping is undertaken between the previous and current units. Modifications will be needed to all learner resources, training materials and assessment tools to address the changes.

In some units the mapping table will identify that minor changes have been made but the vocational outcome is equivalent to the previous unit. This does NOT mean that changes will not be needed for delivery and assessment and a thorough mapping must still be undertaken for these units to determine the changes required.

Develop or update assessment tools

All units referred to in this User Guide are in the templates required to meet the *Standards for Training Packages 2012*. The template clearly specifies required *performance evidence* and *knowledge evidence*.

In most units of competency, specific volume and/or frequency requirements have been included in the performance evidence. For example, '*undertake an activity on at least three different horses, on a minimum of two occasions (frequency).* Many units, particularly those used in Certificate II and III qualifications where learners may have limited skills and experience interacting with horses, specify the type of horse that should be used to demonstrate performance. Refer to Section 4 for terminology describing different types of horses.

In all units, the horse used for assessment purposes **must** be assessed as suitable for the experience and skills of the individual and the relevant activity. Please refer *to Section 6.2 Matching horses and person to each other and intended activity* for details.

The *Assessment Conditions* section of the unit also specifies the conditions under which the assessment must take place and generally covers:

- physical conditions
- resources, equipment and materials
- specifications
- relationships with other people (internal/external)
- timeframes.

For units covered in this Guide, it is important to check:

- *physical conditions* to find out if the assessment is to be conducted in a workplace or an environment that accurately represents workplace conditions

- *resources, equipment and materials* to check the type of horse to be used in the assessment and the gear and PPE (note that gear and PPE may need to meet sector and/or discipline requirements.)

Assessment tools for new units of competency must be developed and tools used for previous versions of a unit of competency must be updated. All assessment tools must ensure that they address the performance evidence and the specific requirements relating to volume and frequency, knowledge evidence and the assessment conditions.

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Check assessor qualifications and vocational competency

Requirements for all trainers and assessors

As part of the *Standards for RTOs 2015*, an RTO's training and assessment may only be delivered by trainers and assessors who have:

- the vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided, and
- current knowledge and skills in vocational training and learning that informs their training and assessment.

In addition, training and assessment may only be delivered by persons who have:

- Certificate IV in Training and Assessment (TAE40110[9] or TAE40116), or its successor, or
- a diploma or higher-level qualification in adult education.

Your RTO must also ensure that all trainers and assessors undertake professional development in the fields of:

- knowledge and practice of vocational training, and
- learning and assessment, including competency-based training and assessment.

In demonstrating requirements, an RTO must be assured that the amount of evidence collated to show competency, currency and professional development of a trainer or assessor is sufficient. In all cases, RTOs are expected to take appropriate steps to verify information presented by the trainer and assessor.

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[9] From 30 June 2019, in addition to TAE40110, the following units are also required for trainers and assessors that do not hold TAE40116 or a diploma or higher level qualification in adult eduction:

- TAELLN411 (or its successor) or TAELLN401A, and
- TAEASS502 (or its successor) or TAEASS502A or TAEASS502B

(Source: https://www.asqa.gov.au/standards/training-assessment/clauses-1.13-to-1.16)

Check additional requirements for trainers and assessors

Specific assessor requirements apply to some units.

Users should note that these specific requirements have changed for the revised version of the units below, that have been superseded with the release of ACM Version 5.0. The updated asessor requirements for the revised units are provided on page 59 of this guide.

For the units listed below (that will not be available after the transition period for ACM Version 5 has expired), the assessor must hold a current, a recognised qualification for instructing or coaching horse riding and handling skills.

Code	Title
ACMEQU206	Perform horse riding skills at walk, trot and canter
ACMEQU207	Develop riding skills for exercising horses
ACMEQU303	Demonstrate riding techniques for avoiding falls and reducing the impact of falls
ACMPHR201	Ride performance horses for exercise in an arena

Recognised instructing or coaching horse riding qualifications include **one** of the following:

- Level 1 or 2 Equestrian Australia Coaching Accreditation, or
- Horse Safety Australia instructor accreditation, or
- Skill Sets from the SIS10 Sport, Fitness and Recreation Training Package:
  - SISSS00061 Horse riding instructor
  - SISSS00062 Horse riding instructor- senior, or
- *SISOEQO414A Instruct horse riding and handling skills or SISOEQU009 Instruct the advancement of recreational horse riding skills (*statement of attainment), or
- a minimum of three years' workplace experience riding horses in a supervisory role or overseeing a team.

Additional assessor requirements are outlined in Table 19. Note - These two units have been marked as deleted as part of the release of ACM Version 5.0.

Code	Title	Additional assessor requirement
ACMEQU303	Demonstrate riding techniques for avoiding falls and techniques to reduce the impacts of falls	▪ a current, recognised qualification for instructing or coaching horse riding ▪ hold a current, recognised qualification for teaching falls safety in the field of gymnastics, martial arts or equivalent, or ▪ a minimum of three years' verified workplace experience working in a falls safety field.
AHCPHR408	Educate and train performance horses	▪ high level of technical proficiency and knowledge of the discipline in which the horse is to be trained

Table 19: Units of competency with additional assessor

Specific Asssessor Requirements for of ACMEQU Horse Riding Units released with ACM Version 5.0

Specific assessor requirements apply to the revised ACMEQU horse riding units:

- *ACMEQU218 Perform horse riding skills at walk, trot and canter* (supersedes and not equivalent to *ACMEQU206 Perform horse riding skills at walk, trot and canter*)
- *ACMEQU219 Develop riding skills for exercising horses* (supersedes and not equivalent to *ACMEQU207 Develop riding skills for exercising horses,* and *ACMPHR201 Ride performance horses for exercise in an arena*)
- *ACMEQU310 Exercise and school horses* (supersedes and not equivalent to *ACMPHR304 Ride and lead performance horses*).

The specific assessor requirements are in the Assessment Conditions of each unit, and how these may be met is explained in the table below.

Assessment Conditions of ACMEQU218 Perform horse riding skills at walk, trot and canter	**Assessment Conditions of ACMEQU219 Develop riding skills for exercising horses**	**Assessment Conditions of ACMEQU310 Exercise and school horses**
The following specific assessor requirements apply to this unit. The assessor must have **at least one** of the following: ▪ recognised horse riding coaching/instruction accreditation (refer to the User Guide) ▪ experience training and/or assessing beginner level horse riders (refer to the User Guide)	The following specific assessor requirements apply to this unit. The assessor must have **at least one** of the following: ▪ recognised horse riding coaching/instruction accreditation (refer to the User Guide) ▪ experience training and/or assessing other horse riders on skills for exercising horses (refer to the User Guide)	The following specific assessor requirements apply to this unit. The assessor must have **at least one** of the following: ▪ recognised horse riding coaching/instruction accreditation (refer to the User Guide) ▪ experience training and/or assessing other horse riders on techniques for riding and schooling horses (refer to the User Guide)
Recognised accreditation	**Recognised accreditation**	**Recognised accreditation**
Current, recognised horse riding coaching/instruction accreditation must include at least one of the following: ▪ Level 1 or above Equestrian Australia National Coaching accreditation, or ▪ General Instructor accreditation from Horse Safety Australia, or ▪ Senior Instructor accreditation from Horse Safety Australia, or ▪ SISSS00061 Horse riding instructor, or	Current, recognised horse riding coaching/instruction accreditation must include at least one of the following: ▪ Level 1 or above Equestrian Australia National Coaching Accreditation, or ▪ Senior Instructor accreditation from Horse Safety Australia, or ▪ SISSS00062 Horse riding instructor- senior, or ▪ SISOEQU009 Instruct the advancement of recreational horse riding skills	Current, recognised horse-riding coaching/instruction accreditation must include at least one of the following: ▪ Level 1 or above Equestrian Australia National Coaching Accreditation, or ▪ Senior Instructor accreditation from Horse Safety Australia, or ▪ SISSS00062 Horse riding instructor- senior, or ▪ SISOEQU009 Instruct the advancement of recreational horse riding skills

▪ SISSS00062 Horse riding instructor- senior, or ▪ SISOEQU009 Instruct the advancement of recreational horse riding skills, or ▪ SISEQU008 Instruct fundamental horse riding skills **Note –** other accreditations or qualifications (for example from other organisations or overseas) are acceptable, if the RTO/assessor can demonstrate that the other product includes the skills and knowledge in at least one of the accredited training products listed above.	**Note –** other accreditations or qualifications (for example from other organisations or overseas) are acceptable, if the RTO/assessor can demonstrate that the other product includes the skills and knowledge in at least one of the accredited training products listed above.	**Note –** other accreditations or qualifications (for example from other organisations or overseas) are acceptable, if the RTO/assessor can demonstrate that the other product includes the skills and knowledge in at least one of the accredited training products listed above.
Experience	**Experience**	**Experience**
Experience providing **training and/or assessment** of beginner level riding skills to at least 20 different beginner riders during the past 3 years, that includes: a) one on one coaching and/or assessing of at least 10 different riders, and, b) coaching and/or assessing at least 5 different groups, with each group consisting of at least 2 riders, and c) a total of at least 20 hours of training and/or assessing beginner riders.	Experience providing **training and/or assessment** of skills for exercising horses to at least 20 different beginner and/or non beginner riders during the past 3 years, that includes: a) one on one coaching and/or of at least 10 different riders, and b) coaching and/or at least 5 different groups, with each group consisting of at least 2 riders, and c) a total of at least 20 hours of training and/or assessing beginner and/or non beginner riders.	Experience providing **training and/or assessment** of skills for riding and schooling horses to at least 20 different non beginner and/or experienced riders during the past 3 years, that includes: a) one on one coaching and/or of at least 10 different riders, and b) coaching and/or at least 5 different groups, with each group consisting of at least 2 riders, and c) a total of at least 20 hours of training and/or assessing non beginner and/or experienced riders.

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8 Training Package developer's quality assurance process for Companion Volumes

Companion Volumes are developed in consultation with industry representatives, trainers and assessors, and representatives of Industry Reference Committees (IRCs) and Technical Advisory Committees (TACs). These key stakeholder representatives provide and review content to ensure that information is relevant and useful.

The Companion Volumes undergo continuous improvement in response to feedback lodged on the Skills Impact website (http://www.skillsimpact.com.au/contact/).

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9 Resources and links

9.1 Horse safety and work health and safety resources

This is not an exhaustive list and Skills Impact welcomes additional contributions.

Organisation	Resource	Website
Agriculture Victoria	▪ Transportation and Care of Horses Purchased from Private or Commercial Sale ▪ Code of practice for the welfare of horses ▪ Code of practice for the Welfare of Horses Competing at Bush Race Meetings (Revision 1) ▪ Code of practice for the welfare of horses at horse hire establishments	http://agriculture.vic.gov.au
Australian Animal Welfare Standards and Guidelines – Land transport	Endorsed by the Primary Industries Ministerial Committee for legislation.	http://www.animalwelfarestandards.net.au/land-transport/
Australian Horse Industry Council Resources	Links to biosecurity, zoonoses and worker safety resources	https://www.horsecouncil.org.au/resources
Horse Directory Australia	Provides links to guidelines for the welfare of horses	http://www.horsedirectory.com.au/horseresources/welfare_of_horses/index.php
Horse Safety Australia	Information about safety, procedures, qualifications, courses, clinics	http://www.horsesafetyaustralia.com.au/
International Standard Organisation	Australian Standard: AS/NZS ISO 31000:2009, *Risk management – principles and guidelines*	https://www.iso.org/standard/43170.html

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Organisation	Resource	Website
Safe Work Australia	Guide to Managing Risks when New and Inexperienced Persons Interact with Horses	https://www.safeworkaustralia.gov.au/doc/guide-managing-risks-when-new-and-inexperienced-persons-interact-horses
	Safe Work Australia Incident Notification Fact Sheet	https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet
	Identify, assess and control hazards	https://www.safeworkaustralia.gov.au/risk
	Model codes of practice	https://www.safeworkaustralia.gov.au/risk#codeguides
	Fact sheets – Managing risks to health and safety at the workplace – various languages	https://www.safeworkaustralia.gov.au/risk#reportcasestudy
SafeWork NSW	Code of Practice: Managing Risks when new or inexperienced riders or handlers interact with horses in the workplace (February 2017)	https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/SW08262-Code-of-Practice-Managing-risks-when-new-or-inexperienced-riders-or-handlers-interact-with-horses-in-the-workplace.pdf
	Codes of Practice: ▪ First Aid in the workplace ▪ How to manage work health and safety risks ▪ Managing the Work Environment and Facilities ▪ Work health and safety consultation, co-operation and co-ordination.	https://www.safework.nsw.gov.au/search?query=list+of+codes+of+practice
WorkSafe Queensland	Code of Practice: Horse riding schools, trail riding establishments and horse riding establishments	https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0009/58167/horse-riding-cop-2002.pdf
	Land Transport of Livestock Code (compulsory) Queensland	https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/livestock/livestock-movement/animal-transport-welfare/land-transport-code
Department of Agriculture Western Australia	Horse Transportation – Code of Practice for the transportation of horses in Western Australia	https://www.agric.wa.gov.au/sites/gateway/files/Code%20of%20Practice%20for%20the%20Transportation%20of%20Horses%20in%20Western%20Australia_0.pdf

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Organisation	Resource	Website
Books and journals		
J. Myers	*Horse Safe:* A Complete Guide to Equine Safety, 2005, Landlinks Press, Australia.	
Lindsay Nyland	Surviving the Unexpected: Fall safety training for horse riders	
Dr Portland Jones	Horses Hate Surprise Parties: Equitation Science for Young Riders	https://books.google.com.au/books/about/Horses_Hate_Surprise_Parties.html?id=PZ4PvgAACAAJ&redir_esc=y&hl=en
Peter Huntington, Jane Myers and Elizabeth Owens	Horse Sense: The Guide to Horse Care in Australia and New Zealand, CSIRO Publishing	https://www.horsebooks.com.au/product/4384/33953/Horse-Sense-The-Guide-to-Horse-Care-in-Australia-and-New-Zealand-9780643065987/
Dr Kirrilly Thompson	Animals Journal – Horses and Risk	http://www.mdpi.com/journal/animals/special_issues/horses-risk
Australian Government	AgriFutures Search 'horse'	https://agrifutures.com.au/publications-resources/publications/?fwp_rural_industry_search=horse

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9.2 Work health and safety regulators[10]

State/Territory	Regulators	Contact details
Australian Capital Territory (ACT)	WorkSafe ACT	Website: www.worksafe.act.gov.au Email: worksafe@act.gov.au
New South Wales (NSW)	SafeWork NSW	Website: www.safework.nsw.gov.au
Northern Territory	NT WorkSafe	Website: www.worksafe.nt.gov.au Email: ntworksafe@nt.gov.au Phone: 1800 019 115
Queensland	Workplace Health and Safety Queensland, (WHSQ)	Website: www.worksafe.qld.gov.au Online enquiry form Phone: 1300 362 128
South Australia	SafeWork SA	Website: www.safework.sa.gov.au Email: help.safework@sa.gov.au Phone: 1300 365 255 /
Tasmania	WorkSafe Tasmania	Website: www.worksafe.tas.gov.au Email: wstinfo@justice.tas.gov.au Phone: 03 6166 4600 (outside Tasmania) or 1300 366 322 (inside Tasmania)
Victoria	WorkSafe Victoria	Website: www.worksafe.vic.gov.au Phone: 1800 136 089
Western Australia	WorkSafe WA	Website: www.commerce.wa.gov.au/WorkSafe/ Phone: 1300 307 877
Commonwealth	Comcare	Website: comcare.gov.au 1300 366 979

[10] Source: https://www.business.gov.au/info/run/workplace-health-and-safety/whs-oh-and-s-acts-regulations-and-codes-of-practice

9.3 Animal welfare authorities

Australia's state and territory governments have primary responsibility for animal welfare and laws to prevent cruelty. The legislation and relevant government department in each state and territory is listed in this table.

State/Territory	Department	Animal Welfare Act	Website
Australian Capital Territory (ACT)	ACT Transport Canberra and City Services	Animal Welfare Act 1992	https://www.legislation.act.gov.au/a/1992-45
New South Wales (NSW)	Department of Primary Industries: animal welfare	Prevention of Cruelty to Animals Act 1979	http://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare
Northern Territory	Department of Primary Industry and Fisheries	Animal Welfare Act	https://nt.gov.au/environment/animals/animal-welfare
Queensland	Department of Agriculture and Fisheries	Animal Care and Protection Act 2001	https://www.legislation.qld.gov.au/view/pdf/2016-07-01/act-2001-064
South Australia	Department of Environment and Natural Resources	*Animal Welfare Act 1985* Animal Welfare Regulations 2012	http://pir.sa.gov.au/biosecurity/animal_health/animal_welfare
Tasmania	Department of Primary Industries, Water and Environment	Animal Welfare Act 1995	http://dpipwe.tas.gov.au/
Victoria	Agriculture Victoria	Prevention of Cruelty to Animals Act 1986	http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare
Western Australia	Department of Agriculture and Food	Animal Welfare Act 2002	https://www.agric.wa.gov.au/animalwelfare/animal-welfare-act-2002

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9.4 VET system contacts

Organisation/Resource	Details	Website
Australian Skills Quality Authority (ASQA)	National regulator for Australia's vocational education and training sector	http://www.asqa.gov.au
Training.gov	National register of training packages	http://www.training.gov.au
Training Accreditation Council Western Australia (WA TAC)	Regulates vocational education and training in WA	http://www.tac.wa.gov.au
Victorian Registration and Qualifications Authority (VRQA)	Regulates vocational education and training in Victoria Regulates apprenticeships and traineeships in Victoria	http://www.vrqa.vic.gov.au

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Appendix 1: Units of competency, skill sets and qualifications relevant to equine training

ACM Animal Care and Management Training Package

Units of competency

Code	Title
ACMEQD501	Relate equine masticatory system to oral function, conditions and their health impacts
ACMEQD502	Conduct assessment of equine masticatory system and plan dental treatment
ACMEQD503	Perform equine dental treatment and oral care using appropriate instrumentation
ACMEQU212	Handle horses safely
ACMEQU213	Follow safe work practices in equine industries
ACMEQU214	Prepare to work safely around horses
ACMEQU215	Provide daily care for horses
ACMEQU217	Load and unload horses
ACMEQU216	Check and treat horses
ACMEQU218	Perform horse riding skills at walk, trot and canter
ACMEQU219	Develop riding skills for exercising horses
ACMEQU220	Lunge educated horses
ACMEQU221	Manage personal health and fitness for working with horses
ACMEQU304	Apply horse identification techniques
ACMEQU305	Implement a horse health program
ACMEQU306	Provide routine care for horses
ACMEQU307	Introduce horses to lunge exercise
ACMEQU308	Transport horses using a road vehicle
ACMEQU309	Carry out basic hoof care procedures
ACMEQU310	Exercise and school horses
ACMEQU311	Prepare horses for presentation at an event
ACMEQU312	Prepare and care for horses to perform at events
ACMEQU313	Work safely in equine workplaces
ACMEQU314	Provide non-riding exercise to horses
ACMEQU407	Educate horses in initial handling
ACMEQU408	Educate horses to be ridden
ACMEQU409	Educate horses to be driven
ACMEQU410	Educate pack horses
ACMEQU411	Evaluate horse education methodologies and individual programs
ACMEQU412	Interpret and address horse behaviour and welfare
ACMEQU413	Work safely in providing equine services as a contractor
ACMEQU414	Manage horses to meet sport event requirements
ACMEQU415	Relate musculoskeletal system to horse conformation and movement
ACMEQU416	Manage presentation of horses for sale or show
ACMEQU417	Advise on horse nutritional needs
ACMEQU418	Select horses based on analysis of pedigree
ACMEQU419	Evaluate saddlery and gear fit for horse and rider combination

Code	Title
ACMEQU420	Fit and adjust bits and bridles
ACMEQU421	Provide saddle fitting and adjustment services
ACMEQU422	Maintain and monitor horse health
ACMEQU423	Manage selection of horse for handler, rider or driver
ACMEQU424	Evaluate equine service or therapy provision
ACMEQU425	Provide horse clipping services
ACMEQU501	Manage horse nutrition and feeding plans
ACMEQU502	Manage horse health care
ACMEQU503	Manage international opportunities for horses
ACMEQU504	Manage horse pastures
ACMEQU505	Manage fitness in horses
ACMEQU506	Manage legal, insurance and business aspects of horse establishments
ACMEQU507	Work within an equine allied health provider framework
ACMEQU508	Relate equine anatomical and physiological features to equine health care requirements
ACMEQU509	Conduct assessment for equine massage therapy
ACMEQU510	Provide equine massage therapy services
ACMEQU511	Develop and implement an equine rehabilitation program
ACMEQU512	Manage safe work practices in a horse establishment

Skill Sets

Skill Set Code	Skill Set Name
ACMSS00015	Equine Emergency Shoe Replacement
ACMSS00037	Incorporate safety when instructing beginners in horse handling Skill Set
ACMSS00038	Handle Horses Safety Skill Set
ACMSS00039	Prepare To Work Safely Around Horses Skill Set
ACMSS00040	Horse Groom Functions Coordinator Skill Set
ACMSS00041	Transport Horses Using a Road Vehicle Skill Set

Qualification

Qualification Code	Qualification Name
ACM20221	Certificate II in Horse Care
ACM30817	Certificate III in Horse Care
ACM30921	Certificate III in Equine Hoof Care
ACM40921	Certificate IV in Equine Care
ACM50421	Diploma of Equine Management
ACM50521	Diploma of Equine Allied Health

AHC Agriculture, Horticulture, Conservation & Land Management

Units of competency

AHCLSK218	Ride educated horses to carry out basic stock work
AHCLSK337	Train, care for, and ride horses for stock work
AHCLSK419	Manage horses for stock work

RGR Racing & Breeding Training Package

Units of competency

RGRHBR201	Assist with oestrus detection in mares
RGRHBR301	Work effectively in horse breeding sector
RGRHBR302	Carry out natural mare mating procedures
RGRHBR303	Assist with artificial insemination of mares
RGRHBR304	Assess suitability of horses for specific uses
RGRHBR305	Handle young horses
RGRHBR306	Raise young horses
RGRHBR307	Carry out procedures for foaling down mares
RGRHBR308	Care for broodmares
RGRHBR401	Maintain horse stud records
RGRHBR402	Manage foaling and post-foaling problems
RGRHBR403	Handle and care for breeding stallions
RGRHBR404	Oversee care and supervise staff raising young horses
RGRHBR405	Supervise natural horse mating program
RGRHBR406	Prepare horses for sale
RGRHBR407	Educate stallions for breeding
RGRHBR408	Collect, process and evaluate horse semen for artificial insemination
RGRHBR501	Plan and implement an enterprise horse breeding strategy
RGRHBR502	Manage reproductive outcomes of stallions and mares
RGRHBR503	Develop and implement a marketing plan for stud stock
RGRHBR504	Manage horse breeding operations
RGRHBR505	Oversee administration of stud records
RGRPSH101	Catch and handle quiet horses under supervision
RGRPSH102	Perform basic stable duties
RGRPSH201	Handle racehorses in stables and at trackwork
RGRPSH202	Assist with transportation of horses
RGRPSH203	Perform basic driving tasks
RGRPSH204	Prepare to drive jog work
RGRPSH205	Perform basic riding skills in the racing industry
RGRPSH207	Perform racing stable duties
RGRPSH209	Attend horses at race meetings and trials
RGRPSH211	Work effectively in the horse racing industry
RGRPSH301	Implement stable operations
RGRPSH302	Supervise handling of horses
RGRPSH303	Organise and oversee transportation of horses
RGRPSH304	Identify factors that affect racehorse fitness and suitability to race
RGRPSH305	Develop driving skills for trackwork
RGRPSH306	Develop basic trackwork riding skills
RGRPSH307	Exercise horses in pacework
RGRPSH308	Provide first aid and emergency care for horses or other equines
RGRPSH309	Implement feeding programs for racehorses under direction
RGRPSH310	Prepare for self-management in racing
RGRPSH311	Participate in racing as an owner
RGRPSH312	Transport horses by road
RGRPSH401	Provide care and treatment of horses
RGRPSH402	Drive horses in pacework and fast work

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RGRPSH403	Educate horses for harness racing
RGRPSH404	Ride horses at trackwork
RGRPSH405	Ride horses in jump outs
RGRPSH406	Develop riding skills for jumping racing
RGRPSH407	Educate thoroughbred horses for racing
RGRPSH408	Manage horse health and welfare
RGRPSH409	Determine nutritional requirements for racing horses
RGRPSH410	Prepare for race driving
RGRPSH411	Drive horses in trials
RGRPSH412	Drive horses in races
RGRPSH413	Prepare for race riding
RGRPSH414	Ride horses in trials
RGRPSH415	Ride horses in races
RGRPSH416	Perform trial and race jumping riding skills
RGRPSH418	Set goals to improve racing performance
RGRPSH419	Manage principles of sports science for jockeys
RGRPSH420	Participate in implementing racehorse exercise programs
RGRPSH421	Operate horse racing training business
RGRPSH422	Promote and maintain business arrangements with racehorse owners
RGRPSH423	Train horses for jumping racing
RGRPSH424	Re-educate horses to manage behaviours and/or transition to new purposes
RGRPSH425	Advise on transitioning and rehoming horses
RGRPSH501	Plan and adapt training and conditioning programs for racehorses
RGRPSH502	Plan and implement education of horses for racing
RGRPSH503	Trial and race horses
RGRPSH504	Develop systems and records for horse racing business training operations
RGRPSH505	Select horses for racing

Skill Sets

Skill Set Code	Skill Set Name
RGRSS00041	Harness or Thoroughbred Racing Handicapper Skill Set
RGRSS00042	Harness or Thoroughbred Training Operations Skill Set
RGRSS00070	Horse Re-education and Transitioning Skill Set
RGRSS00077	Thoroughbred Exercise Rider Skill Set
RGRSS00078	Thoroughbred Fast Work Rider Skill Set
RGRSS00079	Jump Out Rider Skill Set

Qualification

Qualification Code	Qualification Name
RGR10118	Certificate I in Racing (Stablehand)
RGR20221	Certificate II in Racing Industry
RGR30218	Certificate III in Racing (Stablehand)
RGR30318	Certificate III in Racing (Driving Stablehand)
RGR30518	Certificate III in Racing (Trackwork Rider)
RGR40118	Certificate IV in Racing (Racehorse Trainer)

Qualification Code	Qualification Name
RGR40221	Certificate IV in Racing (Jockey)

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Appendix 2: Induction resources for horse-related activities

Induction resources for horse-related activities are available from the Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020) Available at: https://www.skillsimpact.com.au/publications-and-resources

Resources include:

- Template A Horse Program Induction Checklist
- Template B Participant Induction Checklist
- Template C Horse-Related Practical Activities – Pre-activity Risk Assessment.

Appendix 3: Assessing horse suitability

3.1 Factors to consider when assessing a horse

Below are examples of factors to consider when assessing the suitability of a horse for new or inexperienced persons. This is not an exhaustive list and alone is not sufficient to fulfil a PCBU's duty of care under the WHS legislation. It should be used as a guide only, and must be tailored to suit your individual workplace and the activities to be undertaken. For example, it may be used when assessing a horse currently used at your business, when purchasing a new horse, hiring a horse or being loaned a horse.

Depending on the circumstances, a series of assessments over a period of time may be required. These ongoing assessments may take weeks or even months. A horse should be re-assessed whenever there is a change in conditions or environment and after an incident or near miss.

This assessment tool must be retained for recordkeeping purposes.

Factors for consideration	Notes
Date of assessment	
Name of horse	
Age/Date of birth	Registration papers may be useful to validate information.
Height	
Condition	A horse which is purchased and tested when in poor condition may respond and behave differently when its condition improves in a new environment.
Gender	
Breed	
Colour/markings	
Microchip number/brand	Note the details from the microchip reading and follow up with the appropriate industry representative if necessary.
Prior use/work	What activities did it do (e.g. Is it an ex-racehorse? How often did it do the activities? Where? Who rode/handled it? Periods of spell?)
Procurement records (including borrow, hire, lease or purchase)	Date procured, prior owners.
Current health	Any current ailments or conditions
General health	Include history and details of general health such as vaccinations, medications, dental health and hoof condition.
Current workload	Who rides/handles it" What activities does it do? How often? Where? Has it been off the property? If so, what for and how recently
Known incidents	For example, bucking, kicking, biting, rearing, striking, aggression to other horses or people, bolting or shying
Diet	Previous and current
Prior exposure to new or inexperienced handlers/riders?	If yes, under whose supervision? What activities? How did the horse cope
Behaviour when handled on ground	A competent person should handle the horse on the ground and check its reaction to different stimuli and its response to activities undertaken at the business. It is important to ensure that the horse is not over-sensitive.

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Behaviour under saddle	Assessing a horse's behaviour under saddle should only be undertaken once a handler is satisfied with the horse's behaviour on the ground. A competent person should ride the horse to check its behaviour and responsiveness to all the activities planned by the business and identify if the horse needs further training.
Behaviour when riding in different environments	For example, how the horse responds in arenas, yards, groups or alone, near traffic, hilly country, crossing creeks and in different weather conditions such as wind, rain hail and thunder.
Familiarity with environment	For example, how often the horse has been in a particular environment such as in an enclosed area or transported.
Any other relevant factors/comments	For example: gear and equipment currently used Testing and retraining undertaken Behaviour around other horses
Overall assessment and summary	The assessment may take days, weeks or months depending on the nature of the horse and the activities to be undertaken. Details of any further training or reassessment of the horse may be noted here. You may decide the horse will not be suitable for anew of inexperienced rider/handler but may still has a use in your business. Any other decisions about the horse can be describe here.

Adapted from SafeWork NSW, *Code of practice: Managing risks when new or inexperienced riders or handlers interact with horses in the workplace, - Appendix B*. The full Code of practice is available from: https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/SW08262-Code-of-Practice-Managing-risks-when-new-or-inexperienced-riders-or-handlers-interact-with-horses-in-the-workplace.pdf

3.2 Horse suitability audit form

A horse suitability audit form is available from from the Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020). Refer to Template D Horse Suitability Audit and Biosecurity Declaration. Available at: https://www.skillsimpact.com.au/publications-and-resources

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Appendix 4: Determining handler or rider capabilities

4.1 Factors to consider when assessing a new or inexperienced rider/handler

Below are examples of factors to consider when assessing new or inexperienced riders or handlers. This list is not definitive, and alone is not sufficient to fulfil a PCBUs duty of care under the WHS legislation. It should be used as a guide only, and can be tailored to suit your individual workplace and the activities to be undertaken.

The assessment should be undertaken by a competent person.

A person should be re-assessed if an incident occurs or if there is a significant change in circumstances. This assessment tool can be retained as part of your record keeping.

Factors for consideration	Notes
Date of assessment	
Name	
Age/Date of birth	
Height	
Weight	
Medical/health conditions (including injuries) and medications	Note any heart problems, dizziness, back problems, headaches, epilepsy, asthma, allergies, anaphylaxis treatment plan including use of EpiPens, pregnancy, recent surgery or major medical treatments.
Disabilities	Consider any disability which impacts on the ability of the person to manage a horse. Riding for the Disabled qualifications may be appropriate to instruct/coach this person.
Suitable clothing	For example, wide brimmed hat (only if not riding), covered shoulders, long pants, appropriate footwear.
Appropriate personal protective equipment	Wear helmets compliant with *AS/NZ 3638:2006 Helmets for horse riding and horse related activities*, or equivalent for riding. Other riding devices such as breakaway stirrups could be used to prevent the rider being dragged in a fall.
Prior involvement with horses (general)	
Prior experience handling horses	
Prior experience riding horses	
Work history relating to horses	
Reference check	
Relevant training or qualifications	Depending on work to be carried out this may include horse husbandry, racing, horse instructor/coach, trail guide or first aid qualification. Skills learnt under instructors/coaches at clinics may also be relevant.
Behaves safely, confidently and appropriately around horses	
Horse's behavioural response to particular rider/handler	Is the rider or handler exhibiting behaviour such as nervousness that could negatively impact the horse's behaviour?
Knowledge of horse behaviour	Note observations which may indicate the person's knowledge of horse behaviour. For example, does the new or inexperienced person know how to approach a horse in a safe manner?

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Knowledge of workplace environment	Note if the person has come from a different environment and if their experience is wide enough to apply tot eh horse activities to be undertaken.
Ability to recognise risk and respond appropriately	
Ability to follow instructions	
Handles horse confidently and safely from ground	Assess to ensure they behave safely, confidently and appropriately when carrying out activities such as catching, leading, securing, grooming and fitting gear to a horse.
Overall ability to interact with horse on ground	
Handles horse confidently and safely when riding	Asses to ensure they ride the horse safely and consider the needs of others including riders in a group, workers in the areas, members of the public and drivers.
Overall ability to interact with horse in saddle	Can the person rider the horse independently, sufficient for the activates to be undertaken?
Any other relevant factors/comments	You may wish to comment on overall skill levels here.
Overall assessment and summary	

Adapted from SafeWork NSW, *Code of practice: Managing risks when new or inexperienced riders or handlers interact with horses in the workplace, Appendix C*. The full Code of practice is available from: https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/SW08262-Code-of-Practice-Managing-risks-when-new-or-inexperienced-riders-or-handlers-interact-with-horses-in-the-workplace.pdf

4.2 Assessing learner or candidate skills

A form which can be completed by the participant prior to commencement of horse programs is available from the Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates . (Adapted from the “TAFE NSW Safety and Training Manual for the Delivery of Equine Training” Version 6.0, November 2020). Refer to Template H Horse-related Practical Activities – Participant Profile. Available at: https://www.skillsimpact.com.au/publications-and-resources

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Appendix 5 -Matching individual to horse

5.1 Form for matching participant to horse

A form which can used for matching a partipant to a horse is available from from the Manual for the Delivery of Horse Industry Training. Version 6.0, November 2020 – Example Standard Operating Procedures and Templates. (Adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 6.0, November 2020). Refer to Template J Matching participant to horse. Available at: https://www.skillsimpact.com.au/publications-and-resources

5.2 Sample horse and rider initial assessment

Below is a sample horse and rider initial assessment for a horse and rider prior to commencing duties at an abattoir/feedlot.

Horse and rider initial assessment

This assessment must be completed before:

- a horse and rider combination is given duties at the abattoir/feedlot
- the rider is enrolled in a riding Unit of competency.

This assessment is valid for this combination of horse and rider only.

Rider name: Billy Bloggs **Owner name:** Fred Baker **Horse Name:** Thunder **Age/sex:** 6yo Mare **Brand:** QF 13/07 **Description:** 15.3 HH Bay TB X QH	

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In the horse yard

No.	Task	Acceptable (Y/N)		Assessor's comments and observations
		Horse	Rider	
1.	Catch horse in yard and halter	N	N	Horse repeatedly turns rear to rider difficult to catch rider hesitant
2.	Check horse and identify any injury or disease	Y	Y	
3.	Tie and leave horse	Y	y	
4.	Check shoes and clean hooves	Y	N	Failed to identify lose shoe
5.	Select suitable bridle and bridle horse	Y	Y	
6.	Select and check suitable saddle and blanket	Y	Y	
7.	Saddle horse and check fit	N	Y	Horse reared while being saddled
8.	Lunge horse	Y	Y	
9.	Identify and wear required PPE	Y	Y	
10.	Mount and dismount horse	N	y	Horse would not stand still to be mounted
11.	In yard ride and transition through a walk, trot and canter	N	Y	Pig rooted on transition to canter twice
12.	Ride a pattern around witches' hats with transitions and turns	N	Y	Horse difficult to turn to the left difficult to transition down from the trot
13.	Come to a halt smoothly from the three gaits	N	N	Horse hard to restrain
14.	Back horse	Y	Y	
15.	Make a sidewise pass along a gate	Y	Y	
16.	Open and shut gate without dismounting	N	Y	Horse difficult to control when pushing gate open

DRAFT

In the feedlot

No.	Task	Acceptable (Y/N)		Assessor's comments and observations
		Horse	Rider	
1.	Ride horse along laneway at walk and trot	N	Y	Horse shied at truck and tractor
2.	Open and close gate on pen	N	Y	Again, reluctant to walk through open gate
3.	Ride horse among cattle	N	Y	Shied repeatedly as cattle stood up

Final assessment of suitability

Assessment: This horse is **NOT SUITABLE** for use in a feedlot/abattoir lairage.

Comment: The horse is too green for use in the abattoir/feedlot

Assessor: Peta Fisher **Assessor signature:** *Peta Fisher* **Date:** 7/12/2017

Source: Sample provided by National Meat Industry Training Advisory Council Limited (Mintrac), http://www.mintrac.net.au/

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