



## HAZARD MANAGEMENT POLICY

### PURPOSE

Effective management of workplace health and safety requires a system which continuously seeks to identify any potential hazards, assess the risks associated with them and to implement and review control measures to ensure they are effective in eliminating or reducing the risk. The four steps then, are:

1. Hazard Identification
2. Risk Assessment
3. Control
4. Review

The process of hazard identification, assessment and control forms the basis of the WHS Legislation. Pony Club SA is a “Person Conducting a Business or Undertaking” (PCBU) under these laws i.e. The “employer” and are also required to provide information, instruction and training on the location and nature of hazards in the workplace and control measures to be used. Records must be kept of training.

The most obvious Hazard in pony club involves the horse: Falling from a horse or being run into by a horse are common incidents, however there are also a number of other hazards with the potential to cause a fatality or serious injury, it is the policy of **Pony Club** SA that, with the assistance of members identify, assess and control these hazards.

### RESPONSIBILITIES

#### **Managers/supervisors (Person in charge of a section or group e.g. Coaches)**

Managers/supervisors are responsible for identifying hazards, in consultation with members, conducting risk assessments and controlling risks.

#### **Members, volunteers**

Members are responsible for reporting hazards to their Manager/Supervisor and/or Risk Management Officer and for taking reasonable steps to protect the health and safety of any person who may be immediately threatened by the situation.



## **PROCEDURE**

**Pony Club SA** will use a range of methods to identify hazards that are known to be present and hazards that are either emerging or are encountered for the first time.

**Pony Club SA** will ensure that the risks associated with the identified hazards are assessed to decide the level of risk by considering the likelihood of the hazard causing injury and the severity of the outcome. Appropriate controls are determined based upon the hierarchy of controls.

## **REVIEW OF POLICY/PROCEDURE**

This policy will be reviewed annually in consultation with Risk Management Officers and members.

SIGNED:

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President

Date / /