



ITBA

WORKING FOR IRISH BREEDERS

Health & Safety for Stud Farms





**SAFETY
FIRST**

INTRODUCTION



Dear ITBA member,

We have concerns for breeders regarding the lack of safety procedures in our industry, especially in light of the accident and fatality rate increase during 2014 within the agricultural sector, which includes the thoroughbred industry. It has come to our attention that the main focus of the HSA (Health Safety Authority) for 2014 - 2016 is the agricultural sector, and its objectives are;

- To raise national awareness of occupational safety and health
- To increase the uptake of training on safety and occupational health
- To achieve a reduction in the incidence of fatal accidents
- To achieve a reduction in the incidence of accidents involving animals
- To achieve a reduction in the incidence of accidents involving machinery
- To achieve improvements in the level of occupational ill health among workers

Statistics for 2014 fatalities, 19 thus far show a dramatic increase compared to 16 fatal accidents in 2013. Ireland has over twice the incidence of agricultural accidents as any other European country with 2,000 injuries occurring annually on agricultural land. We encourage breeders to attend this information evening, which will be delivered by Emer Gaffney, Msc Health & Safety IRCA Auditor, of Carraig Safety Consultants Ltd, a leading firm on H&S issues, located in Kildare.

We trust you will find this booklet beneficial and hope you adopt its advice and incorporate the practices into your health and safety procedures. Farm smartly - Farm safely.

A handwritten signature in black ink, appearing to read 'Derek Iceton'. The signature is stylized and fluid.

Derek Iceton
ITBA Chairman

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INTRODUCTION

This booklet is designed to be used to raise the awareness of Health and Safety for all Stud Farms and to give them essential information to ensure they have a healthy and safe working environment.

Additional safety courses information and facilities for Health and Safety requirements will be advised by ITBA as required.

The contents of this booklet are based on the Health and Safety Authority's recommendations on Health and Safety in the General Workplace, Construction Workplaces where applicable and Agricultural Workplaces which Stud Farms fall under.

LEGISLATION

Health and safety legislation is in place to protect workers (this includes full time employees, part-time employees and those placed on work experience where applicable) or those who may be affected by work activities i.e. Sub-Contractors.

The safety, health and welfare of workers are covered principally by the Safety, Health and Welfare at Work Act 2005; the Safety, Health and Welfare at Work (General Application Regulations 2012.

These laws place general duties of care on employers, the self-employed and employees.

This guide is not intended as a legal interpretation of the law.

SAFETY STATEMENT

One of the key health and safety requirements for any workplace is a safety statement. Under the Safety Health and Welfare at Work Act 2005 Section 20, this is a legal Requirement for all employers.

Employers should help employees identify what a safety statement is and its purpose.

The safety statement is prepared by the employer or a safety consultant contracted to write the document up on behalf of the employer and is a written programme for managing safety and health in the workplace.

It should begin with an overall safety policy statement in order to inform their employees that a safety policy exists within the organisation.

The safety statement should be based on an identification of the hazards¹ and an assessment of the risks² in that particular workplace. The controls/precautions necessary to combat these hazards and reduce these risks (including the controls/precautions necessary to protect young or inexperienced workers) should also be included.

Employers must consult with their employees and make the safety statement accessible to them. They must also review the statement particularly when there is a major change in the place of work, or in the work to be carried out, to ensure that there is no significant risk to the safety and health of workers or others who may be affected by the work activity.¹

¹ A hazard is anything at work which might cause you harm.

² A risk is the likelihood that harm could occur from a particular hazard and its consequences. Assessing the risks is the process of evaluating the risks in the workplace and putting in place the most appropriate controls/precautions in order to prevent accidents and work-related illness.

COMMON HEALTH & SAFETY HAZARDS

The following lists examples of some of the most common hazards found in workplaces. Employers may find this list useful when explaining to employees workplace health and safety especially for new employees starting work. Employees will find some or all of these hazards addressed in the company's safety statement which should also explain the measures/precautions taken by the employer to prevent accidents and ill health arising from these hazards.

Slips

Slipping on spillages on a tiled floor. Slipping on a floor surface.

Trips

Tripping over something left on the yard such as a bucket of feed or a stray cable from power tools. Tripping over loose surface or uneven ground surface. Tripping over raised surfaces that you could not see i.e. paddocks.

Falls

Falling down steps or Falling off stepladders, Mobile Scaffolding or chairs - especially if you are larking about.

Lifting And Carrying

Referred to as 'manual handling' you can injure yourself if you lift and carry anything incorrectly from a box of stationery to a bucket of feed or using a wheelbarrow incorrectly

Working With Knives

Cuts and lacerations can occur when you work with knives often this type of injury is the result of a knife slipping in the hand.

Working With Cutting Machines

- Cuts and lacerations.
- Amputation of a finger or thumb.

Equipment & Machinery

Getting 'caught' in running equipment or machinery, inexperienced workers are at significant risk of such injuries.

Tractors, Farm Vehicles And ATV's (All Terrain Vehicles)

Tractors account for the highest proportion of fatalities and accidents in agriculture each year. Vehicle operation, being crushed, struck, pinned under or falling from the vehicle are the causes of vehicle accidents. Those at risk include persons using the tractor and those who may be in the area where the tractor is operating.

Working With Hot Substances Or Objects

Burns and scalds - typically these injuries involve hot water or steam; hot fats, oils or other food products; and equipment such as pots, pans, or trays. Working with welding equipment can also be a risk in this area. Cooking and heating equipment with regards treating horses would also come under this category.

Chemicals

All sorts of workplace chemicals may cause harm, from soaps in the washroom that irritate the skin, to toners in photocopiers, to the more dangerous prescription medication, hormone treatments etc, procedures on same should be written up and all employees be aware of these work practices.

Dust And Spores

Sources of dust and spores include mouldy hay, straw or grain, compost used in mushroom

growing, and droppings. Exposure to these materials can cause both short-term effects (including irritation, bronchitis and breathlessness), and long-term effects (including asthma, chronic bronchitis, shortness of breath, weight loss, farmers lung and sensitization). Always wear the proper PPE.

Electricity

Electricity can kill or cause severe burns and must be treated with respect. Make sure you understand the instructions before using any electrical equipment - if in doubt ASK -and report any damaged tools or electrical equipment, including plugs, cables or extension leads to the manager.

Visual Display Units (VDUs)

The main problems which can occur with the use of VDUs are related to the design of the job or workstation.⁴ A badly arranged workstation can lead to the adoption of a bad working posture with consequent pains in muscles and joints and also visual problems. Make sure you know how to arrange your work and workstation to avoid awkward movements, reflections, aches and pains. Adequate breaks must also be provided if there is intensive or continuous use of VDUs in your office.³

Repetitive Strain Injury (RSI)

Repetitive strain injury can occur if motions are repeated frequently (e.g. every few seconds) and for prolonged periods such as an eight-hour shift, resulting in them accumulation of fatigue and muscle strain. Effects of repetitive motions are increased when awkward postures and forceful exertions are involved which is common when working in stables and with horses.

Noise

Exposure to high levels of noise, either continuously or as a loud sudden 'bang' from equipment such as cartridgeoperated tools, can have a number of physiological and psychological effects on workers including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur. High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents.

Temperature

Hot or cold working conditions may cause you to suffer ill health. Comfortable working conditions should be maintained - as a guideline a minimum comfortable working temperature for indoor sedentary workers is 17.5 degrees centigrade and upper level for comfort is 27 degrees centigrade (when undertaking light duties). In addition, each enclosed workplace must be adequately ventilated. When working outside in adverse weather conditions employers have a responsibility to supply suitable work wear to employees so that they can carry out their work in a comfortable manner.

Emergency Procedures

Fire is a major hazard in any workplace. You must know and understand the procedures for evacuating the workplace in an emergency. These procedures should be included in the company's safety statement. You must also know the procedures for first-aid treatment in the event of an accident. The names of the people responsible for any first-aid actions should be included in the company's safety statement.

² Manual handling continues to trigger approximately one-third of all reported accidents; the next most common category is 'slip, trip and fall' incidents. Together, they accounted for over half of all reported accidents in 2012

³ A VDU workstation includes the keyboard, the VDU screen, printer, work chair, work desk and the VDU work environment (e.g. lighting, glare, reflections, humidity, and temperature) and software.

Adequate Lighting

Adequate Lighting must be provided when work is being carried out after dark or inside buildings where lighting is poor especially in the winter months.

Human Behaviour

Your behaviour can also be a hazard if you act in a way that can cause harm, whether intentional or unintentional, to your colleagues e.g. shoving someone down steps or jokingly pushing someone into another worker. Other examples include carelessness, thoughtlessness, lack of concentration, haste, frustration and irritability, horseplay and boredom.

Weils Disease

When dealing with used discarded material ensure that gloves are worn at all time. Avoid standing or running water where rats may be active.

Wash hands before handling food or eating.

Cover open wounds such as cuts and scratches with waterproof plasters

Working in Adverse Weather Conditions

Where possible employees will not be exposed to adverse weather conditions.

Good drainage to be in place to avoid water build up.

Ensure correct clothing is worn at all times i.e. trousers, safety boots, rain gear where applicable etc, ensure that employees are aware the danger of the sun and that sun block is worn when applicable. Employees can use own sun block.

Working with Horses/Animals

All employees must be trained in the correct handling of horses/livestock and should not attempt to handle an animal without such training and supervision where required. Those working with horses should be trained and receive theory and practical demonstrations on all aspects of horse handling and management.

FREQUENTLY ASKED QUESTIONS

The following FAQs should help employers to clarify health and safety matters with learners.

Employers will also find these useful for preparing employees to become safety aware during their working day.

What are the health and safety responsibilities of (a) the employer and (b) the employee?

Employers are responsible for:

- *creating and maintaining a safe and healthy workplace*
- *safeguarding the health and safety of their employees*
- *providing information, training and instruction to their employees*
- *ensuring a written safety statement is prepared and made available to all employees.*

Employees have a duty to protect themselves and others.

They must co-operate with their employer and must ensure that they:

- *are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others (an employer may prevent an employee from working if it is apparent that he or she would be such a danger).*
- *make correct use of any article or substance provided for their use or protection,*
- *including protective clothing and equipment; and*
- *report to their employer or supervisor any matter that could increase the likelihood of an accident or work related-illness occurring*

How can Employees access the company's safety statement?

The safety statement must be made available to employees. Some employers give each employee a copy of the statement. Others make it available at a central location e.g. on the company notice board or intra net site or placed in canteen. Sometimes the employer may refer to the safety statement as the safety policy.

Employees must read the safety statement carefully, particularly the risk assessment sections relating to their job, and ensure that they fully understand this information.

If in doubt, ASK.

Should all new workers (including work experience) receive induction training?

Yes, employers must provide instruction, training and supervision. Induction training is an essential part of the learning process when starting in a new job or training programme and the nominated supervisor will tell the employee how to work safely and will arrange training.

If an Employee has an accident at work who should report it?

If an employee is injured in the course of his or her employment or training and prevented from performing the normal duties of their work for more than three calendar days, not including the date of the accident, the employer must report the incident to the Health and Safety Authority (HSA).

What is Safe Pass?

Safe Pass is a one-day safety awareness programme aimed at all who work on construction sites and construction based tasks i.e. maintenance, farming as employees working on machinery etc. The Safe Pass programme raises workers' awareness of the hazards on construction risks so that they will not be a danger to themselves or their co-workers.

What is PPE? Who should supply this?

PPE means 'personal protective equipment' and includes items such as ear protection, eye protection, safety shoes, and high-visibility vests.

Employers must supply PPE where risks cannot be eliminated or adequately controlled. If PPE is supplied this information will be contained in the risk assessment section of the safety statement.

It is the employees responsibility to look after the PPE supplied to them and use it appropriately.

PPE must be used correctly. Employees must comply with the training and instruction given on its correct usage. PPE must be replaced and maintained by the employer when required.

What are Sub-Contractors? Who should control Sub-contractor Work?

Sub-Contractors are Companies that are employed by the stud for a particular job/task that the company cannot carry out themselves, i.e. Building Work, Painting etc. Employers should employ only competent Sub-Contractors to carry out work on our behalf. To achieve this employers shall only award contracts to those who have demonstrated an understanding of health and safety and an ability to manage their work safely. Sub-Contractors should be selected from an approved list and are required to qualify by answering relevant questions about their health and safety management system. All Sub-Contractors must submit details of their Health and Safety arrangements including Site Specific Safety Statement, Method Statements, insurance details and employee training details. Monitoring of performance for all Sub-Contractors is ongoing. Sub-Contractors who do not adhere to the safety requirements should be taken off the approved list.

Control of Visitors?

Visitors should sign in at reception either in person or contact by telephone in order to gain access to stud, they should be accompanied throughout the visit and signed out when leaving by the employee host. At no times should a visitor be left unattended.

Visitors should also be made aware of Assembly points in the event of an emergency occurring at time of visit to stud.

What are the procedures for reporting Accidents?

Management/Stud Grooms will ensure all accidents regarding employees/visitors and sub contractors are reported to Main Office. Accident details should be inputted into an Accident Report Form and filed in the Safety File. Management have to ensure that all reportable accidents and dangerous occurrences under IR1 and IR3 Forms are completed and reported to the Health & Safety Authority.

Pregnancy in the Workplace?

Due to the high risk associated with Stud work activities it is imperative that all employees notify management if you suspect you may be pregnant. This measure is to ensure safety to all employees and to the unborn child.

Employers should provide information to employees regarding work that should be ceased immediately and general safety precautions that should be taken for the remainder of the pregnancy.

Health and Safety Training?

There is an onus on Employers under the legislation to provide adequate training to its employees. The primary aim of such training is to ensure that employees are aware of hazards in the workplace (particularly those relating to their own work), and of necessary controls to eliminate or reduce such work related risks.

Safety training needs are identified by Management and will, as a minimum, ensure compliance with statutory requirements. The training schedule will be revised as necessary to reflect the need to up skill staff as a result of new staff joining, changes in work practices or legislation, or other training that may be identified during audits or investigations.

It is the responsibility of Stud Grooms to ensure that employees are released for training as scheduled and employees should be reminded of their obligation to co-operate with their employer in complying with statutory provisions, including attendance.

Emergency Procedures?

Emergency Procedures plan should be put in place for employees and they should be aware of what to do in the event of a fire. Staff should be trained and competent in Basic Fire Safety and Fire Wardens should be assigned. In the event of employees being injured or pregnant a buddy system should be put in place until the injury is healed or for the remainder of the pregnancy.

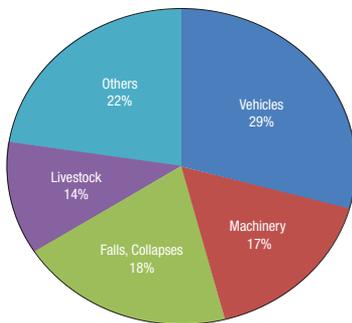
ACCIDENT STATISTICS

- There were 47 fatal workplace accidents report in 2013, compared to 48 in 2012.
- The most hazardous sectors continue to be Agriculture and Construction.
- There were 6,598 non-fatal injuries reported in 2013, compared to 6,804 in 2012.
- Main causes of non-fatal accidents were manual handling (33%) & slips, trips and falls 18%.
- The sector with the highest occupational illness rate is - Agriculture

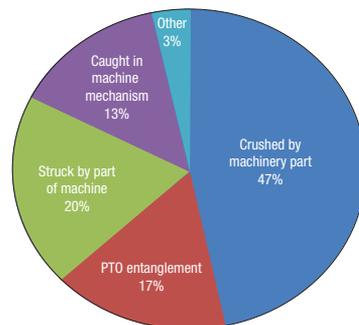
TABLE FIGURES

Year	2012	2013	2014
Agriculture	20	16	16 (to date)
Construction	8	11	4 (to date)

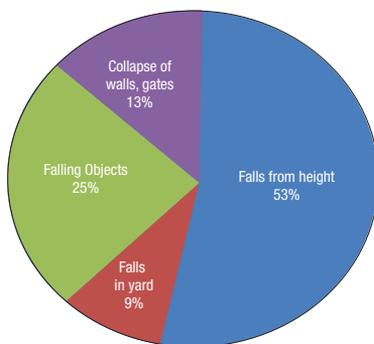
FATALITY STATISTICS



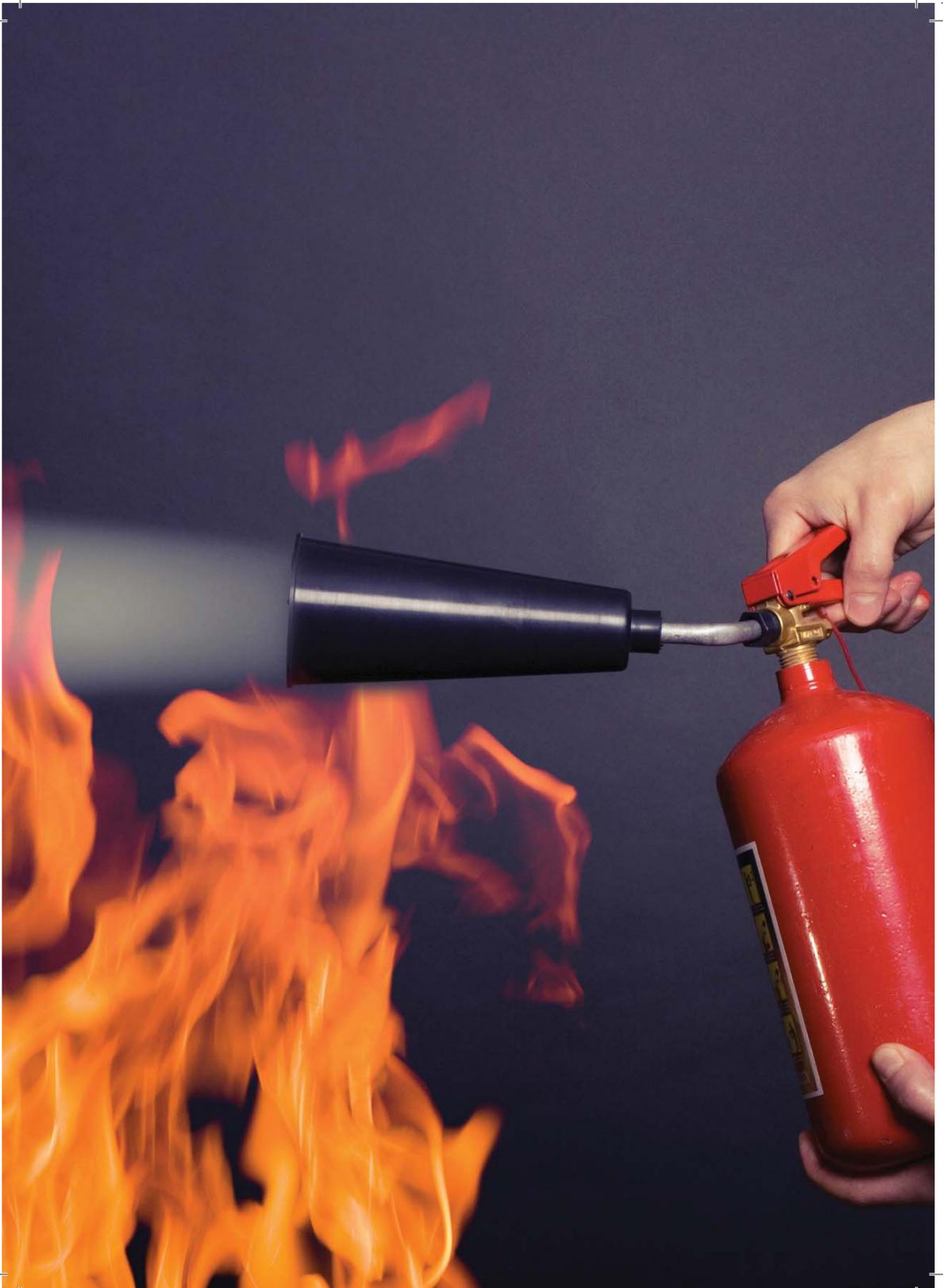
FARM DEATHS 2004 - 2013



MACHINERY FATALITIES 2004 - 2013



FALLS, COLLAPSES, FATALITIES 2004 - 2013



ITBA, Greenhills, Kill, Co. Kildare, Ireland

Tel. +353 (0)45 877543

Fax. +353(0) 45 877429

Email. info@itba.ie

www.itba.ie



ITBA_Official



Irish Thoroughbred
Breeders' Association