



## Bunbury Turf Club Track Rules

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# BUNBURY TURF CLUB TRACK RULES

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## INTRODUCTION

### 1. Purpose

These Track Rules describes how the Bunbury Turf Club manages, implements, and conducts assurance compliance for all track work, access all Bunbury Turf Club training facilities and training or trialing purposes in accordance with Bunbury Turf Club's safe systems of work to ensure a workplace free from incident and injury.

Bunbury Turf Club's Training Facilities are registered by Racing and Wagering Western Australia (RWWA) as an Official Training Centre. The complex is subject to the Australian Rules of Racing, RWWA Rules of Thoroughbred Racing, Australia New Zealand Standards (ASNZ) and the Occupational Health and Safety Employment Act and Regulations.

Bunbury Turf Club has established Track Rules that outline the rules and requirements for any employee, contractor, visitor, and any other person(s) utilising the Bunbury Facilities.

Bunbury Turf Club conducts ongoing reviews of all policies and procedures to ensure compliance with these Rule's to ensure the Safety, Health and wellbeing of all parties who utilise Bunbury Facilities.

Any person who enters or utilises Bunbury Facilities, including but not limited to.

- Trainers
- Strappers
- Stable hands
- Track work riders
- Visitors
- Owners, and
- Jockeys

Must always abide by all Bunbury Turf Club's rules, regulations, systems of safe work and report all incidents, accidents and near miss events.

Any non-compliance of this rule may constitute a breach thereof that may result in disciplinary action including but not limited to access to all Bunbury Facilities being revoked and the matter being referred to RWWA.

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## 2. Objectives

The “Track Rules” applies to all persons who utilise the facilities provided by the Bunbury Turf Club for the training and exercising of thoroughbred racehorses located on the corner of Blair Street and Brittain Road, Carey Park, WA 6230.

The primary Health, Safety and Environmental objectives of this procedure are to:

- Ensure specific Health, Safety and Environmental objectives are achieved.
- Provide a reference procedure to highlight specific requirements regarding Bunbury’s Track Rules
- Identify High Risk Tasks and manage them using Bunbury Safe Work Procedures
- Provide an understanding and guidance to all person(s) involved either directly and / or indirectly who utilise Bunbury Training facilities.

Provide guidance in relation to the Occupational Health and Safety in Employment Act and Regulations

## 3. Plan / Procedure Structure

This Bunbury Track procedure has the following structure:

### A. Procedure overview that clearly defines:

- The structure of our Health & Safety Management expectations
- Outline foundations and expectations for safe practice
- Procedure specific scope of compliance
- Assurance Compliance requirements and Bunbury Turf Club’s obligations

### B. Bunbury implementation process that describes:

- Foundations and Expectations for all person(s) who utilise Bunbury’s Training Facilities
- Responsibilities and definitions for each element and expectation for compliance
- The Procedure deliverables for safe execution and Track Rules

### C. Appendix and References:

- List of annexures and references that support the implementation, management and assurance of this procedure and Bunbury Track requirements fort safe practice.

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### 4 General

- A. The use of the Bunbury Facilities for training is a privilege granted by the Bunbury Turf Club. In addition, the Rules of Racing (inclusive of RWWA Local Rules) shall bind every person utilising the Bunbury Facilities.
- B. All trainers and their employees shall always abide by these rules and any non-compliance shall constitute a breach thereof that may be referred to the RWWA Stewards.
- C. All licensed persons wishing to utilise the Bunbury Facilities must complete a Bunbury Turf Club induction and sign the Track Rules acknowledgement form (Appendix A).
- D. The Track Manager will review the application and approve or decline the issuing of the permit as he or she deems appropriate.
- E. Neither the Chief Executive Officer, Committee nor any of its employees shall accept responsibility for any accident or injury whatsoever that may occur within the boundaries of the Facilities and all persons entering and using the Facilities shall do so at their own risk.
- F. All persons using the Bunbury Facilities for training agrees to indemnify the Bunbury Turf Club for any loss, damage or claim made against it, that arises from or in connection with or in any way related to their failure to observe the Bunbury Track Rules.
- G. All persons using the Facilities are to:
- Refrain from any type of verbal and or physical abuse towards any other person whilst on the Facilities. This includes discrimination, harassment, racist and offensive language and or behaviour.
  - Conduct themselves in a manner that enhances rather than injures the reputation and goodwill of the thoroughbred racing industry.
  - Refrain from conducting any unlawful activity on the Facilities.
  - Not willfully damage any Bunbury facilities or remove Bunbury equipment from the Facilities without authorisation.
  - Comply with directions from Bunbury Turf Club staff regarding operations and emergency response procedures.
  - Not enter restricted areas or access the property outside of official training opening hours without express permission from the Track Manager or delegate.
  - Refrain from smoking outside of designated smoking areas.
  - Not bring under any circumstance's alcohol or any illicit substances onto the Facilities
- H. Except in the case of an emergency, no vehicle owned or under the control of a trainer or his employee or person under this control shall be permitted on any track within the bounds of the Facilities unless authorised by the Track Manager or designated agent.
- I. No person shall bring a dog unless it is a registered Companion Service Dog onto any Facilities.
- J. All fees for use of Bunbury Facilities must be paid prior to horses being worked where applicable. Bunbury Turf Club reserves the right to deny entry if fees are not paid.
- K. All incidents, including injuries, near misses and property damage must be reported to the Trackwork Supervisor.

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- L. Users of Bunbury's training facilities must wear a day/night rated Hi Visibility vest as an external garment, and enclosed footwear. This applies from the time the person enters onto Bunbury premises to the time they exit, including when mounted on a horse.
- M. Except for licensed personnel, no person under the age of 18 years shall be allowed in the stalls area of Bunbury premises. Minors may observe track work from the public areas of the racecourse and must be always under the supervision of an adult (person over the age of 18 years).

### 5 Code of Conduct

- A. Only persons licensed as a jockey, apprentice jockey, or approved track work rider are permitted to ride on any of Bunbury's tracks or grounds.
- B. It is the riders' responsibility to ensure they hold a current RWWA Trackwork Riders Licence and to have read and understood the Track Rules. This does not diminish the responsibility of the trainer in any way.
- C. Prior to using the Facilities on the first occasion it is the responsibility of all approved Trackwork Riders to advise the Trackwork Supervisor of the status of their licence (fast/slow work) and if required provide proof of accreditation from RWWA. All track users (riders) must read a copy of Bunbury's Track Rules and sign the attached form to acknowledge their understanding and acceptance of the conditions to use the Facilities.
- D. Pregnant riders are not permitted to ride in any races, official trials, jump-outs or track work after the first trimester of their pregnancy.
- E. All riders must be mindful of their surroundings and the track and weather conditions. These rules are in place to provide a safe and efficient workplace for all industry participants; however, rules cannot cover every situation. Please use common sense and exercise courtesy when using the Facilities. If in doubt, please contact the Trackwork Supervisor.
- F. The use of mobile phones whilst mounted on a horse is strictly prohibited on any part of the Facilities.
- G. Smoking a cigarette, cigar or any smoking device whilst mounted on a horse is strictly prohibited on any part of the Facilities.
- H. At all times when mounted on a horse, riders must wear an approved skull cap with 2 lights that are clearly visible from both right- and left-hand sides. The chin strap fastened, approved body protector vest, approved riding boots and a high visibility reflective day night vest. Helmets and or skull caps must always remain on.
- I. No rider shall use any spurs on a racecourse or training track ground which are not approved by the Stewards. Roller or Rowel spurs will not be permitted. Shanks must be of a smooth metal and shall not be sharpened, with a minimum 1cm diameter ball end.
- J. Track riders are only permitted to carry and use padded whips which conform to the Australian Rules of Racing.
- K. Excessive or unnecessary use of the whip during Track work or elsewhere on the Facilities is strictly prohibited and will be reported to RWWA Stewards.
- L. No rider shall wear any apparel or use any equipment which has not been approved by the stewards, as per the Australian Rules of Racing and / or RWWA policies. Equipment and apparel must be of good

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condition and proof of age of skull caps and vests must be made available upon request of the RWWA Steward.

### 6 Trainers and their Employees

- A. All trainers must be registered and hold a current licence with RWWA. Should any trainer cease for any reason whatsoever to be licensed then any rights or privileges granted shall cease forthwith.
- B. All trainers must be able to produce their current licence or proof of renewal upon request.
- C. Any proper request by the Bunbury Turf Club or its agents to any trainer must be complied with immediately.
- D. Every trainer shall ensure that any employee using the facility is licensed with RWWA and no trainer shall employ any such employee who is not licensed.
- E. Bunbury Turf Club will conduct assurance/compliance audits on an ad hoc basis to ensure all riders, strappers and stable hands are registered.
- F. It is the duty of the trainers to ensure that all their employees are aware of the Track Rules, that they abide by them and always have current registration with RWWA when performing duties related to their occupation on Bunbury facilities.
- G. No horse shall be brought onto Bunbury Facilities unless it is under the charge of a trainer who holds a current licence or permit issued by RWWA.
- H. No trainer shall permit a horse under their charge to be on Bunbury facilities unless that horse is always attended by a licensed person. Trainers or their representatives are to always remain on Course while their horses are on Bunbury facilities.
- I. Every rider shall wear boots, safety vests and day/night high visibility vests in yellow, pink or orange. All vests must have reflective stripes fitted in accordance with class N Garments under the Australian New Zealand Standards for High Visibility Safety Vests and a properly affixed skull cap of design and material approved by the RWWA Stewards.
- J. Riders' helmets must be no more than 5 years old and be free from damage and comply to one of the following standards: AS/NZS 383.2003, US, ASTM F11 6301, BS EN 1384/1997.
- K. Trainers must ensure that Jockeys, Trackwork Riders and Strappers/Stable Hands employed by them to perform track work duties are physically and mentally fit for work, suitably qualified and have the relevant safety equipment.
- L. No person shall ride any horse which is not fully saddled or bridled – safety stirrups must be used, but feet may be kicked out when there are safety concerns.
- M. Trainers will be required to register with Bunbury at the commencement of each racing season.
- N. Permission to use the Bunbury Training Facilities is conditional on signed acceptance of/and understanding of the Track Rules.
- O. In accordance with Australian Rule of Racing 226, the Bunbury Turf Club will take strong action against any person found guilty of improper or insulting behaviour at any time towards and employee or member of the Bunbury Turf Club thereof or any official, in relation to their or his/her duties.

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### 7 The Control and Management of Horses

- A. All horses accessing the Bunbury facilities must be a registered racehorse or a horse eligible for registration as a racehorse under the Rules of the Racing and trained by a trainer with appropriate training rights with RWWA. Approved lead pony's or companions are permitted.
- B. All persons in control of horses must be registered as stable employees or licensed persons as per the Rules of Racing.
- C. Any horse in a suspected or confirmed diseased state is banned from using the Bunbury Facilities and entering the precincts of the Bunbury Turf Club. In the event of an infectious condition being diagnosed on a horse that has previously used the Bunbury Facility, Bunbury Turf Club Management must be notified immediately.
- D. All persons leading a horse must wear fully enclosed durable footwear such as leather work boots.
- E. Horses must be unloaded in the designated float parking areas and led directly to the horse stalls.
- F. A Bunbury facility user must not lead a horse while mounted on a second horse, (only one horse to be led on foot at a time).
- G. All riders and handlers must ensure a safe distance is maintained from other horses whilst riding track work or when leading a horse to minimise injury risk.
- H. All horses are to walk to and from the training tracks (except were stated otherwise within these rules in designated areas).
- I. Stalls may not be individually reserved for use.
- J. Sand rolls are to be cleared of manure after use by the person in charge of the horse.
- K. No horses are to be left unattended in the horse stalls area. Cooperation between stables is accepted but must be mutually agreed, not presumed.
- L. It is not permitted to empty horse manure from trucks and floats on to the ground in the car park at any time.
- M. Inhumane treatment or handling of horses will not be tolerated by the Bunbury Turf Club. Any inhumane treatment will be reported to RWWA and the appropriate incident report and investigation into the incident will be completed.
- N. Horses are not permitted to be treated on-course prior to track working.
- O. All equipment used on horses must comply with the Rules of Racing and applicable RWWA Policies.
- P. In the event of an incident on the training tracks a siren and flashing light will be activated to alert riders.
- Q. No horse shall be brought onto the Bunbury Racecourse unless it is under the charge of a trainer who holds a licence or permit issued by RWWA or a visiting trainer or authorised licensed person who holds a clearance from another Principal Club or Association.
- R. Horses suffering from any infectious diseases, or any complaint causing discharges from the nostrils, are not permitted on Bunbury premises.
- S. While being led on any part of the Bunbury facilities, every horse shall have a bit in its mouth which must be attached to a lead or reins. A stallion restraint is an acceptable alternative to a bit (AR 124).
- T. No fly veils or pacifiers to be used in the dark.

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### 8 Facilities

- A. No access is permitted to the training facilities until the Trackwork Supervisor authorises it is safe to do so. The Trackwork Supervisor has the delegated authority to close and open the track as they so determine. Nobody is permitted to be mounted until it is announced the Track is open by Bunbury staff.
- B. The decision of the Trackwork Supervisor is final and must be followed by all track users. The Trackwork Supervisor or authorised delegate must be in attendance for Track work to proceed – there are no exceptions to this rule.
- C. No person shall remove or alter the location of any markers, machinery, equipment, or obstacles owned by Bunbury unless authorised by the Manager or designated agent.
- D. Access to and use of the Facilities for the purpose of Track work activities must be within scheduled Track work hours, or as otherwise authorised by the Track Manager.
- E. No Bunbury Turf Club employee is permitted to hold, lead, saddle or attend to horses, or assist with training and exercising of horses unless approved by the Track Manager.
- F. No person shall be permitted between the fences, on the training tracks or courses, or to stand around the gates of the same while horses are being worked, except licensed personnel in charge of horses, officials and employees of Bunbury Turf Club, and any other person authorised by the Board or RWWA.
- G. Horses wearing breaking and stock saddles are restricted to slow work and must be exercised on the small sand track after 6.30am (this does not include all-purpose saddles)
- H. No “unmounted” horse may be led or exercised on the course proper (grass) or on any training track.
- I. Upon reaching the desired track surface, entering riders must proceed directly to the inside of their chosen work track.
- J. When exiting the tracks, horses are to walk, all exits are walking areas and trotting is not permitted.
- K. When one horse is being passed by another, the horse overtaking shall pass on the outside, and the horse being passed must stay to the inside.
- L. Walking exercise for horses on the Bunbury facilities is prohibited except in the areas provided for such purpose. Trotting and cantering in areas set aside for walking is forbidden, except where permission is otherwise given.
- M. Owners must be always accompanied by the representative Trainer whilst in the stable area and attending track work sessions.
- N. Owners are only permitted to be unescorted when in the designated trainers viewing area. Owners and associated visitors must wear a day/night high visibility vest. Trainers must ensure that owners and visitors comply with this.
- O. Stable Hands (Strappers) must have current Licence with Racing and Wagering Western Australia (RWWA) at all times when performing duties related to their occupation.

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### 9 Track work

- A. Riders must enter for track work at the designated crossing. Entering riders must pass over track crossings quickly, must give way to horses working through, and must act in accordance with the directions of the Trackwork Supervisor.
- B. All horses shall be ridden anti-clockwise around all track surfaces, except the inside jog track. Special permission must be obtained from the Track Manager to work horses clockwise on any of the other tracks.
- C. The inside (centre) jog track must be used for walking and trotting work only in a clockwise direction.
- D. The fibre sand track may be used for fast work on the outside, and pace work on the inside. Horses must not be more than 4 (four) abreast.
- E. The Trackwork Supervisor must be notified of horses who have not been on the fibre sand track prior to using it for the first time. Horses must be ridden at  $\frac{3}{4}$  pace to enable the horse to familiarise themselves with the fibre sand surface, provided these horses remain 1 (one) abreast on the outside.
- F. All riders must exit from track work via the designated crossing.

### 10 Walk Through Practice Barriers

- A. Horses may either walk through the barriers with the front gates open or stand in the barriers with the gates closed and then walk out once the gates open. If standing in the barrier, a second person is required to shut the gate behind the horse.
- B. Riders must immediately bring their horse back to walk if the horse exits the gate at a pace faster than walk.
- C. Trainers are to provide their own staff member to assist with loading the horses.
- D. The Trainer, or their authorised representative, of the horse receiving training in the practice barrier gates must be always present during the period when they are being utilised. It is the responsibility of the trainer to select which barrier to utilise depending on the horses training program.

### 11 Jump Out Practice Barriers

- A. The jump out practice barrier gates is for the education of horses and are available for use during day light hours only.
- B. Trainers are to provide their own staff member to assist with loading the horses.
- C. Trainers and / or their authorised representative must be always present during jump out practice sessions.
- D. When using the practice barrier gates all horses are expected to jump out and continue to canter away from the gates.
- E. It is the responsibility of the trainers using the practice barrier gates to ensure right of way is clear prior to opening gates.

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### 12 Sand Roll

- A. These will be available during normal operating hours.
- B. The gate to Sand Roll must be always closed with the handler outside of enclosure when it has a horse inside.
- C. Horses may be mounted and briefly ridden in the Sand Roll when there is a safety concern. Trainers are responsible for ensuring the sand roll is left in a condition suitable for the next user.
- D. Horses are not to be left unattended at any time.
- E. Horses with skin or respiratory disease are not permitted to use Sand Rolls.
- F. Manure must be removed promptly by horse handler.
- G. Sand Roll must not be used for lunging and breaking in.

### 13 Rail Damage

- A. If, during track work, the rail is knocked down or slightly damaged (e.g., the rail has separated and only requires being lifted upright and/or re-joined) the rail will be fixed as soon as practicable by the Trackwork Supervisor or delegate while Track work is in progress.
- B. If the rail is severely damaged (e.g., a whole section of rail collapses and/or a series of upright supports are knocked down), the tracks or track will be closed.

### 14 Track Closure

- A. The Trackwork Supervisor may close the track at any time during training should the continued use of the track be deemed unsafe due to.
  - A rider falls.
  - Horse injury
  - Reduced visibility caused by fog.
  - Heavy rain
  - Lightning
  - Poor light, or
  - For any other reason where the track is deemed unsafe by the Trackwork Supervisor and / or Bunbury Turf Club
- B. Closure of the track will be signalled by sounding of the emergency siren for 10 seconds.
- C. The Trackwork Supervisor shall provide an update to the facility users during track closure, to determine the closure status.
- D. During the track closure, all riders and other personnel must abide by the instructions of the Trackwork Supervisor and not hinder the movement of any emergency vehicles.
- E. No horses are to remain mounted during track closure.

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- F. During track closure the Trackwork Supervisor will advise which areas of the training facility will be closed and which will remain open.
- G. If it is deemed safe by the Trackwork Supervisor, the track may remain open during reduced visibility, with alternate vantage points, including viewing platforms placed at suitable positions around the track.
- H. Use of these vantage points shall be assisted with two-way radio operations and shall only endure whilst the main tower cannot be used as the primary viewing area.
- I. Once it is deemed to be safe to resume Track work the Trackwork Superior will turn off the flashing lights and Track work can recommence.
- J. Ignoring the closure siren will constitute a serious breach of the rules.

### 15 Fog, Poor Visibility and Lightning

- A. If there is poor visibility due to weather conditions, the following will be implemented at the discretion of the Trackwork Supervisor.
  - B. Closure of the track will be signaled by the lights and sirens system, activated by the Trackwork Supervisor.
  - C. Under extreme conditions the decision to allow training to continue is with the Trackwork Supervisor and Bunbury Turf Club Management as a workplace provider and needs to consider.
    - If riders have sufficient visibility to continue safely (100 meters)
    - Track supervisors can supervise and provide a safe workplace with minimum of 75% visibility of the entire track.
  - D. When thunder and lightning is forecast, the Trackwork Supervisor will monitor the weather forecast in the morning using information from the Bureau of Meteorology (BOM).
  - E. If the BOM website is indicating an imminent threat of lighting in the vicinity of the venue, the Trackwork Supervisor may contact the duty forecaster of the BOM and request a verbal update. The telephone contact number for the BOM is (08) 9263 2222.
  - F. Closure of the track will be signaled by sounding of the emergency siren for 10 seconds.
  - G. In the event of an electrical storm the Trackwork Supervisor shall assess the need to close the track in line with RWWA 30/30 "Flash to Bang" rule.
  - H. The 30/30 rule relates to the duration between the flash of lightning and clap of thunder. When the "Flash to Bang" count is equal to or less than thirty (30) seconds the storm activity has breached the (10) km safety zone. <https://www.rwwa.com.au/industry/integrity/rules-policies/>
  - I. If the "Flash to Bang" occurs within the thirty (30) seconds, work must be suspended for thirty (30) minutes, if it occurs again within the thirty (30) minute suspension the thirty (30) minute count must restart from that occurrence.
  - J. Once it is deemed to be safe to resume track work the Trackwork Superior will turn off the flashing lights and Track work can recommence.

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### 16 Provision of First Aid Treatment

- A. The Trackwork Supervisor and support staff will be present during morning track work and will provide first response treatment to Facility Users who sustain injury or become unwell whilst using Bunbury training facilities.
- B. The Bunbury Turf Club is not responsible for Workers Compensation claims, track work riders are covered by the trainer's insurance they are riding for, and jockeys and apprentice jockeys are covered by RWWA's insurance.

### 17. Rider Injuries

- A. The First Aid Officer, under the Rules of Racing, has the authority to stand down a rider/jockey that they have assessed as not being medically fit to ride.
- B. All incidents involving an injury sustained by a rider during track work are to be reported to the Trackwork Supervisor, and a RWWA Incident Report completed. Incident forms are to be completed in full.
- C. If a rider / person is assessed as not medically fit to remount they must provide a doctor's certificate stating, they are fit to return to duties before they are permitted to recommence trackwork activities.

### 18 Loose Horse

- A. In the event of a riderless horse on the track the emergency siren located in the main tower will be activated by the Trackwork Supervisor. It will be sounded for 10 seconds.
- B. The emergency beacons located around the track will be activated at the same time.
- C. Upon hearing the emergency siren, riders must slow their work and proceed with caution, and be aware of the potential approach of another rider or a loose horse.
- D. While the siren and lights are activated, riders already on the track may remain on the track, no other horses, under any circumstances, are to enter any of the training tracks.
- E. Once the loose horse has been caught, the emergency lights will be turned off to signal that the tracks are now safe and track work can recommence.
- F. The Trackwork Supervisor may capture riderless horses and assist the Veterinarian with handling of injured horses if safe to do so.

### 19 Veterinary Attendance

- A. Bunbury Turf Club will call a veterinarian to respond to emergency incidents where a horse sustains a life-threatening injury while conducting training on the Bunbury property.
- B. Trackwork Supervisor or their delegate is responsible for contacting the Veterinarians at the first possible instance a situation becomes apparent.
- C. In the event of a sudden death of a horse, the Trackwork Supervisor shall as soon as practicable ascertain from the Trainer if the horse is insured. If the horse is insured, the Trainer is responsible for contacting their veterinarian as soon as possible to provide advice as to the requirement for a post-mortem examination. The owner or connections of the horse are solely responsible for any expenses incurred for the conduction of post-mortem examinations, or transport to a post-mortem facility, as may be required by insurance

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agents.

- D. If a horse's fatal injury/sudden death also involves unusual or suspicious circumstances or significant injury to a rider or other person i.e., such that a WorkSafe or Coroners investigation is likely to occur; then the RWWA Stewards/ Industry Veterinarian should be informed without delay before the horse is removed from the racecourse.
- E. Bunbury Turf Club will not provide a veterinarian in non-emergency situations where a horse can be safely transported and treated off site by a veterinarian, which is the responsibility of the relevant trainer / owner to arrange. In this instance horses are not to remain in the stalls.
- F. In the event of sudden death of a horse (where a post-mortem will not be conducted), or where a horse is euthanized on Bunbury property due to the severity of its injury, Bunbury Turf Club will arrange for the horse's body to be transported to the RWWA approved facility for disposal.
- G. Owners, trainers, and connections of the injured horse should be aware that the time it takes to have the Veterinarian on site will vary depending upon where that Veterinarian must travel from. No responsibility for the time it takes for Veterinary attendance and treatment to be administered shall be accepted by Bunbury Turf Club.
- H. The on-site person responsible for the horse for which the Veterinarian is being called (usually the trainer) shall be available to liaise with the Veterinarian as required.
- I. Where a horse is euthanized due to serious injury, or a sudden death occurs, the Trackwork Supervisor shall complete a RWWA EQUINE FATAL INJURY / SUDDEN DEATH REPORT FORM and return it to the RWWA Racing Industry Veterinarian as soon as practicable.

## 20 Occupational Health and Safety:

- A. Bunbury Turf Club is committed to continuously improve and build on our safety culture and achieve high standards in safety and health for its employees, facility users, contractors, and visitors. Through the development and implementation of Operational Excellence Management Systems (OEMS) Bunbury Turf Club has adopted a risk management system that incorporates the following.
- B. We seek to encourage suggestions and active participation from both our internal and external stakeholders for realising our safety and health objectives.
- C. Bunbury Turf Club promotes a risk awareness culture.
- D. We expect that all employees, contractors, patrons, visitors, and any person(s) who utilise and / or enter any Bunbury Facility to comply with all relevant legislation and industry standards pertaining to risk management.
- E. We believe in promoting an injury free workplace that ensures everyone at Bunbury Turf Club actively participates in risk management and the delivery of Operational Excellence (OE).
- F. It is expected that all trainers are aware of their obligations under the Occupational Health and Safety Act 2004. Trainers, owners, and their associates are expected to support Bunbury Turf Club in its endeavors to always provide a safe place of work and safe systems of work, as far as is practicable and pro-actively minimise any risks to the health and safety of employees, visitors and contractors.
- G. Incidents, behaviour, or actions of persons that endanger the safety of any other person or compromise the Bunbury Turf Club OEMS "Tenants of Safe Operations" and "Operational Discipline" values should be brought to the attention of Bunbury Turf Club Management.

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Approved by	Alex Doble	Next Review Date	March 2024



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H. Bunbury Turf Club have supporting Occupational Health and Safety policies, standards, and operating procedures for the following:

- WorkSafe Incident Notification process
- Bunbury Turf Club Incident Notification process
- Hazard Identification process – used where a specific hazard has been identified that requires corrective action and hazard controls.
- Horse Fatality – Trackwork Supervisor records details of a horse that has died or been humanely destroyed.
- Loose horse – Trackwork Supervisor records the location and basic details on all loose horse events.

### 21 Non-Compliance

An incident report will be completed by the Track work Supervisor where non-compliance of this protocol is demonstrated, and a copy of the report will be forwarded to the Track Manager and the RWWA Stewards where appropriate.

Minor incidents will be addressed as and when they occur by the Bunbury Trackwork Supervisor. Should users of Bunbury facilities not abide by the reasonable directive of the Trackwork Supervisor then the matter will be escalated to the Track Manager.

Serious incidents, including but not limited to

- abuse or inappropriate conduct towards Bunbury staff
- actions that detract from the safety of the facility actions that lead to damage to Bunbury property and / or willful, and.
- Regular breeches of Bunbury Turf Club Rules and Regulations.

Will result in Bunbury Turf Club investigating the event in accordance with the Bunbury Turf Club Incident Investigation Procedure (IIR) process and Bunbury Turf Club 'Just Culture Process', including but not limited to either termination or being banned from entering and / or utilising any Bunbury Facility.

### 22 WorkSafe Incident Notification

Any injury incident or near miss which occurs anywhere on Bunbury Facilities must be reported to the Track Manager. Incident notification to WorkSafe is required by the Bunbury Turf Club where an incident results in:

- Death
- Medical treatment within 48 hours following exposure to a substance.
- Immediate treatment as an in-patient in a hospital
- Immediate treatment for.
- Amputation
- Serious head injury

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- Serious eye injury
- Separation of skin from underlying tissue (for example de-gloving or scalping)
- Electric shock
- Spinal injury
- Loss of bodily function (including loss of consciousness)
- Serious laceration

Situations that seriously endanger the health and safety of people in the immediate vicinity require notification to the Track work Manager. Such dangerous occurrences include but are not limited to:

- Collapse, overturning, failure or malfunction of, or damage to, certain items of plant.
- Collapse or failure of an excavation or the shoring support of an excavation
- Collapse of part of a building or structure
- Implosion, explosion or fire
- Escape, spillage or leakage of substances (under the Dangerous Goods ACT 1985)
- Objects or substances falling from a height.

Under the Occupational Health and Safety Act, it is required to lodge an incident notification form, the Bunbury Turf Club must be notified upon a WorkSafe notifiable incident occurring and then notification with WorkSafe must be lodged within 24 hours.

### 23 Incident Reporting / Incident Notification

Any injury, incident and / or Near Miss that results in a person receiving treatment from Bunbury first aiders must have a Bunbury Turf Club Incident Report completed, even if the person does not require further medical treatment.

### 24 Hazard Identification

Hazard Identification is the responsibility of all users of any Bunbury Facility and all hazards should be reported to the Track work Manager. Daily maintenance works should be recorded and all maintenance tasks should be written up and elevated to the appropriate maintenance person advised to complete the work required.

### 25 Drugs and Alcohol / Fitness for Duty

Bunbury Turf Club is committed to ensuring that the exposure to drugs and alcohol and drug related occupational health and safety risk is eliminated. Under the WorkSafe guidelines this requires Bunbury Turf Club to act on information or observations of alcohol / illicit drug use in the workplace where it creates a risk or potential risk to the health and safety or welfare of any Bunbury Facility user. Bunbury Turf Club has a "Fitness for Duty" procedure which governs and outlines requirements for workplace safety, fitness for duty and drug and alcohol testing.

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### 26 Operating Hours:

Subject to all relevant safety checks being performed by Bunbury Turf Club staff and facility readiness the following operating hours will apply.

**4.00am – 8.30am – Monday through Saturday**

### 27 Bunbury Turf Club Contacts:

**Head Office:** Hours Monday to Friday: 08:30am – 4:00pm

**Phone:** (08) 9721-3444

**Email** [racing@bunburyturfclub.com.au](mailto:racing@bunburyturfclub.com.au)

#### **Track & Grounds Manager:**

David Kershaw Mobile: 0438 965 949

Email: [david@bunburyturfclub.com.au](mailto:david@bunburyturfclub.com.au)

#### **Trackwork Supervisor:**

Glen Craig Mobile: 0403 146 612

#### **CEO:**

Alex Doble Mobile: 0437 000 026

Email: [alex@bunburyturfclub.com.au](mailto:alex@bunburyturfclub.com.au)

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## 28 REFERENCES

The following Rules, Protocols and Policies are referenced within the Track Rules and must be adhered to along with the Track Rules:

- Racing Australia Australian Rules of Racing, 1 February 2021; Racing Australia | Horse Racing Results
- RWWA Rules of Thoroughbred Racing, 1 March 2009; Rules & Policies | Racing & Wagering WA
- RWWA Critical Incident Response Protocols, Thoroughbred Code, 4 January 2021; Rules & Policies | Racing & Wagering WA
- RWWA Licensed Persons – Use of social media Policy; Rules & Policies | Racing & Wagering WA
- RWWA Pre-Race, Pre-Trial and Pre-Track work Treatments, Official Thoroughbred Policy 32; Rules & Policies | Racing & Wagering WA
- RWWA Circular to Trainers and Horse Handlers – Leading of Two or More Horses; Rules & Policies | Racing & Wagering WA
- RWWA Barrier Blankets, Gear Policy 5.1; Rules & Policies | Racing & Wagering WA
- RWWA The Cornell Collar, Gear Policy 5.2; Rules & Policies | Racing & Wagering WA
- RWWA Earmuffs, Gear Policy 5.3; Rules & Policies | Racing & Wagering WA
- RWWA Racing Horses in Hot Weather, Veterinary / Horse Welfare Policy 2.1; Rules & Policies | Racing & Wagering WA
- RWWA Raceday, Trial, and Track work Personnel Incident reports, Riders Policy 1.14; Rules & Policies | Racing & Wagering WA
- RWWA Rules Applicable to Track work Riders; Rules & Policies | Racing & Wagering WA

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### Appendix A - ACKNOWLEDGEMENT FORM

In signing this form, I acknowledge that I have received, read and understood the Track Rules issued to me by **Bunbury Turf Club**.

I agree that I will:

- A. Abide by the terms and conditions of Bunbury Turf Club's Track Rules.
- B. Abide by any legal, regulatory and safety directions issued to licensed trainers, track work riders, and jockeys by Bunbury Turf Club or RWWA while on Bunbury Facilities.
- C. Abide by the Australian Rules of Racing and RWWA Rules of Thoroughbred Racing.
- D. Comply with the WorkSafe WA 'Horse Stable and Track Rider Safety Code of Practice' as varied from time to time.
- E. Abide by all statutory laws and regulations pertaining to employees and sub- contractors.
- F. Direct any issue or problem occurring during Track work to the Trackwork Supervisor, or representative duly appointed by Bunbury Turf Club to manage Track work.
- G. Report ALL accident or near miss incidents that occur while on Bunbury Facilities.
- H. To abide by the decision of Bunbury's Trackwork Supervisor or authorised representative.

Indemnify Bunbury Turf Club for any loss, damage or claim made against it that arises from or in connection with or in any way related to my failure in observing the Track Rules.

#### Liability

**Note:** *the definition of 'we' and/or 'us' and or "Bunbury Turf Club" includes Bunbury Turf Club, the Chairman, any member of the Committee, any officer, agent, independent contractor or employee, of Bunbury Turf Club.*

Where you engage in using the Bunbury's facilities and services then you acknowledge the following risk warning and agree to the following terms:

- A. You engage in any recreational activity at your own risk.
- B. You acknowledge that you will observe the Track Rules (copies are available upon request) and that you will always conduct yourself in a safe and controlled manner.
- C. You must read all signs and follow all directions given by us, our employees, or agents.
- D. To the maximum extent permitted by law we exclude all liability to you, including for negligence and whether the loss or damage has occurred to person, horse, or property (including property invested in the Chairman under the Act). Where that liability cannot be excluded, we limit our liability to you to the maximum extent that we are permitted by law to do so.
- E. You acknowledge that we provide 'recreational services' as defined in the *Competition and Consumer Act 2010* (Cth). To the maximum extent permitted by this *Competition and Consumer Act 2010* (Cth), we exclude liability to you for:
  - i. death.

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- ii. personal injury.
- iii. the contraction, aggravation, or acceleration of a disease; and
- iv. the coming into existence, the aggravation, acceleration or recurrence of any other condition, circumstance, occurrence, activity, form of behaviour, course of conduct or situation in relation to an individual:
  - (i) that is or may be harmful or disadvantageous to an individual or community; or
  - (ii) that may result in harm or disadvantage to an individual or community,

arising out of any failure by us, our employees or agents to comply with any consumer guarantees applying to the services.

Trainer                       Track work Rider                       Jockey                       Strapper/Stable Hand

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Licence No.: \_\_\_\_\_ Licence Category: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Bunbury Turf Club Representative

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note – Please ensure this form is returned to the Trackwork Supervisor / Track Manager or Bunbury Turf Club for review and approval.**

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