

**New Zealand Miniature Horse Association Inc.**



# **HEALTH AND SAFETY PROGRAMME**

**FOR**

**NEW ZEALAND MINIATURE HORSE  
ASSOCIATION INC. AND AFFILIATED  
CLUBS**

## **APPENDIX IV**

**HEALTH AND SAFETY  
TO DO LIST  
FOR  
EACH SHOW  
AND  
ONGOING IMPLEMENTATION  
ANNUAL REVIEW OF HEALTH AND SAFETY**

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# New Zealand Miniature Horse Association Inc.

## Health and Safety

### Implementation To Do List

#### INITIAL SET UP

1. Sign the Policy
2. Clearly define (by plan) each designated area of the show. (This will determine who is responsible for health and safety for each area and avoid confusion).
3. Give a set of Health & Safety Checklists to each “Section” of the show:
  - a. Pre Show Hazard Checklist.
  - b. During Show Hazard Checklist.
  - c. Post Show Hazard Checklist.
    - The relevant “section” specific Hazard Checklist eg.
    - Security and Emergency Hazard Checklist.
    - Horse stock Hazard Checklist.
    - Traffic Management Checklist.
    - Supply of Liquor.
    - Health & Safety Checklist for Food Stalls and Mobile Shops.
    - Health & Safety Checklist for Fixed Food Premises.
4. Complete checklists prior to commencement of show
5. Ensure you have adequate first aid facilities
6. Ensure all contractors submit a completed health and safety plan
7. Look at emergency procedures for fire, earthquake and for horses out of control
8. Record all accident on the accident reporting and investigation forms.
9. Complete the checklists for ‘during’ and ‘post’ show.
10. Have a committee meeting to discuss health and safety and make improvements for next time (change check sheets if necessary) Review the health and safety performance of each section.
11. Contact the New Zealand Miniature Horse Association Inc. Safety Administrator with any improvement suggestions to this manual.

#### ONGOING IMPLEMENTATION

Annual Review of Health and Safety Programme by New Zealand Miniature Horse Association Inc.

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