







SWP No FOSH-SWP211	Category Animal handling	Date of last review 16/07/2025
Activity / Task / Equipment Handling Horses at the Equine Centre		

All users MUST review this SWP prior to use to:

- ensure safe practice for operator & equipment; and
- prevent injury to all workers

<div><div><div>1) Personal Protective Equipment</div><div><div><div></div><div>Sun / UV</div></div><div><div></div><div>Footwear</div></div><div><div></div><div>Clothing</div></div></div><div><div><div></div><div>Gloves (optional)</div></div></div></div></div>	<div><div><div>Safety Warnings</div><div><i>(Outline warnings e.g., equipment safety warnings or chemical hazard statements)</i></div><div><p>This document is intended for use by all CSU employees and students to ensure that the appropriate procedures are used to minimise the risks associated with handling teaching at the Equine Centre</p><p>Possibly hazards</p><ul style="list-style-type: none">• Injury to handler• Horse frightened• Injury to horse• Injury to those around you</div></div></div>		
<div><div><div>2) Residual Risk Level</div><div><i>(refer to relevant Risk Assessment and CSU risk matrix)</i></div></div></div>			
<div><div><div>Low</div><div><input type="checkbox"/></div></div></div>	<div><div><div>Medium</div><div><input checked="" type="checkbox"/></div></div></div>	<div><div><div>High</div><div><input type="checkbox"/></div></div></div>	<div><div><div>Very high</div><div><input type="checkbox"/></div></div></div>

3) Procedure *(Include a description of all steps involved in the performance of the task)*

NOTE: All PPE required must be listed and the minimum PPE for each chemical must be included as per the relevant SDS

Step	Description Task/Activity step	Possible Hazards	Safety Controls
1)	Don PPE. PPE must be worn at all times: Boots of solid construction, gloves (where necessary) and a helmet must be worn	<p>Risk of head injury from fall from horse or kick.</p> <p>Risk of injury to feet from kick or by being trodden on by horse, possible ankle injury from uneven ground or trips.</p> <p>Risk of injury from incorrect handling of lead ropes and</p>	Wear PPE as described.

Hardcopies of this document are considered uncontrolled.

FOSH Technical Services	SWP Template	Version: 2.0	Authorised: 1/7/2024 Review: 01/7/2029
-------------------------	--------------	--------------	---

		halters. Possible rope burn.	
2)	Assess the temperament of the horse from a distance before approaching it	Horses are large animals with a strong flight response. When startled or stressed, they can cause severe (as well as fatal) injuries to handlers and bystanders	Approach the horse calmly and carefully Never approach the horse from behind and always act calmly around the horse
3)	Assess the environment for any hazards that may increase the risk of horses behaving unpredictably, such as wind, rain, insects, flapping objects, other animals, lack of other horses in the immediate area etc	Horse becomes startled and may injure itself or handler	Clear all hazards prior to bringing the horse to the area. Stay calm around the horse
4)	Approach the horse from the left-hand side, letting the horse know that you are coming into it's space. Place lead rope around the horses neck so you have some form of control. Fit horse with a halter and do up. Take lead rope from around neck.	Horse pulls away from handler, causing injury or to become unrestrained Handler gets kicked	Ensure all gear is fitted to the horse correctly and the handler is competent in handling horses. Ensure handler is not behind the horse at any point or is in a situation where they are backed into a corner.
5)	Handle horse from the left-hand side up near the horses shoulder	Rope burn	Ensure rope is not wrapped around any body parts. Gloves may be worn.
6)	Horse handlers should be alert to the signs of fear, anxiety or alarm in horses (pawing, ears back, striking, turning their rear ends etc) and be conscious of avoiding dangerous situations	Horse pulls away from handler, causing injury or horse escaping	Ensure all gear is fitted to the horse correctly and the handler is competent in handling horses Hold the lead at the end of the rope as the horse could take off and possibly kick the handler
7)	Quiet behaviour reduces the risk of fright and potential injury to both staff and animals	Loud actions or quick movements may result in frightening the horse and the horse injuring itself and staff	Always act calmly around horses
8)	1) Provide a secure environment in which to handle a horse: <ul style="list-style-type: none"> Keep gates closed to prevent horse escaping 		

Hardcopies of this document are considered uncontrolled.

FOSH Technical Services	SWP Template	Version: 2.0	Authorised: 1/7/2024 Review: 01/7/2029
-------------------------	--------------	--------------	---

	<ul style="list-style-type: none"> Don't overcrowd the area in which the horse is being handled <p>Make sure there is an exit point for people</p>		
9)	10) When you finish: Ensure horse is calmly walked back to its yard/paddock and that it is watered and fed appropriately. All equipment is put away and the paddock/yard is secure	Loud actions or quick movements may result in frightening the horse and the horse injuring itself and staff	Always act calmly around horses
11)			

4) Supporting documentation/additional information <i>(include detail or list all attached)</i>
5) In the event of Incident or Emergency: <i>(outline what steps need to be taken to safety shutdown of stop the activity in the event of an emergency)</i> <p>In the event of an injury:</p> <p>Call nearest First Aid Officer and University Security 1800 931 633</p> <p>If ambulance required. Call an ambulance, nearest First Aid Officer and University Security 1800 931 633</p> <p>When safe to do so, lodge incident report on the University's Protecht database and notify the Facility Manager.</p> <ul style="list-style-type: none"> Assess the situation Remove any possible hazards Apply First Aid (If qualified) or call 000 Report incidents/accidents to facility manager <p>Equine Centre Senior Technical Officer: Anna Dennis 0269334519</p> <p>Technical Manager Animal & Field: Joe Price 0408992119</p>
6) Responsibilities: <p>The Facility Manager is responsible for:</p> <ol style="list-style-type: none"> Ensuring all operators are inducted. Identifying the training required. Organising training if required. Ensuring this SWP is reviewed and kept up to date. Maintaining appropriate training records. Organising and monitoring maintenance and repair. Ensuring appropriate PPE is available. <p>The Users (Academic and Technical Staff) are responsible for:</p> <ol style="list-style-type: none"> Completing a Facility Induction with the Facility Manager or delegate Being appropriately qualified to work in the Facility. Completing required training and signing training register. Requesting additional training if required.

Hardcopies of this document are considered uncontrolled.

FOSH Technical Services	SWP Template	Version: 2.0	Authorised: 1/7/2024 Review: 01/7/2029
-------------------------	--------------	--------------	---

5. When appropriate being assessed as proficient in a specific task before undertaking the task alone.
6. Reading and agreeing to follow SWP by signing training record.
7. Ensuring nearby personnel are aware of any potential hazards.
8. Academic staff are responsible for the supervision of undergraduate students in their class.
9. Academic staff are responsible for ensuring their research students are appropriately trained and for providing the Facility Manager with signed competencies.
10. Academic staff are responsible for supervising their research students until they are signed off as competent.

Students:

1. Complete a Facility Induction.
2. Complete training as required and signing appropriated training register.
3. Reading and agreeing to follow SWP by signing training record.
4. Not be in the Facility alone unless prior approval has been granted.
5. Follow the instructions of Academic and Technical Staff.

7) References (including manuals, Standards or Acts):

N/A

8) Training Requirements/Competencies:

Only nominated and trained persons are to use this equipment.
Training in accordance with this SWP with guidance from authorised personnel.
All staff must understand and be familiar with the correct CSU handling procedures when handling horses at the Equine Centre

9) Engineering Details, Certificates, SafeWork NSW Approvals:

N/A

10) Maintenance Requirements:

Ensure all halters and leads (including buckles and clips) are in good working condition. If broken or frail, replace with brand new ones.

Ensure spaces where horses are being handled are kept clean and user friendly at all times

11) Waste Disposal Requirements:


N/A

SWP Assessment Control

Assessed By	Recommended By	Approved By (add digital signature)
Name: Courtney Mackin	Name: Anna Dennis	Name: Joe Price

Hardcopies of this document are considered uncontrolled.

FOSH Technical Services	SWP Template	Version: 2.0	Authorised: 1/7/2024 Review: 01/7/2029
-------------------------	--------------	--------------	---

Date:13/1/2025	Date: 15/1/2025	Date:
Name: Date:	Name: Date:	 Name: Peter Ryall Date: 17/7/2025

Hardcopies of this document are considered uncontrolled.

FOSH Technical Services	SWP Template	Version: 2.0	Authorised: 1/7/2024
			Review: 01/7/2029

Risk Ratings Matrix					
Risk Matrix	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
5. Almost Certain	Medium	High	High	Very High	Very High
4. Likely	Medium	Medium	High	High	Very High
3. Possible	Low	Medium	Medium	High	High
2. Unlikely	Low	Low	Medium	Medium	High
1. Rare	Low	Low	Low	Low	Medium

Risk Likelihood Ratings Guide		
Likelihood Rating	Description	Indicative Frequency of Occurrence
5. Almost Certain	The event will occur within the planning period.	Greater than 90% chance of occurring/known to occur every year.
4. Likely	The event is likely to occur within the planning period.	51% to 90% chance of occurring/once every 1-2 years.
3. Possible	The event may occur within the planning period.	30% to 50% chance of occurring/once every 2–3 years.
2. Unlikely	The event is not likely to occur in the planning period.	5% to 30% chance of occurring/once every 3–5 years.
1. Rare	The event will only occur in exceptional circumstances.	Less than 5% chance of occurring/once every 5–10 years.

Risk Appetite - Action Required	
Appetite Level	Action Required
in Risk Appetite	Monitor and continue regular risk assessment processes to ensure that existing controls continue to function effectively.
Approaching Risk Appetite	Increase risk assessment processes and challenge existing controls to ensure they remain effective. Identify further actions that may reduce the risk.
Exceeding Risk Appetite	Implement immediate treatment actions to reduce the risk to within the Risk Appetite level. Report the risk to Senior Management / Portfolio Lead.

Hardcopies of this document are considered uncontrolled.

FOSH Technical Services	SWP Template	Version: 2.0	Authorised: 1/7/2024 Review: 01/7/2029
-------------------------	--------------	--------------	---