****

(Insert your company name here)

**HORSE SAFETY PROGRAM**

***Insert the creation or revision date here***

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**Safety Policy Statement**

The personal safety of each employee of this company is of primary importance. The prevention of work-related injuries and illness is of such consequence that it will be given precedence over operating productivity whenever necessary to protect employees.

We will maintain a safety program based on modern techniques of accident prevention in compliance with federal, state and local laws regarding accident prevention and working conditions. To be successful, our program must embody the proper attitudes toward injury prevention on the part of management and employees. It also requires cooperation in all safety matters between fellow employees.

Our objective is to provide a safety program that will keep injuries reduced to a minimum. Our Safety Program will:

* Establish and maintain safety rules which employees are required to follow;
* Conduct safety inspections to find and eliminate unsafe working conditions or practices and to comply fully with the safety standards for every job;
* Train all employees in proven safety methods and best practices;
* Implement all possible engineering and work practice controls as priority measures in controlling hazards;
* Issue and require employees to wear personal protective equipment whenever necessary to protect them against injury, when engineering and work practice controls will not eliminate risk;
* Conduct prompt and thorough incident investigations to find out what caused an accident and correct the problem to prevent reoccurrence.



(Insert name and title of executive here.)

**Duties and Responsibilities**

The success of a safety program depends upon a number of factors. Farm management, safety director, supervisors, and employees must assume a degree of responsibility in assuring the success of the program. The attitude of all parties is very important to the success of the program.

**Farm Management**The farm management staff has the duty and responsibility to provide a safe place to work that is free of recognized hazards. The farm has the duty to provide the tools, training, and enforcement of established safety rules and recommendations. Farm management has the duty and responsibility of supporting the farm’s safety and loss control program. This should be accomplished by active support of the safety program, active support of those individuals responsible for safety, and by example.

Positive reinforcement encourages good performance. Employees should be reminded to work safely. Employee’s compliance with safety regulations, employee safety efforts, and working accident free should be recognized.

**Safety Director**The appointed Farm Safety Director has the duty and responsibility to oversee the farm’s overall safety program and to make certain that needed safety material is available and that safety policy is followed. To accomplish this task, the Safety Director should review all accident reports, provide training to employees, and periodically assess the hazards on the farm.

**Supervisors**   
Each supervisor has the duty and responsibility to be aware of overall safety rules and regulations, actively supervise assigned employees and ensure that employees perform their assigned tasks in a safe and proper manner. The supervisor has the responsibility to make certain that employees have needed personal protective safety equipment and that such equipment is used by employees when required. The supervisor is responsible for seeing that any injured employee receives prompt first aid and that such injuries are reported to management. The supervisor has the responsibility to investigate all employee accidents, of those employees working under the supervisor. The supervisor has the duty and responsibility to make certain that employees are properly trained in their assigned work task, that the employee is aware of hazards associated with the task, and that unsafe conditions and acts are not allowed to exist or continue.

**Employees**  
Each employee has the duty and responsibility to follow established safety rules and regulations. Employees should perform their tasks in a safe and proper manner, immediately report all unsafe conditions to their supervisor, use required personal protective equipment, and seek guidance when in doubt. If injured on the job, the employee should inform his/her supervisor.

**New Employees**

All new employees will receive a comprehensive safety orientation before entering the workforce which covers:

* General safety rules
* Accident/injury procedures
* Fire/emergency reporting
* Job responsibility/performance training

**Disciplinary Action**

Employees who demonstrate a repeated pattern of violating established farm safety rules and regulations are subject to both disciplinary action and dismissal from the farm.

**Drug Policy**

The use of illegal drugs, excessive use of alcohol, and the misuse of prescription drugs have been the cause of many accidents in the workplace. This misuse of drugs not only places you at risk, but also places your co-workers at risk. It is the policy of this farm to provide a drug-free work environment. Employees must acknowledge that the use of illegal drugs, alcohol, and the misuse of prescription drugs is prohibited while on the job and that illegal drugs and alcohol are not permitted on the farm’s premises or in any farm vehicle at any time. Employees that have a substance abuse problem, or become chemically dependent, are encouraged to seek medical assistance. Any employee who uses, brings upon, or attempts to sell illegal substances or alcoholic beverages in or around farm premises or from any farm vehicle is subject to immediate dismissal.

**Safety Rules**

***#1 HORSES ALWAYS HAVE THE RIGHT OF WAY.***

1. **General** Driving on property

* Be aware of and adhere to the speed limit on farm property. Proceed slowly around barns and whenever horses or people are nearby.
* When driving on farm property, always approach workers and horses with caution. Workers leading horses must focus on the horses and may not be aware of your vehicle. Workers operating mowers, weed-eaters, or other equipment may not hear or see your vehicle approaching.

Personal Protective Equipment

* Ensure the correct Personal Protective Equipment is available for the job and require its use.
* Wear sturdy work boots with non-slip soles.
* Train and retrain all workers who use equipment in its proper operation. Keep operator’s manuals in an appropriate place that all can access
* Use protective eye-wear when handling pesticides, operating weed eaters, or when other potential eye hazards are present.

Fire, Emergency Response and First Aid

* Make sure all flammables are kept in appropriate containers and stored in appropriate locations
* All portable fire extinguishers must be inspected monthly to ensure they are unobstructed and fully charged.
* Have one or more individuals trained in First Aid and keep First Aid kits in areas of significant work.
* Keep emergency phone numbers posted near all phones.

Miscellaneous

* Make sure you provide plenty of clean drinking water, especially during hot weather.
* Wear orange or reflective vests when working around road frontage to help alert motorists of your presence.
* Only authorized persons are permitted to make electrical repairs. Do not attempt to make electrical repairs yourself.
* Check all ladders for defects. Use only ladders equipped with proper “feet” and on a firm foundation.

1. **Grooms**
   * Always work within your skill and capability level. When attempting a task with which you are unfamiliar, ask for instruction and supervision.
   * Approach a horse from the front in a calm and patient manner.
   * Horses should always be led from the left side of the horse, maintaining your body position at, or slightly ahead of, the horse’s shoulder.
   * Always work from the head toward the tail when treating or grooming a horse. Horses respond in a more relaxed manner when approached from the head first.
   * When grooming a horse, tie its head to the stall wall with an appropriate stall tie or shank, or hold the horse’s head with a shank attached to its halter.
   * Use appropriate procedures when restraining a horse or handling it for veterinary or blacksmith treatments or other procedures.
     + Stand to the side of the horse when applying a twitch.
     + Stand to the same side of the horse as the person performing the procedure.
     + Stand facing the person performing the procedure so you can see what the person is doing and how the horse is reacting. This allows you to pull the horse’s head towards you, causing the horse’s hind end to move away from the person performing the procedure should a dangerous situation arise.
   * Always have a handler hold a horse when performing any procedure that the horse may be unfamiliar with, such as bathing, picking up feet, etc…
   * Allow appropriate clearance when moving around horses. Never stand directly behind a horse.
2. **Maintenance Personnel** 
   * Always check and inspect equipment before use.
   * Follow all safety recommendations of the manufacturer.
   * If you are unsure how to properly operate equipment, consult your supervisor.
   * Wear appropriate protective equipment for the job.
   * Be aware of your surroundings where you are working and your proximity to horses and vehicles. When operating mowers, tractors, weed-eaters, and other equipment, you may not hear approaching vehicles.
3. **Weed-Eating Safety**
   * Safety glasses must be worn at all times.
   * Do not leave a weed-eater, gasoline, or string in any field. Do not lean weed-eaters on a fence.
   * Go to the nearest barn or ask someone to call a supervisor if help is needed. Do not try to fix or adjust a weed-eater unless properly trained to do so.
   * If horses are being led to or from a barn, turn the weed-eater off.
   * Check with someone inside a barn before weed-eating around it to make sure it is okay to cut weeds at that time.
   * Clean the weed-eater at the end of each week and blow off daily.
   * Do not throw weed-eater string on the ground. Discard it in the trash.
   * Do not throw tree limbs into fields. Put them into a tree pen and inform a supervisor so that arrangements can be made to pick up the limbs.
   * As weed-eaters can throw debris, be aware of vehicles and people in the area.
4. **Riding Mower Rules**
   * Safety glasses must be worn at all times.
   * Do not try to repair a mower unless properly trained to do so.
   * Mower blades should be sharpened by appropriate personnel as scheduled.
   * Mowers should have the oil changed by appropriate personnel as scheduled.
   * Do not mow inside fences with horses in the field unless approved by a supervisor.
   * Do not run over paper or other trash.
   * Do not blow grass clippings in shrub beds or tree rings.
   * Do not hit or get close enough to hit any trees.
   * Be sure all guards and safeties are in their proper place and position.
   * Stop/shut off mowers when dismounting equipment.
   * Turn off gasoline engines when refueling.
5. **Tractor and Equipment Safety**
   * Do not allow employees to ride tractors or equipment.
   * Keep all shields on power take off parts and other moving parts in place.
   * Always use seat belts on tractors equipped with rollover protection device (ROPS).
   * Turn off equipment and block wheels when making repairs or adjustments.
   * Use flashing lights on tractors so equipped when on public roads.
   * Be sure brakes and other control devices on tractors and other vehicles are in good working order.
   * Only allow trained personnel to operate tractors and other equipment.
6. **Safety Rules at Horse Sales**
   * Horse sales are often fast paced and there may be pressure to remove a horse from the barn as quickly as possible upon request from a potential buyer. Do not sacrifice proper handling and safety procedures for the sake of urgency. Always put safety first.
   * When a horse is passing you in a barn aisle, always stand on the same side of the aisle as the horse’s handler.
   * Always maintain safe spacing between horses, handlers, and other people in the area.
   * Never allow horses to pass within a barn aisle.
   * Do not approach a horse from behind or reach for a horse while passing.
   * Horses tend to be tentative and react differently when presented with new surroundings and procedures. This is often the case at horse sales, especially with young horses such as weanlings and yearlings. Take extra care while horses adjust to their new surroundings.
7. **Accidents**
   * Report any accident or injury to your supervisor immediately.
   * If you do not have current First Aid training, do not move or treat an injured person unless there is immediate peril such as profuse bleeding or stoppage of breathing. Seek medical attention immediately.
   * Written release from a physician is required for an employee to return to work when the employee: (a) has missed three (3) or more days due to personal illness or (b) received physician or ER/hospital treatment for a work-related injury
8. **Safety Meetings and Training**
   * To promote safety awareness and continue to educate employees, safety meetings and training sessions should be held with all employees on a regular basis.
   * Topics should be relevant to past accidents, loss prevention efforts, and current activities, etc
   * A record of each safety meeting/training session should be retained and include the names (signatures) of the attendees, topic and trainer information.

**Responding to an Emergency**

In the event of a potentially life-threatening medical emergency, **dial 9-1-1 immediately.**

Contact any first responders such as security personnel, supervisors or others trained in CPR/first aid.

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| The following company contact(s) should be informed of emergency situations as soon as possible:  **Click here to enter text.** |

**Employee’s Safety Manual Acknowledgement**

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(LAST NAME) (FIRST NAME) (MIDDLE INITIAL)

Employee named agrees to:

1. Report at once to supervisor all injuries no matter how slight.

2. Be thoughtful and orderly in conduct.

3. Always use the safety devices which are provided by the farm for personal protection.

4. Report to supervisor any conditions or practices which appear to be unsafe.

5. Do everything possible to avoid getting hurt, and avoid injuring any other employees.

6. Be safety conscious and give supervisor any suggestions for improving safety measures or devices.

I, have (read) or (had explained to me) and will observe the SAFETY INSTRUCTIONS set forth above.

Signature:

Date: / /

I have reviewed these instructions with the employee and outlined the safe practices to be followed on the work assigned.

Signature:

Date: / /