	<b>PROCEDURE</b>	
<b>HARNESSTRIALS – STATEWIDE COVID-19 SAFE STANDARD OPERATION PROCEDURE</b>		
<b>CONTROLLER: RACING OPERATIONS MANAGER</b>	<b>OWNER: CEO</b>	
<b>REVIEWED: MAY 2020</b>	<b>SCHEDULED REVIEW: NOVEMBER 2020</b>	

## 1. **PURPOSE**

The Tasmanian government has a plan to ‘Rebuild a Stronger Tasmania’. As part of this plan, all workplaces are required to have a COVID-19 safety plan that complies with the minimum COVID-19 safety standards. The purpose of this Procedure is to outline the protocols that demonstrate our compliance with the *Minimum Standards (Work Health and Safety Amendment Regulations 2020)*.

The Procedure demonstrates our ability to protect Tasracing’s workers and racing industry participants as we operate with new hygiene and safety protocols during the COVID-19 pandemic for the purpose of harness trial operations at the venue.

Tasracing is committed to providing a healthy and safe working environment and has identified alternative ways to deliver its racing operational practices to limit the spread of COVID-19. It is imperative that we comply with the safety standards outlined in this Procedure to safeguard racing in Tasmania.

For the purpose of this Procedure:

**“we / our”** means Tasracing Workers, the racing industry participants, the Stewards and Racing Officials.

**“workplace”** means a place of work for Tasracing Workers and the racing venues, Launceston Ladbrokes Racing Centre (Mowbray), Devonport Showgrounds (DAPS) and Hobart Ladbrokes Park (Elwick), where the trials are held for the racing industry participants.

**“venue”** means Launceston Ladbrokes Racing Centre (Mowbray), Devonport Showgrounds (DAPS) or Hobart Ladbrokes Park (Elwick) as applicable to the location of the trial sessions.

The Australian Federal, State and Territory Governments have put restrictions in place to slow the spread of COVID-19. The National Cabinet have a 3-step

plan to create a COVIDsafe society with new ways of living and working. This Procedure will be regularly reviewed and updated as these restrictions are varied and to reflect the recommendations by the Governments and Worksafe Tasmania.

## 2. **SCOPE**

This Procedure applies to:

<b>Tasracing:</b>	Tasracing employees (including full-time, part-time, casual and fixed term employees), volunteers, contractors (security, Track Marshalls and suppliers to Tasracing) (collectively referred to as <b>Tasracing Workers</b> )
<b>Racing Industry Participants</b>	All industry participants and other persons that are permitted to attend harness trials at the venue.
<b>Stewards</b>	Stewards of the Office of Racing Integrity (ORI)
<b>Racing Officials</b>	Includes judges, vets, track workers, attendants, permitted club committee members, permitted club employees and any other position deemed to be a Race Official by Tasracing or ORI.

## 3. **CORONAVIRUS**

### **3.1 COVID-19**

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. Coronavirus is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China and the disease outbreak is named COVID-19.

### **3.2 Symptoms**

Symptoms of COVID-19 include fever, coughing, sore throat and shortness of breath. If you have any of these symptoms **do not attend** your workplace or a trial session.

### **3.3 Protect others and stop the spread**

It is a requirement that all Tasracing Workers, Racing Industry Participants, Stewards and Racing Officials practice good hygiene, social distancing and understand when to self-isolate if you need to. These practices will slow down the spread of the virus.

#### **Good hygiene** means:

- wash your hands often with soap and water. This includes before and after eating and after going to the toilet;
- use alcohol-based hand sanitisers when you can't use soap and water;
- avoid touching your eyes, nose and mouth at all times;
- maintain good hand, sneeze and cough hygiene;
- clean and disinfect surfaces you use often such as benchtops, barriers and doorknobs;
- clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes; and
- increase the amount of fresh air by opening windows or utilising air conditioning.

#### **Social distancing**

The more space between you and others, the harder it is for the virus to spread. Social distancing in public means you keep 1.5 metres away from others wherever possible and avoid physical greetings such as handshakes.

#### **Self-isolate**

A person with COVID-19 or suspected to have the virus must enter mandatory isolation. You will need to isolate to prevent the spread of the virus to others at your home if it is suitable, hospital if you need hospital care or another location if needed as decided by the public health authority.

**4. RESPONSIBILITIES**

Role	Responsibility
<b>Chief Executive Officer</b>	<p>The CEO is responsible for:</p> <ul style="list-style-type: none"> <li>• implementing this Procedure;</li> <li>• monitoring the effectiveness of the Procedure (proactive risk management of determining the effectiveness of the control measures); and</li> <li>• continual improvement of the Procedures.</li> </ul>
<b>Track Marshalls</b>	<p>The Track Marshall is responsible for:</p> <ul style="list-style-type: none"> <li>• providing on-site education and ensuring compliance of this Procedure by all permitted attendees at a trial at a venue;</li> <li>• monitoring and reporting compliance of the Procedure by all permitted attendees at a trial at a venue and</li> <li>• reporting the effectiveness of the Procedure controls;</li> <li>• recommending improvement opportunities to the CEO; and</li> <li>• seeking continuous Procedure improvement for enhanced compliance.</li> </ul>
<b>Security</b>	<p>Security is responsible to sight and confirm that all permitted persons entering venues provide the necessary documents and meet any other requirements before entry.</p>
<b>Tasracing Workers</b>	<p>Tasracing Workers must comply with this Procedure and assist the Track Marshalls and</p>

	<p>Officials in ensuring that all permitted attendees at a trial comply with this Procedure.</p> <p>Tasracing Workers are responsible for identifying improvements to compliance controls and reporting them to the CEO.</p>
<b>Racing Officials</b>	Racing Officials must comply with this Procedure and provide written recommendations for improvements for enhanced compliance controls to the CEO.
<b>Racing Industry Participants</b>	Racing Industry Participants have a responsibility to understand, observe and comply with this Procedure and related procedures, and to identify and report improvements to enhance compliance controls to the CEO.

## 5. **HARNESSTRIAL REQUIREMENTS**

### **5.1 Executive Summary**

**Harness Trials are to be conducted at the venue with no more than 10 people in any one operational location of the racecourse facilities.**

Harness trials are critical to the safety and welfare of the horse as well as the efficient operation of normal race meetings.

Trials in the harness code refer to the training and education of standardbreds for the purpose of fitness, remedial work, injury management, education and qualifying to race.

They differ from racing in that there are significantly less participants and minimal officials required for them to be run.

Tasracing's harness trials will be managed strictly in-line with this Procedure and WorkSafe Tasmanian's Guidelines for COVID Safe Workplace operations.

## 6. **HARNESSTRIAL DAY PROTOCOLS**

### **6.1 Before Leaving Home**

**Do not attend the trial session if you feel ill or have any of the symptoms outlined in section 3.2.**

If you identify with any of the below conditions, you **MUST** stay home and not attend any trial session:

- you are suffering COVID-19 symptoms or are otherwise unwell;
- you are subject to self-isolation requirements imposed by the Government / Public health authority; or
- you have been in close contact with a person suspected or confirmed to have COVID-19.

## **6.2 People most at risk of COVID-19**

People aged 70 years and over, people aged 65 years and over with chronic medical conditions, people with compromised immune systems, and Aboriginal and Torres Strait Islander people over the age of 50, are at greater risk of more serious illness if they are infected with COVID-19. Chronic medical conditions include but are not limited to diabetes, lung disease, heart disease, cancer and kidney failure. There is currently no cure or vaccine for COVID-19, or immunity in the community, so you must exercise a high degree of caution when deciding to attend trials sessions.

Tasracing strongly recommends that people most at risk continue to stay at home, avoid contact with others and carefully consider whether attending trial sessions will compromise your health. Should you attend trial sessions, Tasracing reminds you to practice good hygiene and social distancing measures to best support your health and wellbeing.

## **6.3 Venue Restrictions and Hygiene**

In addition to the good hygiene requirements outlined in section 3.3, the following procedures will take place at venues for all harness trials:

- no food or drink will be available at the venues;
- doors will be left permanently open where possible to allow throughway access without touching surfaces;
- disposable gloves will be provided by Tasracing to all permitted persons attending the trial to wear if they wish;

- hand sanitiser will be supplied at the entry to the venue, toilets, and as marked on the corresponding site map.
- all attendees will be required to wash/sanitise their hands thoroughly throughout the trials;
- all workstations will be wiped clean before use and after trial session in accordance with the cleaning procedure.

#### **6.4 Race Venue Entry Protocols**

The venue will have only one designated entry point. Photo ID must be presented to Security by ALL permitted persons seeking entrance.

Security staff will check every attendee off the official approved attendee list supplied by Tasracing on trial day.

#### **6.5 COVIDSafe App**

Tasracing encourages all persons to play an important role in helping stop the spread of COVID-19 by downloading the COVIDSafe app. The app can be downloaded at the following link: <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>.

Downloading the app is something you can do to protect yourself, your family and the racing industry. The app helps expedite contact tracing and serves to benefit the racing industry in the event the app user tests positive for COVID-19.

If you do not wish to download the app or do not have a smartphone to download the app, Tasracing recommends that you maintain a travel log to perform a similar function.

#### **6.6 Travel Log Requirements**

The recommended minimum amount of travel details to be kept by anyone attending a trial session (who do not have the COVIDSafe app) is as follows:

- date;
- name of person(s) making the journey;
- departure address; and

- location of all stops during the journey to the trial session; including the name and address of any business visited (service station or takeaway food outlet etc).

## **6.7 Fever Testing**

Fever testing will be conducted at the venue entry. Any trial day staff or racing industry participants will be refused entry at the venue if they display any of the following symptoms:

- temperature above 38 degrees Celsius;
- cough; or
- any flu or cold-like symptoms.

A hygiene station will be located at the venue entrance.

## **6.8 Transport Controls**

On commencement of the journey to a trial session, you are to avoid unnecessary toilet, food, petrol or other stops.

Tasracing encourages all participants to use the COVIDSafe app while travelling to attend trials. If the app is not used, Tasracing recommends all participants to maintain a travel log while travelling.

All travel must be completed in one day (no overnight stops).

## **6.9 Social Distancing**

In accordance with section 3.3, you are required to comply with the strict social distancing requirements while attending trial sessions. A minimum distance of 1.5 m between any two personnel is required. If any person fails to adhere to this social distancing requirement, Security and Track Marshalls will have authority to direct a person to leave the venue.

## **6.10 Duties of Track Marshalls**

Track Marshalls shall be present at every trial session. They will be located at the horse stalls and will move about the venue as required.



Track Marshalls will be responsible for ensuring all documented protocols in the Procedure are adhered to by all permitted persons attending the trial session.

Track Marshalls may demand identification information and will be authorised to report breaches to the Stewards. They will be observing all permitted persons attending the trial session to ensure compliance with this Procedure.

Track Marshalls will pay particular attention to social distancing and all personnel must follow the direction of Track Marshalls in relation to social distancing.

### **6.11 Non-compliance**

Any racing industry participant found to have breached a COVID-19 principle and/or protocol as contained within this Procedure will be reported to the Stewards for inquiry and will be subject to any penalty the Stewards deem appropriate. They will be escorted off the venue immediately.

Non-compliance of this Procedure shall be considered an offence under AHRR 238 – *“A person shall not fail to comply with any order, direction, or requirement of the Controlling Body or the Stewards relating to harness racing or to the harness racing industry”*.

For Tasracing Workers, incidents of non-compliance with this Procedure are considered to be serious and may result in disciplinary outcomes or termination of the contract (for contractors engagements).

### **6.12 Venue Signage and Social Distance Markings**

Tasracing will display clear instructions and reminders of these protocols at the venue. Floor and ground markings will be installed (where possible) to assist all personnel to adhere to social distancing protocols.

Track Marshalls will monitor adherence to floor or ground markings.

## Hobart (Elwick) Site Map - facilities



- Security Guards / Track Marshall
- Temperature Testing
- Hygiene Station
- Transporter's Car Park



## Hobart (Elwick) Trial Locations

*Note: Each track operational location must have less than ten personnel in any one time.*



## Launceston (Mowbray) Site Map - facilities



- Security Guards / Track Marshall
- Temperature Testing
- Hygiene Station
- Transporter's Car Park

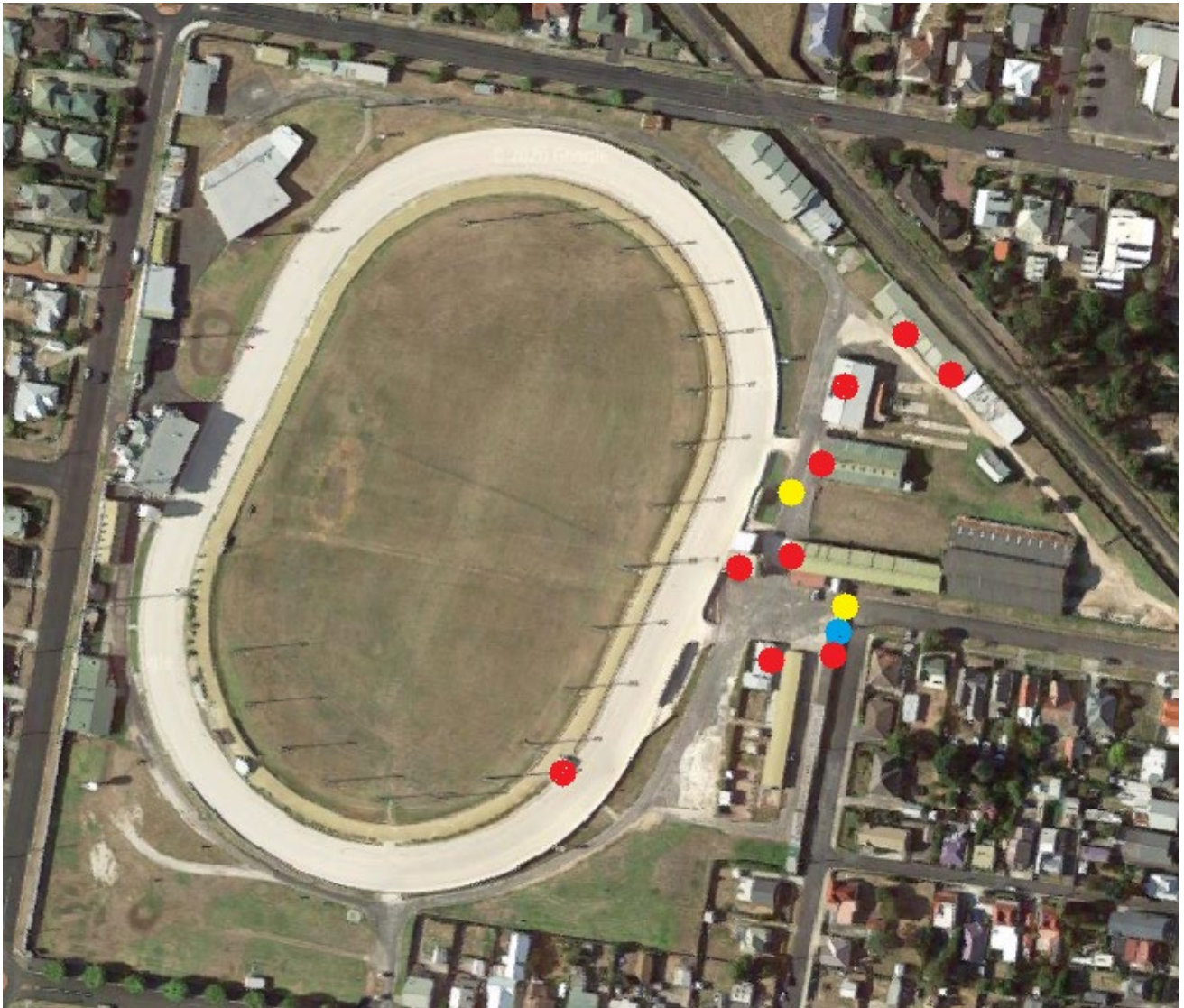


## Launceston (Mowbray) Trial Locations

*Note: Each track operational location must have less than ten personnel in any one time.*



## Devonport (DAPS) Site Map - facilities



- Security Guards / Track Marshall
- Temperature Testing
- Hygiene Station
- Transporter's Car Park



## Devonport (DAPS) Trial Locations

*Note: Each track operational location must have less than ten personnel in any one time.*



## HARNESSTRIALS – SUMMARY OF OPERATIONS

### 6.13 Harness Nominations

Trainer's nominations must be submitted via Harness.org by 12 noon Thursday for Saturday Trials and by 12 noon Friday for Monday Trials.

Trainers must nominate the stablehand who will assist them on trial day. One stablehand is permitted per (up to) five horses, up to a maximum of six total stablehands for each trainer. Trainers must notify the attendance of stablehands by 4pm close of the nominations day. Notifications must be advised to [racing@tasracing.com.au](mailto:racing@tasracing.com.au)

Any exception to the above must be approved by Tasracing and ORI prior to any trial session.

The field sizes for each harness trials will be limited to five (5) drivers and horses with mobile starts. Only qualifying and open trials will be scheduled.

Distances to be run are:

- Hobart 1609m and 2090m;
- Launceston 1680m and 2200m; and
- Devonport 1930m and 2297m.

Number of trials will be determined after nominations have closed. Trial fields will be designed around trainers so that on-course numbers are minimised.

Trials will be charged at \$10 p/trial. Tasracing will invoice trainers. No cash is to be exchanged at the venue.

### 6.14 Frequency of Trials

Trials will be scheduled as per the below:

- Hobart (Elwick) – Monday nights 4:00pm weekly
- Devonport (DAPS) – Monday night 5:00pm as advertised
- Launceston (Mowbray) – Saturday mornings 10:00am weekly

with a maximum of 30 minutes interval to be scheduled between each trial.



### **6.15 Arrival Time at Race Venue**

Trainers must arrive at the venue no earlier than 30 minutes before their first schedule trial unless otherwise approved by Tasracing. On arrival at the venue the trainer must make their way to the horse float car park area behind the stables. From this area trainers may unload their horses and head to the stabling area to stall their horses as per the displayed stall allocation.

One stall will be allocated between each stable group to safeguard social distancing.

All trainers / stablehands / drivers must exit the venue within 20 minutes of final trial.

### **6.16 Ready to Trial**

The trainer/stablehand will collect the prepared saddlecloths from the stable/raceday office. When called to trial, the trainer/stablehand will ensure that the horse is cross tied to stalls with reins on the driver's seat or dust sheet ready for the driver to collect. Drivers are only permitted to wear one set of silks per session or if required to change, a clean set must be used.

Drivers must wear gloves at all times when handling horses.

### **6.17 After Trialling**

The trainer/stablehand will return the saddlecloth back to the stable/raceday office. Saddlecloths will to be sanitised after each trial by Race Officials.

Immediately after their last horse has trialled, the trainer/stablehand must prepare their horses for departure. Trainers/stablehands must vacate the venue immediately once they have appropriately taken care of the welfare of their horse.

Drivers must vacate the venue immediately after their last engagement.

## **7. PROCEDURE REVIEW CYCLE**

This Procedure is classified as operational and is to be approved, reviewed and endorsed by the Tasracing CEO on a regular and ongoing basis, or when there is

a significant change to the external environment. The Procedure will be provided to the Tasracing's Audit & Risk Committee for noting.

## 8. **REFERENCES**

- Tasracing Working Safely in a COVID-19 Environment Procedure
- Tasracing COVID-19 Safety Plan
- Tasracing Risk Assessment
- Tasracing Code of Conduct Manual
- Tasracing Workplace Health and Safety Procedure
- Tasracing Privacy Management Framework
- Tasmanian Work Health and Safety Act 2012 (WHS Act)
- Tasmanian Work Health and Safety Regulations 2012 (WHS Regulations)
- SafeWork Australia
- WorkSafe Tasmania
- Tasmanian Government Department of Health
- *Minimum Standards (Work Health and Safety Amendment Regulations 2020)*
- Cleaning Procedure

## 9. **DOCUMENT CONTROL**

Date	Version	Author	Approved by
18 May 2020	1.0	IPM Consulting Services	
19 May 2020	1.1	Liam Swan	
26 May 2020	1.2	Ann Swain	CEO