	PROCEDURE	
HARNESS – STATEWIDE COVID SAFE SEGREGATED OPERATING PROCEDURES		
CONTROLLER: RACING OPERATIONS MANAGER		OWNER: CEO
REVIEWED: AUGUST 2021		SCHEDULED REVIEW: SEPTEMBER 2021

1. **PURPOSE**

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)* and is a direction to those that enter the venue pursuant to Tasracing’s Conditions of Entry, which must be complied with.

This Procedure demonstrates Tasracing’s ability to protect it’s workers, racing industry participants, stewards, racing officials and the general public as Tasracing operates with hygiene and safety protocols during the COVID-19 pandemic for the purpose of Harness racing and trial operations at the venue.

This Procedure should be read in conjunction with Tasracing’s Conditions of Entry (available at the entrance of each venue or at <https://tasracingcorporate.com.au/conditions-of-entry/>).

2. **SCOPE**

This Procedure applies to:

Workers	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 Tasracing Workers)
Racing Industry Participants	All persons licensed by the Office of Racing Integrity (including, but not limited to, owners, trainers and attendants) who are engaged in racing activities at the venue
Stewards	Stewards of the Office of Racing Integrity (ORI)
Racing Officials	Includes judges, vets, track workers, attendants, club committee members, club employees and any other position deemed to be a Race Official by Tasracing or ORI.

General Public	All persons attending the venue which do not fall within any of the above categories of persons in this section 2.
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3. **POLICY STATEMENT**

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 you comply with the safety standards outlined in this Procedure to safeguard racing in Tasmania.

DEFINITIONS (For the purpose of this Procedure:)

“workplace”	means a place of work for Tasracing Workers and the racing, trialing and official training venues; including Carrick Park Paceway (Carrick), Launceston Ladbrokes Racing Centre (Mowbray), Devonport Showgrounds (DAPS), Hobart Ladbrokes Park (Elwick), Wivenhoe Recreation Centre (Burnie), King Island Racetrack, Scottsdale Recreation Ground, St Mary’s Racecourse and Brighton Training Centre where race meetings, trials and training is held.
“venue”	means Carrick Park Paceway (Carrick), Launceston Ladbrokes Racing Centre (Mowbray), Devonport Showgrounds (DAPS), Hobart Ladbrokes Park (Elwick), Wivenhoe Recreation Centre (Burnie), King Island Racetrack, Scottsdale Recreation Grounds, St Mary’s Racecourse and Brighton Training Centre as applicable to the location of the race meeting, trials or training session.

4. **CORONAVIRUS**

4.1 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 any venue. You will be denied entry or removed from the workplace or venue if you have or show these symptoms.

4.2 Protect others and stop the spread of the virus.

It is a requirement that you practice good hygiene, social distancing and understand checking in and when to self-isolate if you need to.

These practices will slow down the spread of the virus.

Good Hygiene	<ul style="list-style-type: none">• 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.• maintain good hand, sneeze, and cough hygiene.• clean and disinfect surfaces you often use such as benchtops, barriers, and doorknobs.• clean and disinfect objects you often use such as mobile phones, keys, wallets, and work passes; and• increase the amount of fresh air by opening windows.
Social distancing	The more space between you and others, the harder it is for the virus to spread. Social distancing at the venue means you keep 1.5 meters away from others wherever possible and avoid physical greetings such as handshakes.
Checking In	<p>Checking in using the <i>Check in TAS</i> app will help to keep ourselves, our loved ones, and our community safe and keep Tasmania open for business.</p> <p>Checking in using the <i>Check In TAS</i> app to scan the QR code at a venue or recording your details on manual register is a mandatory requirement for all persons over the age of 16 that wish to enter a range of businesses, organisations and events in Tasmania (Tasracing's training and racing venues are included in this requirement). Staff/volunteers that work at these venues are also required to check in each day they work/volunteer.</p>

	<p>The information recorded through <i>Check in TAS</i> is automatically stored securely within the Department of Health for rapid response contact tracing if required and is automatically deleted after 28 days.</p> <p>Manual registers will be kept confidential by Tasracing (or the relevant Venue) for a period of 28 days, after which it will be destroyed. All information will be collected and handled in accordance with Tasracing’s Privacy Policy, available at tasracingcorporate.com.au.</p>
Self-isolate	<p>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.</p>

4.3 Tasmanian Public Health Hotline – 1800 671 738

If you have questions and concerns about the impact of COVID-19 on your health and events or you are experiencing any of the symptoms outlined by public health authorities, contact the Tasmanian Public Health Hotline on 1800 671 738.

4.4 Mental Health

If you have any concerns regarding COVID-19 and its impact on your mental health counselling sessions are available via Tasracing’s Employee Assistance Program: Positive Solutions – 1800 064 039

For further information: [Positive Solutions: Employee Assistance Program for employees, immediate family members of employees and racing industry participants in Tasmania \(tasracingcorporate.com.au\)](http://tasracingcorporate.com.au)

5. RESPONSIBILITIES

ROLE	RESPONSABILITY
Chief Executive Officer (CEO)	<p>The CEO is responsible for:</p> <ul style="list-style-type: none"> • Implementing this Procedure. • Monitoring the effectiveness of the Procedure (proactive risk management of determining the effectiveness of the control measures); and • Continual improvement of the procedure.
Security/Track Marshalls	<p>Security/Track Marshalls are responsible for:</p> <ul style="list-style-type: none"> • providing on-site education and ensuring compliance of this Procedure by all attendees at venues; • monitoring and reporting compliance of the Procedure by all attendees at venues; • reporting the effectiveness of the Procedure controls; • ensuring the maximum attendance numbers stipulated in Appendix 1 (gathering Limits) are not exceeded and will monitor social distancing throughout the venue; • recommending improvement opportunities to the CEO; and • seeking continuous Procedure improvement for enhanced compliance.
Tasracing Workers	<p>Tasracing Workers must comply with this Procedure and assist Security/Track Marshalls and Officials in ensuring that all attendees at a race meeting, trial or training venue comply with this Procedure.</p> <p>Tasracing Workers are responsible for identifying improvements to compliance controls and reporting them to the CEO.</p>
Racing Officials	<p>Racing Officials must comply with this Procedure and provide written recommendations for improvements for enhanced compliance controls to the CEO.</p>

Racing Industry Participants	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.
General Public	Members of the general public have a responsibility to understand, observe and comply with this Procedure and related procedures.

6. **HARNESS RACE / TRIAL DAY AND TRAINING VENUE PROTOCOLS**

6.1 Before leaving home

Do not attend a venue if you feel ill or have any of the symptoms outlined in section 4.1.

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

- you are suffering COVID-19 symptoms or are otherwise unwell:
- If in the last 14 days, you have travelled to or spent time in a medium/high risk area or premises ([current travel alerts](#)). This includes persons classified as Essential Travellers unless such person is deemed to be an Essential Traveller for the conduct of the race meeting and has obtained prior written approval from Tasracing – This includes persons classified as *Essential Travellers*.
- you are subject to self-isolation or quarantine requirements imposed by the Tasmanian Government / Public Health authority and the period of self-isolation/quarantine has not expired.
- you have been in close contact with a person awaiting a test result or confirmed to have COVID-19.

In addition to these protocols, please read Current Restriction and Protocols – Appendix 1.

6.2 Venue Restrictions and Hygiene

In addition to good hygiene requirements outlined in section 4.2. the following procedures will take place at venues for all race meetings, trial or training sessions:

- QR codes are available at all entrances and throughout the venue for the use of checking in with the *Check In TAS* app.
- no food or drink will be available to participants or staff at the venues unless it is provided in line with the hospitality industry guidelines for the provision of food and drink.
- disposable gloves will be provided by Tasracing to Tasracing Workers, Racing Officials and Racing Industry Participants attending the race meeting or trial session to wear if they wish.
- A facemask must be worn at all times by anyone aged 12 years and over whilst at any Tasracing venue (unless a lawful exemption applies).
- hand sanitiser will be supplied at the entry to the venue, toilets, and at other various points throughout the venue.
- all attendees will be required to wash/sanitise their hands thoroughly throughout the race meeting, trial or training session.
- all workstations will be wiped clean before and after a race meeting or trial session in accordance with the cleaning procedure.

6.3 Venue Entry Protocols

You are not permitted to attend a race meeting, trials or training sessions at a venue if you are subject to any of the conditions in section 6.1.

Race Meetings:

Security/Track Marshalls will monitor the total number of persons present in racing operational areas to ensure maximum attendance numbers as per Appendix 1 are not exceeded.

Race meetings will be conducted with increased COVID Safe Segregated Operating Procedures, including the segregation of industry from the general public by only allowing licensed participants access to operational race day areas.

Members of the public will still be able to attend race meetings, but only in accordance with club/catering COVID requirements and limits and will not have access to racing operational areas.

Only licensed persons essential to the conduct of the race meeting will be permitted to enter operational areas. This restriction will require any licensed person in these areas to be directly involved in that race meeting. Any person found to be present in these areas in breach of this direction will be requested to leave the venue entirely.

- Trainers are permitted to have one stablehand per (up to) five horses. Up to a maximum of six total stablehands.
- Any exception to the above must be approved by Tasracing and ORI prior to any meeting.

Trials

Club Officials will be present at trial sessions to ensure those in attendance are adhering to the Tasracing COVID Safe Segregated Operating Procedures.

Only licensed persons essential to the conduct of the trials will be permitted entry. This restriction will require any require any licensed persons to be directly involved in the trial session.

Training Venues

Any persons staying at a training venue for 15 minutes or more must check in via the Check in TAS app.

6.4 Social Distancing

In accordance with section 4.2 (social distancing), you are required to comply with the strict social distancing requirements while attending venues outlined in definitions.

6.5 Duties of Security/Track Marshalls (Raceday) and Club Officials (Trials)

Security/Track Marshalls (Raceday):

- shall be present at every race meeting and will monitor all racing operational areas of the venue as required.
- will be responsible for ensuring all documented protocols in the Procedure are adhered to by all persons attending the race meeting.

- may demand identification and information and are authorised to report breaches to the Stewards and/or Tasmania Police. They will be observing all persons attending the race meeting to ensure compliance with this Procedure.
- will pay particular attention to social distancing. All personnel must follow the direction of Security/Track Marshalls in relation to social distancing.
- Security/Track Marshalls have the authority to direct a person to leave the venue if this procedure is not adhered to.

Club Officials (Trials):

- will be responsible for ensuring all documented protocols in the Procedure are adhered to by all persons attending the trial session.
- may demand identification and information and are authorised to report breaches to the Stewards and/or Tasmania Police. They will be observing all persons attending the trial session to ensure compliance with this Procedure.
- will pay particular attention to social distancing. All personnel must follow the direction of a Club Official in relation to social distancing.
- Club officials have the authority to direct a person to leave the venue if this procedure is not adhered to.

6.6 Venue Signage and Social Distance Markings

Instructions and reminders of these protocols, along with Check in QR codes will be displayed at entrances and throughout Tasracing venues. Floor and ground markings will be installed (where possible) to assist all personnel to adhere to social distancing protocols.

Security/Track Marshalls and Club Officials will monitor adherence to floor or ground markings.

6.7 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 refused entry to or escorted from the venue immediately.

Non-compliance of this Procedure shall be considered an offence under Australian Harness Racing Rule, 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.

Any members of the general public found to have breached a COVID-19 principle and/or protocol as contained within this Procedure or otherwise will be reported to Tasmania Police and will be refused entry to or escorted from the venue immediately.

7. HARNESS RACE MEETING AND TRIALS – SUMMARY OF OPERATIONS

7.1 Equine Car Park

The Equine carpark area is only to be used by those vehicles used to transport horses to and from the venue. All vehicles not transporting horses to the race meeting are required to park in the participants car park as identified in the specific Location Maps located in Appendix 2 (Venue locations and maps)

7.2 Ready to Race / Trial

One stall may be allocated between each stable group when possible, to safeguard social distancing.

7.3 Mini Trots

Participants and parents are to remain in the specified Mini Trot area at the venue. A minimum of 1.5 meters to be allocated between ponies at tie up areas when possible. A sanitising station will be available and should be utilised before and after each event.

8. Current Additional Restrictions and Raceday/Trial Protocols - Appendix 1

9. Venue locations and maps – Appendix 2

10. Resources

- 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

11. PROCEDURE REVIEW CYCLE

This Procedure is classified as operational and is to be approved, reviewed and updated on a regular and ongoing basis to reflect the recommendations by the government and WorkSafe Tasmania, The Procedure is to be endorsed by the Tasracing CEO and will be provided to the Tasracing's Audit & Risk Committee for noting.

12. DOCUMENT CONTROL

Date	Version	Author	Approved by
10 June 2020	1.0	Liam Swan	CEO
12 June 2020	1.1	Liam Swan	CEO
16 June 2020	1.2	Liam Swan	CEO
27 July 2020	1.3	Liam Swan	CEO
20 August 2020	1.4	Liam Swan	CEO
27 May 2021	2	Shiralee Maher	CEO
19 July 2021	2.1	Shiralee Maher	CEO
5 August 2021	2.2	Liam Swan	CEO

Appendix 1

Current additional restrictions and protocols for Harness Meetings and Trial Sessions as at 5th August 2021

Tasracing's harness race meetings and trial sessions will be managed strictly in-line with this Procedure and WorkSafe Tasmania's Guidelines for COVID Safe Workplace operations. Current restrictions can be found at <https://coronavirus.tas.gov.au/>

Checking In

Further to section 4.2 of this Procedure, under the [Contact Tracing Direction](#), every person 16 years of age or older attending a range of [businesses, organisations and events](#) (including staff) are required to provide their information for contact tracing using the free [Check in TAS](#) app. This is required for all Tasracing venues.

Gathering Limits

Harness race meetings and trial sessions are to be conducted at the venue with no more than:

- Inside area - 1 person per 2 sqm up to a maximum of 250 persons
- Outdoor area - 1 person per 2 sqm up to a maximum of 1000 persons

Please note: the above limits include staff / club officials.

Masks

A facemask must be worn at all times by anyone aged 12 years and over whilst at any Tasracing venue (unless a lawful exemption applies).

Travel

In accordance with section 6.1, If in the last 14 days, you have travelled to or spent time in a medium/high risk area or premises ([current travel alerts](#)) you must not attend a Tasracing Venue. This includes persons classified as *Essential Travellers*.

Site Maps for Race / Trial venues

Hobart Race Meeting and Trial Locations



Launceston Race Meeting and Trial Locations



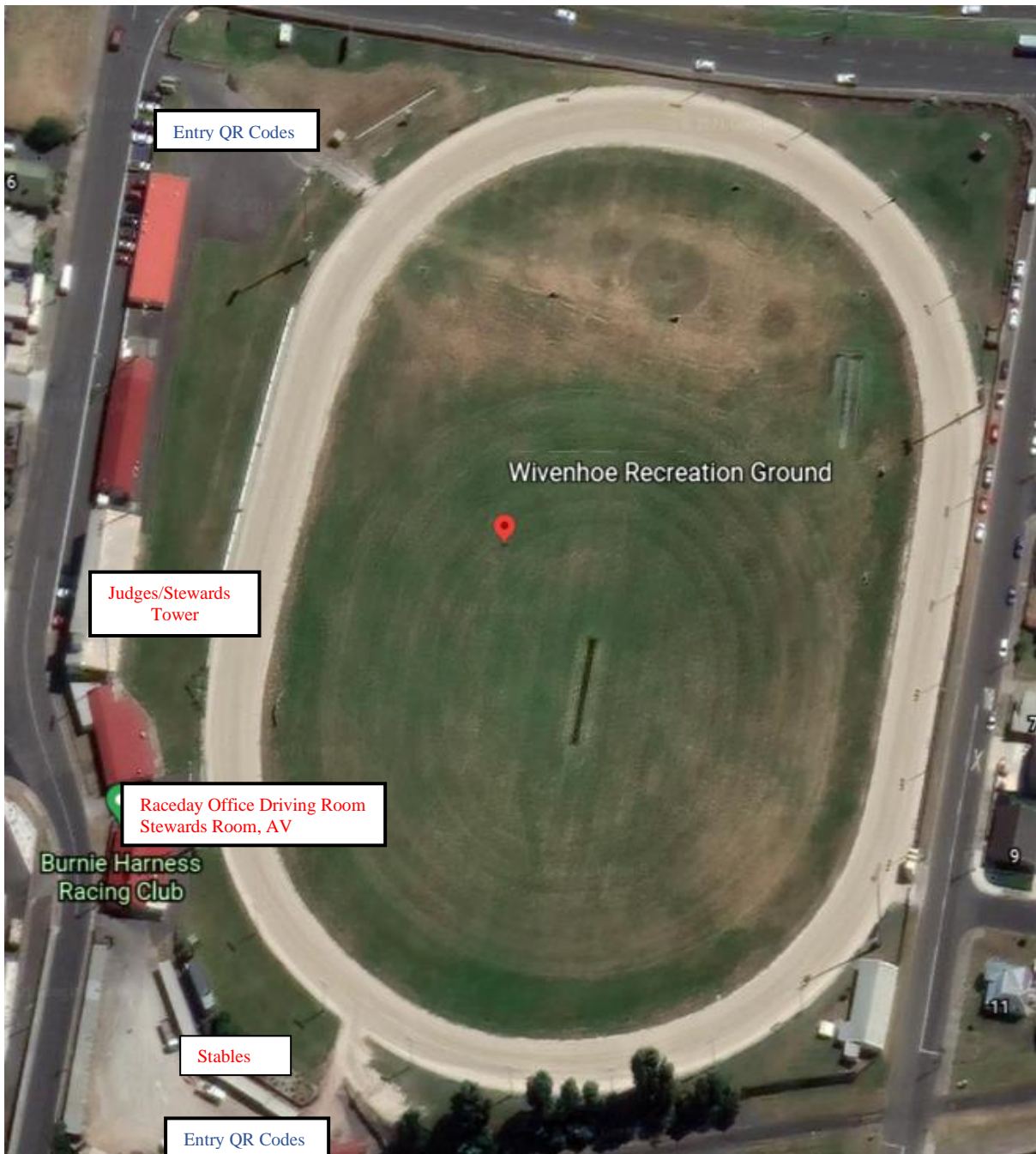
Devonport Race Meeting, Trial and training Locations



Brighton Training Location



Wivenhoe Recreation Centre (Burnie) Race Meeting Location



Scottsdale Race Location



St Mary's



King Island Race Location

