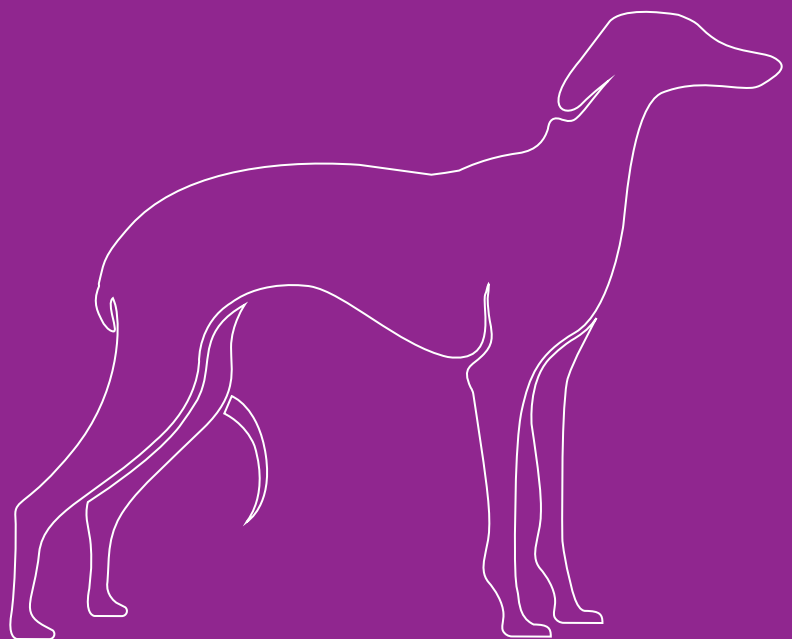


Greyhound

CODE OF PRACTICE

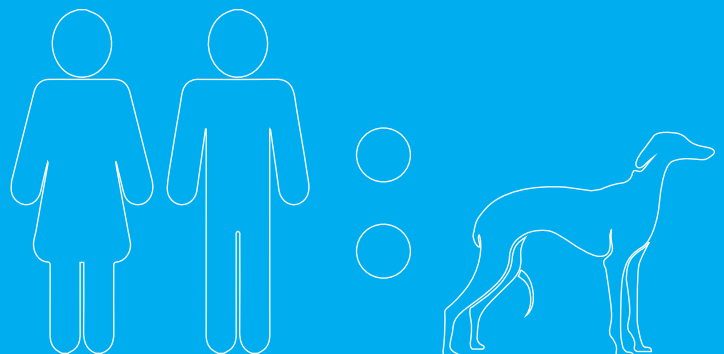
Support Booklet

PART 1: Facility Management





Facility Management

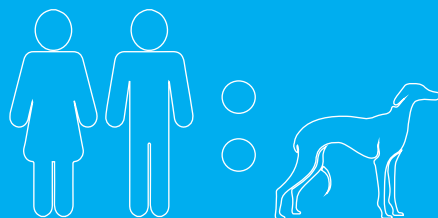


Facility Management

Need To Know



- An establishment means a property used to keep racing greyhounds.
- Code requirements cover the keeping of racing greyhounds, from their whelp date until their retirement.
- A Person in Charge is a person who owns, manages and is ultimately responsible for the establishment.
- Each establishment must have an Establishment and Health Management Plan (EHMP)
- Each establishment will need to identify a Person in Charge.





Person in Charge

What is it?

Person in Charge is defined in the Code as a person who owns and/or manages a greyhound establishment and is responsible for the welfare of greyhounds and greyhound records at the establishment.

! What is required?

Understand the Responsibilities of a Person in Charge

A full list of the responsibilities of a Person in Charge is set out in [Section 3.1](#) of the Code. Key responsibilities include:

- Establishing EHMP Protocols as required and ensuring they are followed
- Ensuring compliance with Code
- Maintaining the health and welfare of all greyhounds in their care
- Management and operation of the establishment
- Management of greyhound activities within the establishment
- Arranging a veterinary agreement for the establishment
- Keeping and maintaining records

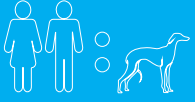
If you share a property with another greyhound racing participant you will need to decide whether there will be more than one Person in Charge, and whether you will be operating as one establishment, or different establishments.

More information about choosing a Person in Charge can be found on the GRV Greyhound Care and Standards Code of Practice website.

Records to be kept:

The Person in Charge is responsible for keeping and maintaining:

- EHMP Protocols
- A written veterinary practitioner agreement
- All establishment and individual greyhound records as described under [Section 5. Records](#) of the Code.



Establishment Health Management Plan (EHMP)

What is it?

The EHMP is a collection of Protocols, signed off initially and then every three years by a vet that describe the operation and management of an establishment. The EHMP must be reviewed annually by the Person in Charge.

EHMP Protocols are procedures or instructions for completing an activity in the establishment that relate to it or the greyhounds on it. An EHMP may outline Protocols that differ from the requirements outlined in the Code, and where Protocols are not specified, the requirements in the Code apply.

The Code contains detailed minimum requirements for the day to day management of many aspects of a greyhound establishment. You can adopt these and include them in your EHMP, or you can create your own. Whatever you decide to do, your Protocols must reflect what you actually do at your establishment, whether you meet, or exceed, the Code requirements.

The EHMP only needs to include Protocols for the activities that occur in your establishment. For example, if you don't whelp greyhounds, you wouldn't need to complete a whelping protocol and would just need to indicate that the relevant Protocol is not applicable to your establishment.

! What is required?

The Person in Charge must complete an EHMP and have the relevant components of the EHMP approved by a vet. It must be reviewed every year by the Person in Charge, and re-approved by a vet every three years or when activities change at your establishment.

An EHMP must contain completed Protocols relevant for that establishment.

You will be able to use the information in this Support Book, as well as other information including the GRV Code of Practice website, to help you draft your Protocols. The **shaded text boxes** in this Support Book can also be used to jot down the key aspects of your Protocols.

GRV will be releasing an EHMP Declaration Online Portal in July 2019 which you can use to provide details of your EHMP. This EHMP Declaration will also be able to be submitted to GRV in hard copy.

Records to be kept:

The Person in Charge is responsible for:

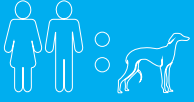
- Documenting the EHMP, consisting of relevant Protocols for their establishment, and having it approved by a vet.

Links for more information:

Animal Welfare Victoria

Greyhound Care and Standards Code of Practice





Staff Management Staff Induction Program

What is it?

A staff induction program provides new staff at the establishment with information about the establishment and any training they need to safely perform their role.

A reference to “staff” includes any person or participant who works with or for you, or assists with your greyhound activities. This includes family members. It doesn’t matter if that person receives a payment or reward for their work, or not.

! What is required?

- Read **Section 3. Staffing** of the Code to understand your obligations. In particular, requirements differ depending on the number and age of greyhounds that are kept on your property.
- Complete a Staff Induction Protocol.

Records to be kept:

- Staff Induction Protocol as part of your EHMP.
- Complete and keep a copy of a Staff Induction form every time you do a staff induction. An example Staff Induction Form template is provided on the GRV Greyhound Care and Standards Code of Practice website.
- Keep a list of all Establishment staff, including contact details, GRV participant number (if available or applicable), experience and/or qualifications and training history.

The EHMP Protocol

The Code does not provide a minimum protocol for Staff Induction. This means that you will need to write one yourself.

An example Staff Induction Protocol is available on the GRV Greyhound Care and Standards Code of Practice website.

Protocol for Staff Induction



Links for more information:

Animal Welfare Victoria

Greyhound Care and Standards Code of Practice: Staff Induction Template





Staff Ratio and Overnight Monitoring

What is it?

Staff ratios seek to ensure there are enough staff at the establishment to appropriately care for the greyhounds in your care.

The number of staff you will need is dependent on the age and number of greyhounds at the establishment, and whether it is during the day, or overnight. It would be common for these details to change over time as greyhounds come and go from an establishment.

An Overnight Monitoring Protocol is required if you have ill or whelping greyhounds, and is also required for general monitoring if your establishment has 51 or more greyhounds.

“Overnight” means the monitoring of greyhounds outside the hours of 5:00am to 8:00pm.

General overnight monitoring for establishments with 51 or more greyhounds may be on-site or remote, however if a greyhound is ill or whelping then, regardless of the number of greyhounds being kept at the establishment, on-site monitoring is required.

! What is required?

- Read [Section 3.2 Staff Ratio](#) of the Code to understand your obligations.
- Use and keep staff rosters to help ensure you meet the Code staff ratio requirements.
- Complete an Overnight Monitoring Protocol.

Records to be kept:

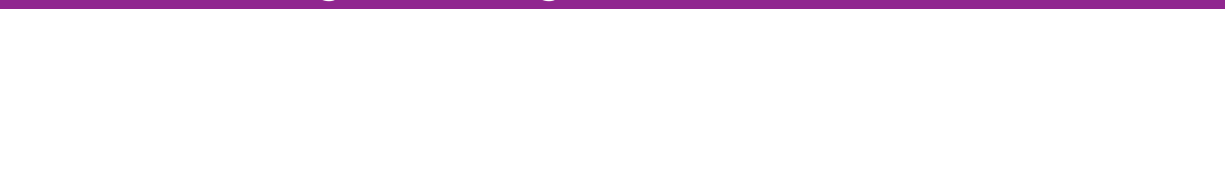
- Overnight Monitoring Protocol as part of your EHMP.
- Staff rosters for at least the previous 12 months.

The Protocol

The Code does not provide a minimum protocol for overnight monitoring. This means that you will need to write one yourself.

An example Overnight Monitoring Protocol is available on the GRV Greyhound Care and Standards Code of Practice website.

Protocol for Overnight Monitoring



Links for more information:

Animal Welfare Victoria

Greyhound Care and Standards Code of Practice





Staff Rostering

What is it?

For establishments that have more than 51 greyhounds, the use of a roster is important to ensure that there are enough staff to care for your greyhounds. If staff are appointed by the establishment, a complete set of staffing rosters must be kept for a period of no less than 12 months.

! What is required?

- Read [Section 3.2 Staff Ratio of the Code](#) to understand your obligations.

Records to be kept:

- Staff rosters must be kept for at least 12 months (where appropriate) as part of your establishment records.

A Protocol is not required

Links for more information:

Greyhound Care and Standards Code of Practice: Sample Roster

Fair Work Ombudsman: Sample Roster





Emergency Management Plans

What is it?

Emergency planning involves preparing for natural disasters and other emergency events to help safeguard the welfare of your greyhounds and any staff at your establishment.

natural disasters include:

- bushfires
- floods
- hail
- severe thunderstorms
- high winds.

Other examples of emergency events could include an electrical fire in the kennel, a burst water main flooding the establishment or an accident or illness to the Person in Charge / staff that impacts the immediate care of the greyhounds in the establishment.

! What is required?

- Read **Section 4.1 Establishment and Health Management Plan** of the Code to understand your obligations.
- Complete an Emergency Management Protocol.
- Prepare and display evacuation procedures in your establishment.

Records to be kept:

- Emergency Management Protocol as part of your EHMP.

The Protocol

The Code does not provide a minimum protocol for emergency management. This means that you will need to write one yourself.

An example Emergency Management Protocol can be found on the GRV Greyhound Care and Standards Code of Practice webpage.

Protocol for Emergency Management



Links for more information:

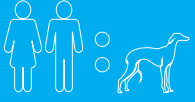
Greyhound Care and Standards: Emergency Planning

Greyhound Care and Standards Code of Practice: Emergency Management Checklist

Animal Welfare Victoria

Country Fire Authority: Emergency Broadcasters





Risk Assessments & Management plans for housing & exercise areas

What is it?

The purpose of conducting a risk assessment is to identify and assess risks that effect the housing and exercise areas of establishments.

Performing a risk assessment will help you identify issues, clarify the impact of those issues, and help you work out what you would do to minimise the risks, i.e. create a risk management plan.

Common risks at greyhound establishments could include:

- Unsecured gates
- Uneven floors
- Damaged fence wire

! What is required?

- Read [Section 4.1 Establishment and Health Management Plan](#) of the Code to understand your obligations; these only extend to the housing and exercise yards.
- Complete a Risk Management Protocol.

Records to be kept:

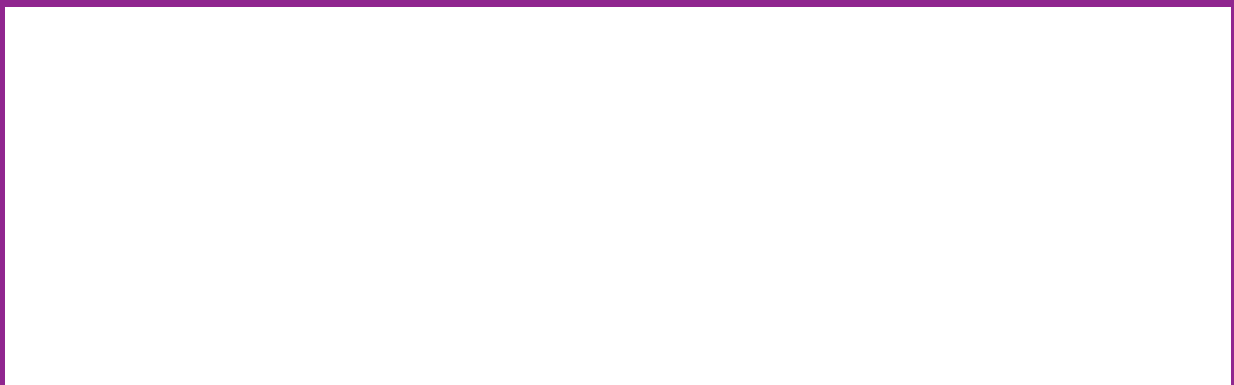
- Risk Assessment and Management Protocol as part of your EHMP.

The Protocol

The Code does not provide a minimum protocol for Risk Management Protocols. This means that you will need to write one yourself.

An example Risk Assessment and Management Protocol can be found on the GRV Greyhound Care and Standards Code of Practice webpage.

Protocol for Risk Assessment and Management for Housing and Exercise Yards



Links for more information:

Greyhound Care and Standards Code of Practice: Risk Assessment Template





Greyhound transport vehicle

What is it?

The Code requires that transport vehicles or trailers used to transport greyhounds meet certain minimum requirements, including protecting greyhounds against extremes of temperatures, and minimising the risk of injury.

! What is required?

- Read [Section 4.4 Greyhound Transport Vehicle](#) of the Code to understand your obligations.

Records to be kept:

- If you are intending to house a greyhound in a transport vehicle or transport cage for more than 48 hours, a record of GRV approval must be obtained.

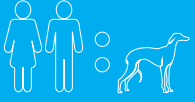
A Protocol is not required

Links for more information:

[Greyhound Care and Standards: Transporting your Greyhound](#)

[Greyhound Care and Standards: How do I transport my Greyhound](#)





Establishment Management

– Pest Prevention and General Hygiene

What is it?

Good hygiene practices, for both greyhounds and people include regular cleaning and disinfection. Good hygiene practices support disease prevention and promote healthy greyhounds.

Cleaning and disinfecting requirements in the Code are different; minimum requirements for cleaning are that it must be carried out daily whereas disinfecting must be carried out at least weekly.

Pest and parasite management are also different; pests refer to managing rodents and feral animals, whereas parasites refer to fleas, ticks and leeches.

! What is required?

- Read [Section 6.7.1 Disinfection and Hygiene](#) of the Code to understand your obligations.
- Read [Section 6.2 Health Care](#) of the Code to understand your obligations.
- Complete a Hygiene, Pest Management and Disinfectant and Disease Management Protocol.

Records to be kept:

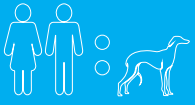
- Keep the Hygiene Protocol, Pest Management Protocol, Disinfection and Disease Prevention Protocols as part of your EHMP.

The Protocol

The Code does not provide minimum protocols for hygiene, pest management, disinfection and disease prevention. This means that you will need to write one yourself.

An example Protocol can be found on the Greyhound Care and Standards Code of Practice webpage.

Protocol for Hygiene



Establishment Management

– Pest Prevention and General Hygiene

Protocol for Pest Management

Protocol for Disinfection and Disease Prevention

Links for more information:

Greyhound Care and Standards: Kennels Management

Greyhound Care and Standards Code of Practice: Establishment Routine for Pest Prevention and Hygiene

Greyhound Care and Standards Code of Practice: Chemical List

