

Title: Wagon Ride Safety Requirements & Rules	Category: Program Safety
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All staff, volunteers, horse owners, and contractors must adhere to the following rules and procedures for safe wagon rides on Museum property and when representing the WDM.

The WDM acknowledges that when owners bring their horse(s) to the WDM for the purposes of providing horse-drawn wagon rides, the horses belong to their owner. All animal owners must sign a WDM Animal Owner Agreement outlining responsibility for the animals and their care.

Roles & Definitions:

See Wagon Ride Safe Work Practices & Procedures and volunteer role descriptions for full responsibilities.

Equipment Operator/Teamster - Required. Must be comfortable and have skill inspecting and monitoring the equipment/horse(s) and the wagon, attaching to the wagon, and operating the equipment/handling and driving the horse or horse team while pulling the wagon.

Wagon Assistant - Required. Helps load and unload passengers. Rides in the wagon with passengers and must be vigilant of their safety at all times.

Teamster Assistant – Recommended for horse-drawn wagon rides. Rides up front with Teamster and must have the skills to take over the team if the Teamster has difficulty or becomes incapacitated.

General Information & Safety Requirements for all Wagon Rides:

1. Safety is everyone's responsibility. If you feel something is unsafe, stop, then let your supervisor or volunteer coordinator know as soon as possible.
2. A minimum of two people (Equipment Operator/Teamster and Wagon Assistant) are required for all wagon rides.
 - a. For horse-drawn wagon rides, a Teamster Assistant should also be scheduled whenever possible.
3. Only one wagon may be pulled at a time.
4. Do not use cell phones while participating in wagon rides in any role.
5. Teamsters/Equipment Operators and all Assistants must attend safety briefings before each event, program or activity to go over safety requirements and day specific information.

See WDM Event Safety Briefing Guidelines and Checklists for more information.

6. All wagons must be inspected prior to operation.
See WDM Wagon Inspection Checklist.
7. WDM safe work practices and procedures for wagon rides and (when relevant) Operating Collection operation must be followed.
8. All incidents, injuries, or near misses must be reported to a Museum Manager.

WDM Wagon Ride Rule for Passengers:

- Never approach or touch the horses or equipment pulling the wagons.
- Children under 12 must be accompanied by an adult.
- Stay seated during the ride.
- Keep your head, arms, and hands inside the wagon at all times.
- Remain seated until the Wagon Assistant says it is safe to get off the wagon.

NOTE: Wording used in these wagon ride rules intentionally mirrors rules for riding the K+S Potash Canada Short Line 101 at WDM Moose Jaw.

Additional Safety Requirements for Horse-Drawn Wagon Rides:

1. Prior to operation, Teamsters and Assistants will check harnesses to ensure that they are properly adjusted and in safe condition and the condition of the equipment and make sure all are in working and safe order.
2. Teams are required to be unhitched every 3 hours for a resting period at least for 15-30 minutes.
3. The public should not touch the horses at any time.
4. Pictures may be allowed if there is time and only from a public viewing area at a safe distance of at least 6 meters (20') or from behind a barricade.
5. The public cannot ride upfront with the Teamster.

Documents and Forms referenced in this document:

- Safe Work Practices and Procedures (SiteDocs)
- WDM Safety Manual (SiteDocs & HR Site)
- WDM Wagon Inspection Checklist (SiteDocs)
- Event Safety Briefing Guidelines & Checklists (SiteDocs)
- WDM Wagons and Equipment Used for Public Rides (SharePoint)