



Community gardens

Site Induction and Risk Management Plan

- This book is to remain at the garden site.
- Only persons who have been inducted to the site are permitted to work on the garden site.

Instructions

1. All volunteers must complete this site induction before they start work in the garden. This includes all casual participants and regular volunteers.
2. Follow the instructions in this guide to ensure that site hazards are identified and measures are taken to remove or reduce any risks.
3. A site induction record must be completed for every new participant at the garden site and repeated on an annual basis for all volunteers.
4. Garden leaders may be contacted as follows:

| Name | Phone | Email |
|------|-------|-------|
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Garden site induction

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|------------------------|--|
| Garden location | |
|------------------------|--|

Conditions of participation

Discuss the conditions of participation as listed below.

Participants in garden activities must:

- Take reasonable care for his or her own health and safety, and make sure that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with any reasonable instruction that is given by the garden leader regarding work health and safety and to abide by the policies and procedures of the Alliance relating to health or safety.
- Have completed the site induction;
- Sign a daily work diary entry for each working occasion;
- Have read through the list of duties and have no medical condition that would limit their capacity to undertake duties;
- Be dressed appropriately for the works being undertaken (hat, gloves, covered shoes, sun-safe clothing);
- Use techniques that adhere to sustainable gardening principles, as discussed with the garden leader;
- Only undertake work that is consistent with the Agreed Action Plan for the garden site;
- Strive to ensure that the efforts and resources invested by the group will return a positive impact on the environment; and
- Strive to ensure that the garden group enhances community relations.

Standard garden volunteer duties

Discuss the duties volunteers will be undertaking and the physical requirements involved. Physical requirements may include the following, and can be modified to suit individual volunteer abilities.

- Moving and working on the garden site, involving:
 - Lifting and carrying equipment and materials;
 - Bending;
 - Planting and hand pulling of weeds;
 - Standing; and
 - Walking.
- Use of hand tools
 - Hand dexterity
- Working amongst existing garden and on uneven ground
 - Balance
 - Adequate eyesight

Risk Management Plan

Health and safety information

Discuss key aspects of health and safety at the site, noting any site specific issues.

| | | Note any site specific issues |
|--|---|-------------------------------|
| Safe Work Procedures | Review the Risk Management Plan and Training information that relates to site's activities, including in relation to tools and equipment. | |
| Amenities | Advise inductee of the location of nearest toilets, hand washing, and other facilities. | |
| Tools and Equipment | <p>Explain what tools and equipment are permitted to be used on the garden site and the safety measures to be taken when using them.</p> <p>Use of power tools is not permitted, with the exception of a hand held electric drill or small power saw.</p> | |
| Personal Protective Equipment (PPE) | Explain the Personal Protective Equipment (PPE) requirements for the site, including sun protection. | |
| Emergency Procedures | Advise inductees of the procedures that need to be followed in the event of an emergency, actions they need to take and the location of assembly point. | |
| First Aid | Explain first aid facilities onsite and their location. | |
| Chemical use | Advise that synthetic chemicals are not to be used in the garden. All community gardens must be managed with environmentally sound practices, without the use of synthetic chemicals. | |

Health and safety risks and controls

Discuss the key health and safety risks and controls presented by gardening activities.

| Health and Safety Hazards | Control Measures | Note any site specific issues |
|--|---|-------------------------------|
| <p>Exposure to sun, wind, and rain from working outdoors</p> <p>(eg sunburn, dehydration, personal comfort)</p> | <ul style="list-style-type: none"> • Avoid working in the hottest part of the day • Wear hats and long sleeves, long pants • Make use of available shade • Take regular breaks • Have sunscreen available and reapply as required • Have adequate drinking water available | |
| <p>Bites and stings from wildlife and hazardous plants</p> <p>(eg snakes, ticks, ants, spiders etc.)</p> | <ul style="list-style-type: none"> • Remain vigilant and aware of surroundings and alert others to potential dangers • If unsure about particular plants, leave alone and check with a garden leader or other Garden Member. • Apply insect repellent • Wear gloves, sturdy footwear, long pants, long sleeved shirt • Check for ticks regularly | |

| Health and Safety Hazards | Control Measures | Note any site specific issues |
|---|--|-------------------------------|
| Injury or damage related to extreme weather events | <ul style="list-style-type: none"> Cancel activities in case of extreme weather | |
| Injury related to incorrect manual handling (eg lifting and moving soil, mulch and other materials; digging and bending over) | <ul style="list-style-type: none"> Avoid lifting, moving or carrying heavy or awkward objects (eg use mechanical aids) Ensure two or more people lift heavy loads Explain and demonstrate proper lifting techniques Rotate tasks Check that equipment is appropriate for the tasks to be undertaken and properly maintained | |
| Injury from slips, trips, and falls (eg uneven ground, wet surfaces, items or materials blocking walkways, equipment left behind) | <ul style="list-style-type: none"> Ensure tools are safely stowed and do not create a trip hazard when not in use. Maintain a neat and tidy working area Ensure volunteers and participants are wearing appropriate footwear Mark any temporary holes to make them visible | |
| Contact with disposed material (eg illegal dumping) | <ul style="list-style-type: none"> Do not handle any disposed material Report to garden leader Garden leader to report to Council on 4921 0333 or land owner Avoid working in the area until the all clear has been given | |
| Injury from incorrect use of or faulty tools | <ul style="list-style-type: none"> Explain and demonstrate correct tool use techniques Only use tools and equipment appropriate for use on garden site Use PPE as required Always inspect tools before use and if signs of damage remove from use and report to garden leader Keep safe working distances from others working around you while using tools Ensure tool is safely stowed and/or does not create a trip hazard when not in use. Use of power tools is not permitted, with the exception of a hand held electric drill or small power saw. | |
| Injury or damage from faulty construction (eg garden beds or other garden structures) | <ul style="list-style-type: none"> Obtain design and construction advice to ensure structure is sturdy and safe Keep paths clear and level | |
| Injury from chemical use (eg organic chilli-based sprays) | <ul style="list-style-type: none"> Use of synthetic chemicals is prohibited Wear gloves and glasses when making, handling or applying chilli-based or other organic pest control Wash hands after making, handling or applying organic pest controls. | |
| Injury from contact with microorganisms (eg inhalation of dust or | <ul style="list-style-type: none"> Ensure dust masks are available for volunteers | |

| Health and Safety Hazards | Control Measures | Note any site specific issues |
|--|--|-------------------------------|
| ingestion of contaminated compost, potting mix or soil) | | |
| Injury from falling branches or vegetation | <ul style="list-style-type: none"> • Check for dead wood and branches that may fall • Avoid areas in windy conditions • Maintain an awareness of surroundings • Wear eye protection | |
| Managing Incidents Potential Emergencies and First Aid Kit | <ul style="list-style-type: none"> • Ensure emergency accessways are clear • Ensure emergency procedures (eg meeting place and evacuation route) are in place and known by participants • Register participants in Daily Work Diary participants upon arrival • Carry appropriate first aid kit for number of people on site • Check contents regularly and ensure adequately stocked • Ensure you or someone in your group has a charged mobile phone available. • In the event of a serious incident, contact emergency services • Working alone is not encouraged, but is allowed for small regular tasks such as watering, planting or tending a garden bed or compost. Tasks including heavy manual labour, moving large amounts of materials, or construction may not be undertaken while working alone. | |
| Health risks associated with food preparation and handling | <ul style="list-style-type: none"> • Ensure adequate facilities are available for intended food preparation(eg heating / cooling) • Adhere to standards set out by www.foodstandards.gov.au . | |
| Risks to child safety and welfare | <ul style="list-style-type: none"> • Any children attending must be under the direct supervision of their parent or guardian (eg school teacher) at all times. • Ensure volunteers complete a 'Working with Children Check' for child-related activities. | |
| Injury and health risks associated with drug and alcohol use | <ul style="list-style-type: none"> • Smoking, consumption of alcohol and illegal drugs are not allowed on the garden site. | |
| Injury associated with pets on the site | <ul style="list-style-type: none"> • Pets and other domestic animals are not allowed on the site with the exception of registered Assistance Animals. | |

Environmental hazards and controls

Discuss the key environmental hazards and controls presented by gardening activities.

| Environmental Hazards | Control Measures | Note any site specific issues |
|--|---|-------------------------------|
| Unapproved activities carried out on site | <ul style="list-style-type: none"> • Operate in accordance with Agreed Action Plan for garden site | |

| Environmental Hazards | Control Measures | Note any site specific issues |
|---|---|-------------------------------|
| Identified historic and/or indigenous site conditions | <ul style="list-style-type: none"> Explain any identified historic and/or indigenous site conditions that must be complied with, and refer to Agreed Action Plan | |
| Planting Inappropriate species selection | <ul style="list-style-type: none"> Avoid introducing any noxious or environmental weeds to the site. | |
| Weeding Inappropriate identification of plants | <ul style="list-style-type: none"> Leave plant if unsure Seek advice from garden leader or other Garden Member if required | |
| Compost, mulch or soil runoff Pollution of water bodies | <ul style="list-style-type: none"> Ensure mulch, compost or soil does not wash into waterways by placing away from water flow areas and allowing a buffer of vegetation adjacent to compost areas and garden beds. | |
| Fire | <ul style="list-style-type: none"> No smoking or discarding of smoking material on site Do not work on extreme fire danger days Identify the evacuation assembly area | |
| Theft or damage to garden site and / or equipment | <ul style="list-style-type: none"> Ensure garden tools and other equipment are secured or taken off site when members are not present | |
| Excessive water use | <ul style="list-style-type: none"> Educate volunteers about efficient watering practices If possible, utilise rainwater, eg install a water tank | |
| <i>Note any additional issues that have been discussed as part of the site induction</i> | | |

Incident, Accident or Near Miss reporting

Discuss the procedure to follow in the case of an incident.

1. Ensure the wellbeing and safety of all participants as a priority.
2. Report the incident to other gardeners, and/or the garden leader immediately.
3. Review the required level of medical attention.
 - o **First aid only** (eg a band aid) - Record the incident in the Garden Work Diary, and notify a garden leader who will forward a copy to the Alliance as normal for review.
 - o **Medical assistance** – Ensure that the person involved is safe from further injury, and seek medical assistance.

As soon as possible following the incident, the people involved are required to complete all the details on this form.
http://www.sustainableneighbourhoods.org.au/uploads/6/7/0/6/6706950/13_-_incident_accident_or_near_miss_report_-_form.doc
Ring the Alliance on 4921 0117 as soon as possible.
4. Do not admit liability or indicate the Alliance will meet any claims.

