

Community gardens

Garden Work Diary



- 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.
- Complete a Work Diary entry for every work session

Instructions

1. This document is essential to record:
 - Who is present on the site; and
 - That the risks associated with the day's activities have been considered and measures taken to reduce the risks.
2. Please complete a Work Diary entry for each work session, including:
 - What activities were undertaken on the day; and
 - How many hours you / your group has worked.

This information greatly assists funding applications, as a record of the 'in-kind' contributions being made by the garden volunteers.
3. Return the top copies of the Work Diary form to the Alliance so that the progress on your site can be recorded and updated.

Lake Macquarie Sustainable Neighbourhood Alliance (Inc)

www.sustainableneighbourhoods.org.au admin@sustainableneighbourhoods.org.au

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Garden Work Diary

All garden attendees must complete their details below.

Please include details for children under 18 years old, with signature of parent or guardian. All visitors must be accompanied by a Garden Member and have been inducted to the site.

Garden location	
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Date	Gardener's Name	Group ¹ (if applicable)	Member or Visitor?	Visitors: name of supervising Member or Parent ²	Site induction complete? ³	Start Time	Finish Time	Work Performed	Signature of supervising Member ⁴

Site hazards

Refer to the risk management plan detailed in your Induction Book. If any additional hazards are identified, appropriate controls must be put in place prior to work being carried out, and in consultation with relevant people. Provide details below.

Hazards	Identified by	Control Measures

Notes

1. All groups must be supervised by a Garden Member
2. All visitors must be supervised by a Garden Member. All children must be supervised by a parent or guardian who is a Garden Member
3. All adults must be inducted to the site
4. A supervising Garden Member is responsible for the safety and behaviour of all accompanying visitors or children