

# Community Garden

## Work Health & Safety - Risk Assessment (RA) & Safe Work Method Statement (SWMS)



Garden name: **Market Garden Park Community Garden**

### Part 1 - Description of activities involved with working in the Community Garden

Garden activities	Possible Safety or Environmental Hazards (What can harm you)	Risk Rating	Possible Control Measures to Reduce the risk (Can this job be done in a safer way?)	Risk after controls	Management Committee Member & New Garden Member Initial
Duty of first person/s to arrive on site - do inspection of garden prior to start of work	Hidden and/or sharp objects, debris, rubbish, objects blocking pathways or lying in garden beds  Uneven or wet surfaces	Medium	<ul style="list-style-type: none"> <li>Visual inspection of the area and identified hazards and controls discussed and understood by all garden members gardening on day</li> <li>Clean up debris, rubbish and objects blocking pathways or lying in garden beds prior to commencement of work</li> <li>Use your own gloves and wear them at all times</li> <li>Wear protective clothing, footwear and mask as required</li> <li>Avoid working in wet weather</li> <li>Carry mobile phone in case of incidents</li> </ul>	Low	
Moving and carting plants/materials/soil  Collecting and transporting tools from storage place to garden bed  Turning compost	Possible back, neck, shoulder injuries, finger entrapments  Possible injury to others while moving and carting materials  Possible tripping over tools  Breathing in harmful particles	Medium	<ul style="list-style-type: none"> <li>Assess materials to be moved – weight, distance, size</li> <li>Warm up body before starting physical activity</li> <li>Use correct manual handling technique, consider using any available moving equipment to assist with cartage e.g. wheel barrow, trolley etc.</li> <li>Use your own gloves and wear them at all times</li> <li>Wear protective clothing, footwear and mask</li> <li>Ensure tools are placed safely on site &amp; are not on main access paths</li> <li>Ensure members of public can move freely along public pathways of garden while performing tasks on site</li> </ul>	Low	

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			<ul style="list-style-type: none"> <li>• Wear insect repellent (if prone to allergic reactions from insect bites) or protective clothing</li> <li>• If you suffer from severe allergic reactions let other gardeners know, show them your Individual Emergency Action Plan, carry medication, &amp; alert others in group to your condition. If a reaction occurs administer medication &amp; call medical help.</li> <li>• Carry a mobile phone in case of incidents.</li> </ul>		
Placing and planting plants in their desired location	Back, neck, shoulder injuries, finger entrapment	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Use correct manual handling technique</li> <li>• Use your own gloves and wear gloves at all times</li> <li>• Warm up body before starting physical activity.</li> </ul>	<b>Low</b>	
Dig holes for plants	Cutting off toes & foot injuries. Back, neck, shoulder injuries. Dust inhalation. Dust in eyes.  Injuries to body: <ul style="list-style-type: none"> <li>• eye injuries from sticks and protuberances</li> <li>• cuts and scratches</li> <li>• allergic reactions to plants, insects</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Use your own gloves and wear them at all times</li> <li>• Wear protective clothing, footwear and mask (as required)</li> <li>• Wear protective eyewear (as required)</li> <li>• Alert others to location of any toxic plants eg. rhus, asthma weed &amp; consider marking these so they are obvious to everyone –remove appropriately</li> <li>• Warm up body before starting physical activity</li> <li>• Wear insect repellent (if prone to allergic reactions from insect bites) or protective clothing</li> <li>• If you suffer from severe allergic reactions let other gardeners know, show them your <i>Individual Emergency Action Plan</i>, carry medication, &amp; alert others in group to your condition. If a reaction occurs administer medication &amp; call medical help.</li> </ul>	<b>Low</b>	

## Part 1 - Description of activities involved with working in the Community Garden

Garden activities	Possible Safety or Environmental Hazards (What can harm you)	Risk Rating	Possible Control Measures to Reduce the risk (Can this job be done in a safer way?)	Risk after controls	Management Committee Member & New Garden Member Initial
Place plants in desired holes and push soil in firmly around base of plant.	Back, neck, shoulder injuries. Dust inhalation. Dust in eyes.	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Use correct manual handling technique</li> <li>• Use your own gloves and wear them at all times</li> <li>• Wear protective clothing, footwear and mask (as required)</li> <li>• Wear protective eyewear (as required)</li> </ul>	<b>Low</b>	
Watering of plants using either hose or watering can and apply water to base of plant.	Back, neck, shoulder injuries, finger entrapments, manual handling, hose as trip hazard	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Use correct manual handling technique, carry only what body is capable of</li> <li>• Gardeners to be aware of their surrounds and possible trip hazard caused by hose on ground.</li> </ul>	<b>Low</b>	
Removal and storage of unused or unwanted site materials.	Back, neck, shoulder injuries, finger entrapments, manual handling	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Garden members to determine in consultation with each other and assess materials to be moved –weight, distance, size &amp; warm up body before starting physical activity</li> <li>• Use correct manual handling technique, consider the use of available moving equipment e.g. wheel barrow, trolley etc.</li> <li>• Use your own gloves and wear them at all times</li> <li>• Wear protective clothing, footwear and mask (as required)</li> <li>• Wear protective eyewear (as required)</li> <li>• Ensure members of public can move freely along public pathways of garden.</li> </ul>	<b>Low</b>	
Pruning and/or cutting plant material	Cuts, hand, back, neck, shoulder injuries, finger entrapments, manual handling		<ul style="list-style-type: none"> <li>• Use your own gloves and wear them at all times</li> <li>• Wear protective clothing, footwear and mask (as required)</li> <li>• Wear protective eyewear (as required)</li> <li>• Ensure members of public can move freely along public pathways of garden.</li> <li>• Use correct manual handling technique, consider the use of available moving equipment e.g. wheel barrow, trolley etc. to remove garden waste</li> </ul>		

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## Part 2 – Safe Work Method Statement

### All garden members to be made aware of the regulations instructed on this SWMS

Tools and Equipment	Maintenance details of plant/equipment used on job
First Aid Kit Trowels, Spades, Rakes, Forks, Mattocks, Secateurs, Loppers Watering Cans, Retractable Hose Wheel barrows Compost Equipment – Compost bins, Worm farm	<ul style="list-style-type: none"> <li>• Check tools for faults before use.</li> <li>• Do not use faulty tools.</li> <li>• Clean all tools before and after work session. Use methylated spirit spray and cloth to avoid COVID and other pest or disease contamination.</li> <li>• Notify Community Gardens Officer of faulty tools for collection and repair.</li> <li>• Council owned tools and First Aid Kit are picked up and checked annually by WCC staff.</li> <li>• No power tools to be used on site, without notification to Community Garden Officer.</li> <li>• Ensure hose and retractable hose are free of dirt when finishing and water released from hose before finishing.</li> </ul>
<h4 style="text-align: center;">Required for Gardeners Undertaking Garden Activities</h4> <ul style="list-style-type: none"> <li>• Members to sign on and off on Member Attendance Sheet</li> <li>• Gauge whether new garden members require on the job training. New garden members should be accompanied and assisted by experienced garden member for first few meetings in garden.</li> <li>• It is preferred garden members work in teams and preferably never alone on site. Where possible a minimum team of two members work together on allocated tasks.</li> </ul>	
<h4 style="text-align: center;">Requirements for Exotic Pest Control and Keeping a Healthy Garden</h4>	

- Ensure clothing, footwear and tools are free of loose soil or plant matter before entering or leaving the garden.
- Use certified material
- Maintain a log of garden inputs such as seeds, planting material, plant protection, crop rotation and daily activities
- All members are familiar with exotic and endemic threats of crops grown
- Keep garden clean – clear the garden each season of dead plant debris, some pests will overwinter on host plant debris
- Ensure plant debris and trimmings are disposed of appropriately
- Remove diseased plant material and place in green waste bin
- Manage weeds in the garden with removal and use mulch to deprive weeds of light
- Harvest mature fruits and vegetables that are not being kept for seed saving. Don't allow to rot on site.

### PPE Personal Protection Requirements

<input checked="" type="checkbox"/> Gloves – used only by Owner (no sharing of gloves on site)	<input checked="" type="checkbox"/> Face Mask (if shoveling soil, potting mix, manure, mulch, compost)	<input checked="" type="checkbox"/> Safety non-slip enclosed footwear - no open toe shoes	<input checked="" type="checkbox"/> Sun protection e.g. hat, long sleeve top, sunblock	<input checked="" type="checkbox"/> Eye protection – eye goggles (if dusty and/or windy while handling soil, potting mix, manure, mulch, compost)
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### Who is at risk?

Garden members	Garden visitors	General Public	Wildlife
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### Potential Environmental Hazards Considerations

Air pollution from dust	Water spills on ground mixing with soil	Soil erosion	Spills of water on paths	Insect bites	Hazards to flora/fauna	Overhanging or fallen branches onto paths
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### Potential WHS Hazards

Manual handling	Wind - blown dust	Faulty tools or equipment	Fallen or overhanging branches	Water spillage	Dangerous material found on site
Over-exposure to sun	Dehydration	Extreme Hot/Cold	Slipping and falling	Reaction to insect bites	Incremental weather

### Fire/Emergency Equipment Requirements [e.g. fire extinguisher, rescue gear etc.]

First Aid Kit, mobile phone, water, contact persons (inc. phone numbers) of all gardeners at hand and location known by management committee, provision of unused spare gloves and clean spare sun protective hat and unused masks for members and possible visitors or newcomers.

### Part 3 – Sign Off

I have read the RA/SWMS and I understand its contents. I confirm that I have the skills and awareness to carry out gardening activities in the community garden. I agree to comply with safety requirements within this SWMS including safe work instructions and any Personal Protective Equipment requirements.

Garden Member	Signature	Date	Contact details

Record the name of member undertaking the review and the date it was undertaken:

Management Committee Member On behalf of Artarmon Parklands Community Garden	Signature	Date	Contact details

Please forward copy to Willoughby City Council Community Garden Officer