



SWAMP
CENTRAL COAST

WORK HEALTH & SAFETY INDUCTION

Only persons who have been inducted to the site are permitted to work on the garden site.

TO WORK IN ANY CAPACITY AT THE SWAMP SITE:

All volunteers of any nature, whether they intend to undertake manual work or not, must complete this site induction before they start work in the garden.

They must follow the instructions in this guide to ensure that site hazards are identified, and measures are taken to remove or reduce any risks.

A site induction record must be completed for every new participant at the garden site and repeated on an annual basis for all volunteers.

SWAMP Garden Risk Management Team

Name	Phone	Email
Sue Bradley	0439454449	sue.bradley@in8concepts.com.au
Cassie Harris	0431170776	cassie.harris@swampcentralcoast.com.au

CONDITIONS OF PARTICIPATION

Participants in garden activities must:

- Undertake and complete site induction, sign induction and retain a personal copy.
- Sign a daily work diary entry for each working occasion.
- Register any visit to site under current COVID reporting obligations.
- Be dressed appropriately for they intend to work undertake and this will include hat, gloves, covered shoes and sun-safe clothing. If applicable to the work involved, eye, ear and respiratory protection may also be required and will be indicated in the Agreed Action Plan.
- Have read through the list of duties, both ongoing and current, and have no medical condition that would limit their capacity to undertake duties they choose to do.
- Use techniques that adhere to sustainable gardening principles.
- Only undertake work that is consistent with the Agreed Action Plan for the garden site.
- Take reasonable care for their own health and safety, and make sure that their acts or omissions do not adversely affect the health and safety of other persons visiting and working with both SWAMP and other facilities at Central Coast Wetlands.
- Take reasonable care to ensure the protection of assets, grounds and structures of SWAMP and Central Coast Wetlands
- Comply with any reasonable instruction that is given by SWAMP leaders regarding work health and safety and to abide by current and evolving policies and procedures.
- Ensure that their participation both on and offsite enhances the relationship between Central Coast Wetlands, other visiting and collaborating groups and the general community.

Standard Garden Work and Participation

Physical requirements may include the following and will be modified by the participant to suit their individual ability. Such modification must be indicated to the Site Leader of the Day.

- All movement through the garden involves working and walking on uneven ground and encountering natural and created structures involves balance, hearing and vision.
- Moving and working on the garden site involves lifting and carrying equipment and materials of various weights, sizes and materials.
- General gardening of planting and weeding and this involves walking, standing, bending and kneeling.
- Use of hand tools to undertake planting, weeding and pruning will involve hand dexterity.
- Communication and interaction between other volunteers, collaborator's and visitors to site and this involves mental, emotional and physical interactions.

SWAMP Community Garden Risk Management Plan

Your induction includes discussion of this plan with a member of the Risk Management Team and the signing of this personal copy and the signing of the membership form which will prove full comprehension of the Risk Management Plan.

Health and safety information

Key aspects of health and safety at the SWAMP site

		Notations
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	Explain what tools and equipment are permitted to be used on the garden site and the safety measures to be taken when using them. Use of power tools is not permitted, with the exception of a handheld electric drill or small power saw.	
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	Notations
<p>Exposure to sun, wind, and rain from working outdoors</p> <p>(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 (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	Notations
<p>Injury or damage related to extreme weather events</p>	<ul style="list-style-type: none"> • Cancel activities in case of extreme weather 	
<p>Injury related to incorrect manual handling</p> <p>(eg lifting and moving soil, mulch and other materials; digging and bending over)</p>	<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 	
<p>Injury from slips, trips, and falls</p> <p>(eg uneven ground, wet surfaces, items or materials blocking walkways, equipment left behind)</p>	<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 	

<p>Contact with disposed material</p> <p>(e.g. illegal dumping)</p>	<ul style="list-style-type: none"> • Do not handle any disposed material • Report to garden leader • Garden leader to report to the Wetlands Management Board and Council. • Avoid working in the area until all clear has been given 	
<p>Injury from incorrect use of or faulty tools</p>	<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 Day Leader. • Damaged tools must be tagged and removed from service. • 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 by general garden volunteers, with the exception of a handheld electric drill or small power saw. 	
<p>Injury or damage from faulty construction</p> <p>(eg garden beds or other garden structures)</p>	<ul style="list-style-type: none"> • Obtain design and construction advice via the Action Plan and follow the Leaders instructions to ensure structure is sturdy and safe • Keep paths clear and level 	
<p>Injury from chemical or organic-based controls</p>	<ul style="list-style-type: none"> • Use of synthetic chemicals is prohibited • Wear gloves and glasses when making, handling or applying chilli-based or another organic pest control • Wash hands after making, handling or applying organic pest controls. 	
<p>Injury from contact with microorganisms via inhalation or contact</p>	<ul style="list-style-type: none"> • Dust masks are available and must be worn and volunteers must wear their own gloves 	
<p>Health and Safety Hazards</p>	<p>Control Measures</p>	<p>Notations</p>
<p>ingestion of contaminated</p>	<ul style="list-style-type: none"> • Correct and clear labelling of all such 	

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 (e.g. meeting place and evacuation route) are in place and known by participant • 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 (dial 000) • Working alone onsite is not permissible at any time. 	
Health risks associated with food preparation and handling	<ul style="list-style-type: none"> • Ensure adequate facilities are available for intended food preparation (e.g. 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 (e.g. schoolteacher) 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	Notations
Unapproved activities carried out on site	<ul style="list-style-type: none"> Operate in accordance with Agreed Action Plan for SWAMP 	
Environmental Hazards	Control Measures	Notations
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"> No plant to be introduced outside of Garden Action Plan 	
Weeding Inappropriate identification of plants	<ul style="list-style-type: none"> Leave plant if unsure Seek advice from garden leader or another 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 	
Excessive water use	<ul style="list-style-type: none"> Educate volunteers about efficient watering practices 	
Note any additional issues that have been discussed as part of the site induction		

Incident and Accident Reporting

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

- Ensure the wellbeing and safety of all participants as a priority.
- Report the incident to other SWAMP members onsite and the Day Leader immediately.
- Review the required level of medical attention
 - First aid only (e.g., a band aid) - Record the incident in the Garden Work Diary, and notify a Day Leader who will forward a copy to the Garden Risk Management Team for review.
- 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 the Incident and Accident Reporting Form
- Do not admit liability or indicate the SWAMP or Central Coast Wetlands will meet any claims.

I,have completed induction training at SWAMP Central Coast
(print full name)

with Garden Risk Management Team Member

(member to sign)

on and have fully understood and will adhere to this plan.

.....

(inductee to sign)

SWAMP
(Sustainable Wetlands Agricultural Makers Project) Central Coast
www.swampcentralcoast.com.au