

Description of hazard	Location or task	Potential harm	Eliminate, Isolate, Substitute, Engineer or Minimise	Controls applied	Frequency of monitoring	Person responsible
<p>A volunteer/participant has existing medical condition(s), e.g.: heart problems, back problems or pregnancy</p>	<p>Task</p>	<p>Possible aggravation of pre-existing medical condition</p>	<p>Isolate</p>	<p>Pre-work briefing to include: A request that volunteers/participants to provide information on existing medical conditions at the beginning of each session. This should include information on any special requirements, treatment required in case of an episode, and all medication carried. Should recent medical conditions be disclosed, assessment to be made as to continuation of involvement in any physical labour. Ensure that work allocated is within limits of the affected person(s).</p>	<p>Pre-work</p>	<p>Site Manager /All Participants</p>
<p>Safety instructions are not followed by volunteers/participants</p>	<p>Task</p>	<p>Physical injury to themselves or another participant</p>	<p>Eliminate</p>	<p>Advise the non-complying person(s) of the safety requirements that need to be complied with. It should be pointed out that safety is everyone’s responsibility, i.e. in case of an incident, the person could be held liable due to their failure to comply with requirements. If non-compliance continues, repeat step one with a witness. If the non-complying person(s) activities pose a threat to others, stop the event until compliance is achieved, or else cancel the event.</p>	<p>Ongoing throughout the day</p>	<p>Site Manager /All Participants</p>

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<p>Trip hazard Work space is not clean, tidy and free of obstructions or items lying on the ground</p>	Location	Possibility of injury to themselves or others due to tripping and falling	Eliminate	Prior to commencement of work, PM is responsible to ensure the area is clean and tidy and organised. No items are left on traffic areas. Review throughout the day to ensure working space remains clear of clutter.	Upon arrival and diligently throughout the day	Site Manager /All Participants
<p>Falling debris Work space is not safe due to overhanging/broken branches and/or strong winds</p>	Location	Possibility of injury from debris falling from surrounding vegetation	Isolate	Prior to commencement of work, PM is responsible to ensure the area is safe by undertaking a visual site inspection of trees, and overhanging limbs of surrounding vegetation in the vicinity of the work site.	Upon arrival	Site Manager /All Participants
			Minimise	Wind is monitored throughout work period.	Diligently throughout the day	Site Manager /All Participants
<p>Sunlight</p>	Location	Exposure to U.V. radiation leading to sunburn and heatstroke	PPE	Appropriate clothing is worn, e.g., hats, long sleeves and sunglasses.	Ongoing throughout the day	Site Manager /All Participants
				Sunscreen is available and use advised.		

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Dehydration	Task	Physical harm to themselves caused by lack of hydration	Minimise	Ensure water is available and participants stay hydrated.	Ongoing throughout the day	Site Manager /All Participants
Wet weather/Cold exposure	Location	Physical harm to themselves caused by exposure to low temperature	PPE	Appropriate clothing is worn, e.g., hats, long sleeves and rain protection.	Ongoing throughout the day	Site Manager /All Participants
			Eliminate	If weather is too extreme stop the activity and seek shelter.		
Wheelbarrows	Task	Back injury	Minimise	Tool is used appropriately. Bending/lifting occurs at the knees not the back.	Ongoing throughout the day	Site Manager /All Participants
			PPE	Weight lifted/force applied is appropriate to participants' abilities.		
		Repetitive Injury	Minimise	Work is varied to prevent repetitive strain.		
			PPE	Gloves are worn to prevent blisters.		
		Loss of control Strains from overexertion/ twisting	Minimise	Do not overfill.		
			PPE	Closed shoes with adequate tread are worn.		

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Remove lid/slats on compost bin	Task	Strain from bending	Minimise	Safe lifting training for all processors.	Ongoing throughout the day	Site Manager /All Participants
		Splinters	PPE	Wear gloves for making compost. Have First Aid Kit nearby.		
		Crush injuries				
Garden forks	Task	Back injury	Minimise	Tool is used appropriately. Bending/lifting occurs at the knees not the back.	Ongoing throughout the day	Site Manager /All Participants
			Minimise	Weight lifted/force applied is appropriate to participants' abilities.		
		Repetitive Injury	Minimise	Work is varied to prevent repetitive strain.		
			PPE	Gloves are worn to prevent blisters.		
		Laceration	Isolate	Tines point directly to ground when not in use and in front and down when carrying.		
			PPE	Closed shoes are worn.		
Spades/Shovels	Task	Laceration	Isolate	Sharp edges point directly to ground when not in use and in front and down when carrying.	Ongoing throughout the day	Site Manager /All Participants
			PPE	Closed shoes must be worn.		

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		Back injury	Minimise	Tool is used appropriately. Bending/lifting occurs at the knees not the back.		
			Minimise	Weight lifted/force applied is appropriate to participants' abilities.		
		Repetitive Injury	Minimise	Work is varied to prevent repetitive strain.		
			PPE	Gloves are worn to prevent blisters.		
Rakes	Task	Back injury	Minimise	Tool is used appropriately. Force applied with straight back using arms and shoulders.	Ongoing throughout the day	Site Manager /All Participants
			Minimise	Force applied is appropriate to participants' abilities.		
		Repetitive Injury	Minimise	Work is varied to prevent repetitive strain.		
			PPE	Gloves are worn to prevent blisters.		
Secateurs Loppers Knives/Niwashi/	Task	Laceration	Isolate	When not in use blades are closed and stored sheathed or pointing directly to ground and in front and down when carrying.	Ongoing throughout the day	Site Manager /All Participants

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Hand blades			Isolate	When not in use, blades are sheathed pointing directly to ground.			
			Repetitive Injury	PPE			Closed shoes must be worn.
			Minimise	Work is varied to prevent repetitive strain.			
			PPE	Gloves are worn to prevent blisters and laceration from blades.			
Bio-aerosols/Legionnaires Disease	Task	Legionella are naturally occurring bacteria associated with water and soil. Inhaling contaminated water vapour/droplets or dust can result in a potentially life threatening strain of pneumonia,	Isolate	Ensure site is well-ventilated.	Ongoing throughout the day	Site Manager /All Participants	
			Isolate	Avoid working downwind of compost.			
			Minimise	Open any bagged materials slowly and away from you.			
			PPE	Wear respiratory protective equipment (RPE) such as a certified P2 disposable respirator mask if materials are "steaming" or emitting water vapour.			
			Minimise	Wet down dry materials and any areas that are "steaming" with a low pressure "shower" type hose fitting.			
PPE	Wear gloves when handling soil or compost material.						

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		Legionnaires Disease	PPE	Provide a clean-up kit with instructions, disposable respirators, water mist bottle, brush and shovel set, plastic bags and tape to seal the bags and ensure workers know how to use the kit.		
			Minimise	Wash hands carefully after handling soil and before eating, drinking, smoking or placing hands near the face.		
Dust and small particles	Task	Inhalation of dust and small particles from compost inputs causing respiratory issues <ul style="list-style-type: none"> • Hay bales • Saw dust • Leaf litter • Coffee grinds • Coffee husks 	Isolate	Ensure site is well-ventilated.	Ongoing throughout the day	Site Manager /All Participants
			Isolate	Avoid working downwind of compost		
			Minimise	Open any bagged materials slowly and away from you.		
			PPE	Wear respiratory protective equipment (RPE) such as a certified P2 disposable respirator mask if materials are "steaming" or emitting water vapour.		
			Minimise	Wet down dry materials and any areas that are "steaming" with a low pressure "shower" type hose fitting.		
	Task	Strain from bending	Minimise	Safe lifting training for all processors.		

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Replacing lid/slats on compost bin		Splinters	PPE	Wear heavy duty gloves for making compost. Have First Aid Kit nearby.	Ongoing throughout the day	Site Manager /All Participants

This document was reviewed in Jan 2019 by Sarah Jane Murray & Richard Lee.