

Description of hazard	Location or task	Potential harm	Eliminate, Isolate, Substitute, Engineer or Minimise	Controls applied	Frequency of monitoring	Person responsible
A volunteer/participant has existing medical condition(s), e.g.: heart problems, back problems or pregnancy	Task	Possible aggravation of pre-existing medical condition	Isolate	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).	Pre-work	Site Manager /All Participants
Safety instructions are not followed by volunteers/participants	Task	Physical injury to themselves or another participant	Eliminate	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.	Ongoing throughout the day	Site Manager /All Participants

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Trip hazard Work space is not clean, tidy and free of obstructions or items lying on the ground	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
Falling debris Work space is not safe due to overhanging/broken branches and/or strong winds	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
Sunlight	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.		
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

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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.		
Carrying hand-held Bokashi buckets	Task	Back injury	Minimise	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.		
			Minimise/PPE	Use a hand trolley to move buckets between sites.		
Filling base with dry material	Task	Back injury	Minimise	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. If bag is too heavy, dispense appropriate weight into a separate bucket and fill with that.		
		Inhalation of dust and small particles	Eliminate	Use a mister bottle to wet dry materials down to prevent small particles becoming airborne.		
			Isolate	Avoid working downwind.		

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			PPE	Dust masks are available and worn if wetting does not eliminate airborne particles.		
Transferring food scraps from smaller bucket to large Bokashi bin	Task	Back injury	Minimise	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. If bucket is too heavy, dispense appropriate weight into a separate bucket and fill with that.		
Compacting Bokashi Bin	Task	Back injury/Muscle strain	Minimise	Lift compacting tool in front of the bin with <ul style="list-style-type: none"> • two hands, • straight back, and • legs apart. <p>Allow weight of tool to force compaction.</p>	Ongoing throughout the day	Site Manager /All Participants
		Repetitive Injury	Minimise	Work is varied to prevent repetitive strain.		
			PPE	Gloves are worn to prevent blisters.		
Dusting Bokashi with activator	Task	Inhalation of dust and small particles	Isolate	Avoid working downwind.	Ongoing throughout the day	Site Manager /All Participants
			Minimise	Use a mister bottle to dispense airborne small particles.		

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Moving Bokashi wheelie bin	Task	Back injury/muscle strain	Minimise	Weight lifted/force applied is appropriate to participants’ abilities and terrain.	Ongoing throughout the day	Site Manager /All Participants
		Loss of control	Minimise	Do not overfill.		
		Strains from overexertion/ twisting Impact injuries to others	PPE	Shoes with adequate tread are worn.		
Emptying Bokashi wheelie Bin	Task	Back injury/Muscle strain	Minimise	Weight lifted/force applied is appropriate to participants’ abilities and terrain.	Ongoing throughout the day	Site Manager /All Participants
			Isolate	Wheels are secured prior to tipping to prevent accidental movement.		
			Minimise	Tipping and turning bin is performed slowly, using the knees and keeping the back straight.		

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		Crush injuries	PPE	Gloves and closed shoes with adequate tread are worn.		
Washing Bokashi bins with hose or water blaster	Task	Inhalation of vapour - Bacteria such as legionella are naturally occurring in water and soil. Inhaling contaminated water vapour/droplets or dust can result in a potentially life threatening strains of pneumonia or other infections.	Isolate	Ensure site is well-ventilated.	Ongoing throughout the day	Site Manager /All Participants
			Isolate	Avoid working downwind of water vapour.		
			PPE	Wear disposable respirators.		
			PPE	Wear gloves.		
			Minimise	Wash hands carefully after handling soil and before eating, drinking, smoking or placing hands near the face.		

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