

Description of hazard	Location or task	Potential harm	Eliminate, Isolate, Substitute, Engineer or Minimise	Controls applied	Frequency of monitoring	Person responsible
<b>A volunteer/participant has existing medical condition(s), e.g.: heart problems, back problems or pregnancy</b>	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
<b>Safety instructions are not followed by volunteers/participants</b>	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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<b>Trip hazard</b> 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
<b>Falling debris</b> 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
<b>Sunlight</b>	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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<b>Dehydration</b>	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
<b>Wet weather/Cold exposure</b>	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.		
<b>Wheelbarrows</b>	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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		Impact injuries to others	Minimise	Weight lifted/force applied is appropriate to participants' abilities and terrain.	Ongoing throughout the day	Site Manager /All Participants
<b>Opening worm farm lid</b>	Task	Strain from movement	Minimise	Weight lifted/force applied is appropriate to participants' abilities.	Ongoing throughout the day	Site Manager /All Participants
		Splinters	PPE	Wear gloves for making compost. Have First Aid Kit nearby.		
		Crush injuries	Minimise	Ensure lid is secure from slamming shut.		
<b>Filling or emptying worm farm</b>	Task	Strain from movement	Minimise	Weight lifted/force applied is appropriate to participants' abilities.	Ongoing throughout the day	Site Manager /All Participants
		Repetitive Injury	Minimise	Work is varied to prevent repetitive strain.		
		Laceration from raw materials including <ul style="list-style-type: none"> <li>● Sharp vegetation</li> <li>● Staples in torn up cardboard</li> </ul>	PPE	Wear heavy duty gloves for making compost. Have First Aid Kit nearby.		

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<b>Garden forks</b>	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.		
<b>Rakes</b>	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.		

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<b>Replacing lid/slats on compost bin</b>	Task	Strain from bending	Minimise	Safe lifting training for all processors.	Ongoing throughout the day	Site Manager /All Participants
		Splinters	PPE	Wear heavy duty gloves for making compost. Have First Aid Kit nearby.		

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