



Site induction checklist

Hilton Harvest Community Garden is an incorporated not-for profit community garden located in Hilton, WA. The garden is open at all times and is used by visitors and dog walkers, volunteer gardeners, ploholders, school groups, contractors (including workshop facilitators and Work for the Dole coordinators), and work for the dole participants. This document is to provide guidelines for volunteers and ploholders.

Garden safety is very much about common sense and thinking about what we do before we do it. Hilton Harvest Management Plan states that ploholders:

- *Are responsible for their own safety, the safety of and / or damage cause by their children and / or pets;*
- *Garden at their own risk and that HHCG is not liable for any injury incurred or for the loss or damage of any possession;*
- *Respect their fellow gardeners, eg: keep weeds at bay around their plots, not shading neighbouring plots, and so on;*

This document is in addition to this.

Current garden activities and hazards

- If you're volunteering at the garden, check in with your volunteer coordinator who will make you aware of the days activities at the garden, including any construction work, vehicular movements etc.
- If you notice anything hazardous please advise a committee member

Shoes, clothing and personal protective equipment and weather considerations

- When working in the garden people must wear closed in shoes (no thongs or sandals)
- Wear weather appropriate clothing, for example in warm weather wear a hat and drink plenty of water. If weather is extreme, postpone the activity.
- Use sunscreen provided
- Use gardening gloves provided
- If you suffer asthma or similar or if you are completing dusty tasks (such as turning compost or cleaning chookship) use the dust masks provided

Lifting and manual tasks

- Assess the item you want to lift and ask for help if needed
- Bend your knees and crouch down to lift something heavy. Do not put strain on your back.
- Use the stepladder provide to access items on higher shelves

Safety equipment location

- The first aid kit is located on the wall at the back of the 'tea room'. A second smaller, portable kit is located on the shelf in the tea room.
- The fire extinguisher is located at the front of the 'tea room'. A second larger fire extinguisher is located inside sea container 2. These are both dry chemical extinguishers and can be for use on Class A: Fires with trash, wood, paper or other combustible materials as the fuel source; Class B: Fires with flammable or combustible liquids as the fuel source; Class C: Fires involving electrical equipment and; Class D: Fires with certain ignitable metals as a fuel source.
- The fire blanket is located on the wall mounted first aid kit in the 'tea room'.
- Handwashing basin is located outside the 'tea room'. Please use this rather than the indoor basin. Wash hands after working in the garden, particularly after using chemicals or soil additives etc

Use of tools

- Only use tools that are appropriate for the job.
- If a tool is broken please advise a committee member and store it in in sea container 2.
- Carry long handled tools such as spades and forks one at a time or use a barrow. Do not carry them over your shoulder.
- When using tools ensure there is ample room; check no one is behind you who could be accidentally hit.
- Power tools are not to be used by volunteers or ploholders without prior discussion with a committee member. Power tools are not to be hired out.

Tidiness and Trip hazards

- Never place tools on paths. Place them leaning up against something or if you do have to lay it down place it with sharp edges and spikes down.
- When storing items in the sheds place lightest items higher and heavy items lower. Use a stepladder and ask for assistance when taking something from a high shelf.
- Store items in tubs or in a way that reduces spill risks.

Use of chemicals, soil additives etc

- Store chemicals, soil additives so they are clearly marked and away from children.
- Always follow directions on packaging for each chemical or soil additive etc
- Use care when applying sprays and wash hands after use. Even organic home made sprays, such as chilli and garlic sprays, can cause irritation to skin eyes and caution is required.

Supervision of children and other community members (elders, disabled people)

- Parents or guardians are responsible for the safety of their children
- Carers or companions are responsible for the safety of people with disability or elders

Emergency procedures

- Refer to emergency service phone numbers located in the back of the tea room.
- In an emergency please assemble on the oval of Hilton Primary School via the nearest open gate

Contraband (smoking, drug use)

- All smoking and drug use is prohibited at Hilton Harvest
- Anyone under the influence of drugs or alcohol will be asked to leave

Spiders, insects and snakes

- Do not try to touch, pick up or kill any spiders, insects or snakes
- If you are bitten, use the first aid kit and practice first aid and if necessary (in the case of snake bites) call an ambulance immediately.

Last updated 15/4/2018