



## PROVISIONAL HEALTH AND SAFETY INDUCTION AND PROTOCOLS FOR GARDENING AND GROUNDS ACTIVITIES AND WORKING BEES

### INFORMATION FOR ACTIVITY LEADERS

Issued by the Rector 21 June 2019

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This protocol identifies controls to minimise the risk of harm in relation to gardening activities on church grounds. Gardening in the church grounds can present some risks that are not typical of other church related activities. These include:

- Thorny plants
- Exposure to toxic organic matter (microbial, faecal etc)
- Cuts and sprains, puncture wounds, crash injuries
- Heavy lifting
- Bites or allergic reaction (eg. insects and pests)

**All people involved in gardening and grounds activities – including volunteers - must receive induction and agree to comply with these protocols before commencing work.**

#### 1. Risk Assessment

The person(s) leading the activity must complete a risk assessment before the activity commences.

This will consider issues such as:

- site hazard identification e.g. trip hazards, shared traffic issues?
- risk assessments in respect of any hazardous chemicals or equipment to be used?
- Availability of protective equipment
- Emergency and evacuation procedures
- Make sure first aid kit is available. Anyone with first aid qualifications to be present?
- Bad weather policy – including fire danger, storms, wind and ice conditions
- Skill level and equipment required for the tasks – making sure equipment that minimises risk is available (eg. Wheelbarrows to carry heavy loads).
- induction session for all new gardeners?
- Proper activities / equipment and supervision of any children present and appropriate WWVP and Safe Ministry clearance of leaders / child supervisors?
- Other factors relevant to the planned activity that may present risk.
- Equipment must be checked to be in good, safe working order and that no safety equipment has been removed from any equipment.
- Poisoning from misuse of chemicals
- Risk of bites / stings / cuts from snakes, and insects
- Risk of drowning where open water (e.g. tanks, ponds, pools or dams) is present on the garden site
- Working at heights

- Damaged fencing or raised garden bed retaining walls causing abrasions and other injury
- Allergic reactions to plants, insects or risk of scratches / cuts from plants – protective clothing to be worn
- Participants not to work alone and the group to begin / conclude at a set time with sign on/ off sheet.

## 2. INDUCTION

Have all participants:

- Confidence and skill in correctly using or been advised of the correct way to use equipment?
- Been made aware of first aid and emergency / evacuation procedure?
- Advised of the potential microbial hazards of mulch, manure and compost?
- Have all thorny plants been identified to participants?
- Been advised of the requirement to use personal protective equipment and the potential for hazardous objects such as syringes to be found in the garden beds and leaf litter?
- Been advised of the availability of the toilets for handwashing and the necessity of handwashing before eating/ drinking?
- Been provided with access to clean drinking water?
- Been advised of a secure place to leave any personal items?
- Agreed to use personal protective equipment as appropriate to the tasks being performed – gloves, boots, ear protection, protective glasses?
- Agreed not to work with tools at height
- Agreed not to use power cords
- Agreed not to use power tools which they have not been trained and/or licensed to use?
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### **POLICIES AND PROCEDURES**

- A copy of the Health and Safety Policy Statement and Policy should be provided to all participants at or prior to the time of induction.
- **All participants should be made aware of the protocol for disposal of needlesticks/ syringes.**



# PROTOCOL FOR GARDENING GROUP ACTIVITIES

Issued by the Rector 21 June 2019

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This protocol identifies controls to minimise the risk of harm in relation to gardening activities on church grounds. Gardening in the church grounds can present some risks that are not typical of other church related activities. These include:

- Thorny plants
- Exposure to toxic organic matter (microbial / soil borne micro-organisms, faecal etc)
- Cuts, scratches and sprains, puncture wounds
- Heavy lifting
- Bites or allergic reaction (eg. insects and pests)
- Sharps (eg. used syringes disposed of in hedges / garden beds)
- Uneven surfaces and crash injuries

## General Protocols

- Participants must wear appropriate gloves for handling organic matter or equipment.
- Appropriate masks must be worn for handling manure, compost and mulch
- Non-organic chemicals are not to be used on site
- Skin contact must be avoided with faeces and faeces should be bagged and disposed of before work begins.
- Safe lifting and handling procedures should be followed at all times.
- Protective gloves must be worn when handling waste or clearing rubbish / debris.
- Participants should not reach into hedges / garden beds etc where they cannot see what they may come into contact with and must exercise caution in relation to sharps.
- Sharps must be collected according to the Sharps Protocol (see below)
- All participants must wash hands before eating and drinking
- All incidents must be reported through the incident log system.
- All participants must sign on/off.
- Protective eye wear should be worn as recommended for equipment and activities and when dealing with thorny plants.
- Any broken skin must be covered with waterproof bandaid / plaster before working commences.
- All cuts and scratches will be immediately washed and treated.
- Tools will be left in clear view and in safe positions and any site trip hazards will be notified to all participants.
- Lone working on ladders is not permitted.
- Any activity assessed as high risk is not to be undertaken.

## Hazardous Equipment - protocols

- **No power tools or hazardous chemicals are to be used until further protocols and induction is provided.**

## **Sharps Protocol**

In the event that a needlestick/ used syringe or sharps are found on church premises, the following procedure is to be followed:

1. Do not touch or attempt to move the object or to place its cap on it
2. Advise the activity leader and ensure that no one is in danger of injury – do not leave discovered needlesticks unattended.
3. Do not allow others near the needlestick.
4. No attempt is made to remove the needlestick without using appropriate tongs, puncture proof /protective gloves. Do not improvise with sticks or other equipment.
5. The needlestick should be removed into the sharps disposal container which, with gloves and tongs, is available in the parish office. In the first instance, please contact the Parish Clergy to assist with removal of any found sharps.
6. The removal and safety equipment should be brought to the place where the needlestick was found and the needlestick placed directly into the sharps container by using the tongs. Do not hold the container at the same time as using the tongs – place the container at an appropriate, stable spot.
7. Wearing the puncture proof gloves and using tongs to handle the needle, the clergy person will remove the syringe into the sharps disposal container and return the container to its storage place.

Rector: 0499 704 665

Assistant Priest : 0424 404 594



I hereby acknowledge that I am aware of the current Health and Safety Policies and Procedures of the Parish of Manuka and have undertaken an induction session for the purposes of the Gardening Group at St Paul's Church, Manuka, and agree to comply with these requirements at all material times.

Name	Signature	Date	Leader Intial

Completed forms to be returned to the Rector.

