

Bega Valley Seed Savers

Springvale Garden Health & Safety Plan

No risks to life or threat of serious injury have been identified as likely to occur during Bega Valley Seed Saver (BVSS) activities in the Springvale Garden.

All members and participants are encouraged to watch for and take appropriate control action for any risks to themselves or others.

Known Hazards

The group has identified the following known hazards, risks and controls.

Known Hazard	Risk	Controls
Manual Handling – Lifting and carrying	Minor Risk of injury to Musco-skeletal system	1. Volunteers to self-select tasks to match physical capabilities. 2. Heavy items to be lifted by two or more people.
Garden activities – weeding, digging, planting etc	Minor risk of injury to skin	1. Volunteers to wear appropriate clothing including covered shoes and gloves.
Tools & structures	Trip hazards	1. Volunteers to not leave tools lying where they may be tripped over. 2. Structures (eg. trellis) to be installed so as not to constitute a trip hazard in normal use.
Outdoor activities	Sunburn & dehydration	1. Volunteers to wear appropriate clothing including hats and sunscreen. 2. Volunteers to bring personal water bottles.
Metal structure installation – hammering and power tools	Minor risk to hearing	1. Volunteers to wear hearing protection when installing star pickets etc. 2. Volunteers to follow safety instructions for power tools
Inhalation – dust & fungus	Minor risk to respiratory system	1. Seed collection activities that generate air-borne particles to be undertaken in well ventilated areas. 2. Volunteers who are aware they have relevant allergies are responsible for taking appropriate action to avoid negative outcomes. 3. Volunteers to wear dust masks when appropriate (eg. handling potting mix)
Skin & Eye Irritants	Minor risk to skin and eyes	1. Volunteers handling material likely to produce skin or eye irritation (eg. chillies) to use provided gloves.
Snakes, bees, biting insects	Risk of bites	1. Volunteers to wear appropriate clothing, including sturdy, closed in footwear.. 2. Volunteers to stay in work area only, not wander around the property. 3. If a snake or other live hazard is encountered, volunteers are to vacate the immediate area.

Incident response

All serious emergencies will be dealt with by ringing 000 for aid.

Minor injuries may be treated by volunteers with appropriate first aid training.

A first aid kit is available at the site.

Incidents to be reported in writing to the SCPA Executive. Report to include at a minimum the following information: date; location where incident occurred; full name of person involved; a brief description of the incident and any injury that occurred.

Complaints that cannot be resolved to the satisfaction of all members of the Bega Valley Seed Savers group will be forwarded to the SCPA Executive for review and resolution.

Communication Plan

Notification of the availability and any future updates to the document to be notified to the BVSS discussion email list.

This document to be available as a printed copy for review by new members and visitors to the site. Copy to be kept with the BVSS kit.

New members to be given an orientation of the site including a discussion of the identified risks and their obligations to help mitigate those risks.