

JCU Cairns Community Garden Operational Guidelines

Working Draft July 2018

Cairns

Singapore

Townsville

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1. Purpose of this Document

The James Cook University (JCU) *Cairns Community Garden Operational Guidelines* ("the Guidelines") provide an overarching guide for the responsible management and use of the Community Garden located at JCU's Cairns Campus ("the Garden"). The Guidelines are a working document that will be updated as required.

The Garden is located within JCU's Environmental Research Complex (see map, Appendix 1). The Community Garden Operational Guidelines complement the *Environmental Research Complex Safety Management System and Operational Procedures* which outlines the roles, responsibilities and procedures to ensure safe, efficient and effective use and maintenance of JCU's ERC facilities.

The *JCU Cairns Community Garden Operational Guidelines* will be available electronically on JCU's website ([TropEco page](#)). A hardcopy of the Guidelines will be also available onsite at the Garden.

2. Garden Name

Thank you to Djabugay Traditional Owners for giving our garden its language name, '**Mayi Tjulbin Ma Bugarra**'. The name means food and fruits, vegetables, trees and berries from the rainforest and covers all the clans of the Djabugay Nation.

3. Site Rules

- All site users must comply with the rules, procedures and processes outlined in the Guidelines, including the Community Garden Code of Conduct (Section 3).
- Access to the Community Garden is restricted to official Opening Times (Section 4).
- The Garden will generally be unsupervised, including during official Opening Times; children must be accompanied by a responsible adult at all times.
- Smoking is prohibited.
- Events must be pre-approved by the Community Garden Working Group, including provisions for the consumption of alcohol at the garden.
- The consumption of alcohol at the Garden is only allowed during approved events and must adhere to the [JCU Consumption of Alcohol on University Property](#) policy and procedure. See webpage for information and application form.
- Unauthorised animals are not allowed on site. This rule does not apply to Guide, Hearing and Assistance Dogs as defined under the *Guide, Hearing and Assistance Dogs Act 2009*.
- Unauthorised activities such as parties or sleep-outs are not allowed.
- No illegal activities.
- Camping is prohibited.
- No amenity and noise disturbance (loud music etc.)

Non-compliance with these rules will result in permanent loss of the offender's Community Garden Membership and / or access rights to the Garden. Illegal activity will be prosecuted accordingly.

4. Community Garden Code of Conduct

All site users agree to abide by the following Code of Conduct:

1. I will behave in a way that aligns with the garden objectives and values.
2. The garden is a shared community space; I will respect the rights and opportunities of all other users of the space.
3. Members are not to make key garden decisions on their own but will run major ideas and plans by the Community Garden Working Group.
4. I will dispose of my waste appropriately to help keep the garden clean and presentable.
5. No smoking in our garden.
6. The consumption of alcohol in the garden is only allowed during approved events and must adhere to the [JCU Consumption of Alcohol on University Property](#) policy and procedure, including application process.
7. If a dispute arises, I will settle it through calm discussion and if needed seek facilitation and support.
8. I will always be aware of the safety of others and myself.

5. Opening Times

The Garden will be open to Community Garden Members (Section 6) at the following times:

- 7am – 7pm, 7 days a week
- Closed Public Holidays

Casual Visitors (Section 6) and non-members must be supervised by a Community Garden Member at all times.

Requests for after-hours access to the Community Garden will be considered by the Community Garden Working Group on an ‘as needs’ basis. All requests for after hour access should be sent to sustainability@jcu.edu.au at least one week prior to the required access date.

6. Governance Arrangements

The Garden is governed by the *James Cook University Community Garden Working Group (Cairns campus)* (the “Working Group”).

The purpose of the Working Group is to report and provide recommendations to the Dean of Research Infrastructure, who is responsible for the Environmental Research Complex (ERC) where the garden is located.

The Working Group is comprised of representatives of JCU staff and students as follows:

- a JCU staff member that is involved in the Garden (likely from the TropEco sustainability team)
- a representative of the JCU Student Association,
- a representative of the Community of Gardeners Club (a JCU Student Association affiliated Club).
- a staff member from the Estate Directorate

One of the JCU Staff members of the Working Group has responsibility for reporting to the Dean of Research Infrastructure on Working Group matters as required.

The Objectives of the Working Group are to:

1. Provide a community inclusive garden facility within the JCU governance structure.
2. Provide advice on the strategic development and long-term management of the garden.

3. Oversee the ongoing maintenance and upkeep of the garden.
4. Foster awareness and involvement by the campus and Cairns community.
5. Ensure effective feedback and communication between the Working Group, garden stakeholders and JCU decision makers.

The Terms of Reference for the Working Group are provided in Appendix 2.

7. Types of Users

There are two types of Community Garden users:

Community Garden Members

Individuals that use the garden regularly will be inducted as official Members of the garden. Community Garden Members will be considered to be volunteers of JCU for the purposes of Work, Health and Safety laws.

Event / Casual Visitors

Event / Casual visitors are individuals that visit the garden as a ‘once off’ for educational purposes or an event or those who do not intend to participate regularly.

8. Responsibilities of the Community Garden

The JCU Community Garden is committed to ensuring, as far as is reasonable practical, the health and safety of all site users, which includes:

- Ensuring that the working environment and premises are safe and without risk to health.
- Ensuring that any equipment or substance provided for use by JCU is safe and without risk to health when properly used.
- Providing adequate site inductions (Section 9).
- Providing adequate facilities for the welfare of site users.

9. Responsibilities of Site Users

Users of the JCU Community Garden have the following responsibilities:

- To take reasonable care for the health and safety of themselves and the people they work with.
- To cooperate with their colleagues and other site users in the interest of the health, safety and welfare of everyone at the workplace.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- To comply with the rules, procedures and processes outlined in the *JCU Cairns Community Garden Operational Guidelines*.
- To adhere to the Community Garden Code of Conduct (Section 3).
- To comply with the *Environmental Research Complex Safety Management System and Operational Procedures*.

10. Site inductions

All site users to the garden must participate in a ‘Community Garden Induction’.

10.1 Induction for Community Garden Members

Community Garden Members will be given a full induction from an already inducted Member who has been trained in this role.

The induction will include an explanation of the:

- *JCU Cairns Community Garden Operational Guidelines.*
- Sign in and out procedures.
- Incident / Hazard Reporting process.
- Emergency evacuation procedures.
- Community Garden Code of Conduct.

During the induction, inductees will be shown:

- Around the Community Garden site.
- Procedures for and location of the following documents and equipment:
 - sign-in/out book
 - Incident/Hazard report
 - Personal Protective Equipment
 - fire hydrant
 - First Aid Kit.
- What tools and equipment they can/cannot use and how to use, clean and store them correctly.

The inductee will be advised they can access a copy of the *JCU Cairns Community Garden Operational Guidelines* online at the [TropEco webpage](#), or will be provided with a hard copy if requested.

Upon completion of the induction, all inductees must complete the *Induction Completion Form* (copy of form, Appendix 3) to indicate that they understand what was covered in the induction and to allow them opportunity for feedback. The Induction Form will be kept on file by a staff member of the Community Garden Working Group.

If the inductee is external to JCU (i.e. is not a current JCU student or staff member), they must also complete an *Authorisation for Volunteer Form* (copy of form, Appendix 3) which will be submitted by a staff member to insurance@jcu.edu.au. A copy will also be kept on file by a staff member of the Community Garden Working Group.

10.2 Event / Casual Visitors Induction

All Visitors who attend the garden for one-off events or in a non-regular capacity will be supervised onsite by a Community Garden Member, who has completed a full induction.

The supervisor will give a basic health and safety brief to the Casual Visitor that covers:

- Emergency evacuation procedures
- Personal Protection Equipment
- Incident / Hazard Reporting process.

The supervisor will also inform participants of the following:

- The Site Rules and the Community Garden Code of Conduct.
- The sign in and out procedures for Casual Visitors.
- The area that they can access for their visit.
- What tools and equipment they can/cannot use and how to use, clean and store them correctly.

11. General Operating Procedures

11.1 The Operating Model – a Communal Garden

The Cairns Community Garden is a shared, communal garden that is owned by James Cook University and that is utilised by JCU staff and students and the broader Cairns community.

It is managed in a communal fashion; there are no private lots that an individual, or group of individuals, can claim ownership of or responsibility for, unless otherwise agreed to by the Community Garden Working Group.

The Community Garden Members will decide on how the different communal spaces are to be used and may select specific areas for particular projects. However, all areas remain communal and can have input from all members of the community garden.

11.2 Managing Health and Safety

11.2.1 Why Health and Safety is important

Hazards are everywhere and they need to be properly assessed and managed. Ignoring hazards can result in accidents occurring which can impact you and the people around you. Impacts could include:

- Serious injury to yourself and others.
- Prosecution, fines and imprisonment.
- Claims for damages.
- Replacement costs.
- Temporary or permanent closure of the Garden.

11.2.2 Identifying Hazards

Before commencing a task, carefully assess the situation for possible risks to health and safety. Factors that should be considered when assessing the risks include:

- Your immediate environment.
- The materials you are working with.
- The tools and equipment you are using.
- Your own health and wellbeing.
- The health and wellbeing of others.

Examples of potential hazards in the Community Garden include excessive sun exposure, insect bites, trip hazards, injury from use of tools and equipment, inhalation of particulates in soil and compost and back strain from inappropriate lifting.

11.2.3 Working Safely

No matter how careful we are, accidents can occur. You can minimise the risk of accidents by:

- Following the *Cairns Community Garden Operational Guidelines* and the *Environmental Research Complex Safety Management System and Operational Procedures*.
- Applying common sense and sound judgement.
- Being aware of others and the hazards around you.

- Wearing appropriate Personal Protective Equipment (Section 9.2.4)
- Cooperating with supervisors and/or more experienced Garden Members.
- Reporting Hazards and Incidents (Section 9.4).
- Working in a safe and responsible manner.
- General housekeeping and putting tools away after use.
- Always working with at least one other person, otherwise always carry a mobile phone in case of an emergency (see Section 9.5 for Emergency contacts).

11.2.4 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is provided for your own health and safety. Please wear the appropriate PPE at all times, depending on the tasks you are undertaking. PPE provided at the Community Garden includes:

- UPF50+ sunscreen
- Insect repellent
- Gloves
- Disposable face masks (soils, compost and fertiliser use)

Please record details in the *Personal Protective Equipment Checklist* document onsite if any of the above PPE items are unavailable or need replacing

There is other PPE that you are required to provide for yourself. This includes:

- Protective clothing; to prevent exposure to the elements, flora and fauna.
- A hat.
- Covered shoes. These must be worn at all times when working in the garden.

11.2.5 Hazardous Manual Task or Manual Handling

Musculoskeletal injuries such as muscle strains and sprains, can be sustained through the simple act of lifting, carrying, pushing, pulling, holding or restraining loads in the wrong way (repetitive, sustained or sudden force, awkward posture). To avoid such injuries occurring, the following should be considered:

- Be aware of your limitations. If in doubt, ask someone for help.
- Plan the lift. If necessary, use a trolley or wheelbarrow.
- Ensure the work area and pathway is free of slip and trip hazards.
- Check the load for sharp edges. Wear protective clothing if necessary as well as gloves and covered shoes.
- Ensure you have a stable footing that allows for even distribution of weight. The front foot should be beside the object, pointing in the direction of travel. The back foot should be slightly behind and hip width from the front foot.
- Ensure you have a secure hold of the object before lifting, ensure that you have a clear direction of travel, i.e. you can see where to place your foot.
- Use appropriately designed hand tools and ensure that the tool suits the task.

11.2.6 Working with Soils and Compost

Soils, mulches and composts all contain particulates, fungal spores and bacteria that may damage your lungs and/or carry disease.

When working with these substances it is important to avoid inhaling the dust. A dust mask should be worn to avoid any risk to your health (Section 9.2.4 for more information on Personal Protective Equipment).

11.2.7 Using Hand Tools and Machinery

Hand tools such as shovels, hoes and rakes should be used with care and attention.

- Check that tools are in good repair before using.
- Use tools only for the purpose they were intended.
- Be aware of where others are working.
- Always wear appropriate Personal Protective Equipment, especially strong, covered shoes or boots (Section 9.2.4).
- Report any damaged tools immediately.
- The use of power tools and motorised machinery, such as rotary hoes, chainsaws, and mulchers, is strictly prohibited unless express authorisation has been provided otherwise by University staff.

It is your responsibility to care for the hand tools you use by cleaning, and if necessary disinfecting, the tools after use and storing them as appropriately.

11.2.8 Sun Exposure

To minimise the risk of sunburn, sunstroke and other impacts of sun exposure:

- Wear protective clothing such as a shirt that covers your shoulders, arms and neck, and long pants.
- Wear a wide brimmed hat.
- Wear wraparound sunglasses.
- Regularly apply sunscreen, with a rating of at least UPF50+.
- Seek shade when you need a break from the sun.

While working in the sun there is also a risk of dehydration and heat stress. Ensure that you drink plenty of water and take regular breaks.

11.2.9 Trip or Fall Hazards

Tripping and falling is always a risk, especially when working in a garden. To minimise this risk it is your responsibility to:

- Ensure that all tools and equipment are kept off pathways and stored appropriately in the site shed after use.
- Remove waste appropriately.
- Avoid working on rainy or wet days, or when there is poor visibility, including night.

11.2.10 Insects and Other Wildlife Hazards

We live in the tropics and there are many insects, and some birds and reptiles that may bite or sting us, therefore the following precautions must be observed:

- Apply insect repellent.
- Wear covered shoes at all times and long pants.
- Always wear gloves when reaching into enclosed spaces.
- Always tip out water from containers and other places that water collects.
- If you see a snake, walk away slowly and carefully. To have a snake removed, call JCU Security, phone: 4232 1293 or mobile 0419 677 874.
- If bitten by a snake or spider do not panic. Sit down immediately and phone Emergency Services on 000 (triple zero). Sit or lie down, remain calm and do not continue walking or moving around.

Minimise the risk of dengue mosquito breeding sites at the Garden by checking for and tipping out containers that hold water including pot plant bases, tarpaulins, fallen fronds, buckets, bowls etc.

11.3 First Aid

There is a First Aid Kit located in the Community Garden Shed. All Community Garden Members will be shown the location of the Kit during their induction.

The Kit includes a list of items contained. Please record details in the *First Aid Kit Checklist* document onsite if any of the items are unavailable or need replacing.

11.4 Reporting a Hazard or Incident

The Community Garden is a JCU site and therefore any health and safety risks or incidents need to be reported to JCU Security, phone: 4232 1293 or mobile 0419 677 874.

If you identify a hazard that needs addressing or have an incident to report, please also record the details in the *Incident/Hazard Report book* onsite.

All Hazard or Incidents onsite need to be logged via [Riskware](#).

11.5 In case of Emergency

For the following emergencies:

- Fire
- Medical
- Environmental
- Bomb threats
- Any critical incident

Call: Emergency Services (Police, Fire Service or Ambulance)

External or mobile phones – dial 000

Internal JCU phones – dial 0 then 000

If you request any of these Emergency Services to respond to an incident at the Garden – you should also advise JCU Security on the telephone numbers listed below.

From an external or mobile phone –

- Dial 4232 1293 or mobile phone dial 0419 677 874
- From an internal JCU phone – 21293 (this number may divert to a mobile number)
- Email address is cairnssecurity@jcu.edu.au (internal use only)

Reporting Security Incidents

Report all security incidents as early as possible to the Security Office or a Security Officer. All reports remain confidential.

12. Risk Assessment and Management

A Risk Assessment has been undertaken for the potential hazards identified at the JCU Cairns Community Garden and is provided in Appendix 4. This Risk Assessment is also available through Riskware, JCU's online Risk Assessment process.

Below is the matrix used at JCU for identifying Risk Level Ratings and Risk Evaluation.

Approved JCU Risk Matrix

Risk Level Ratings

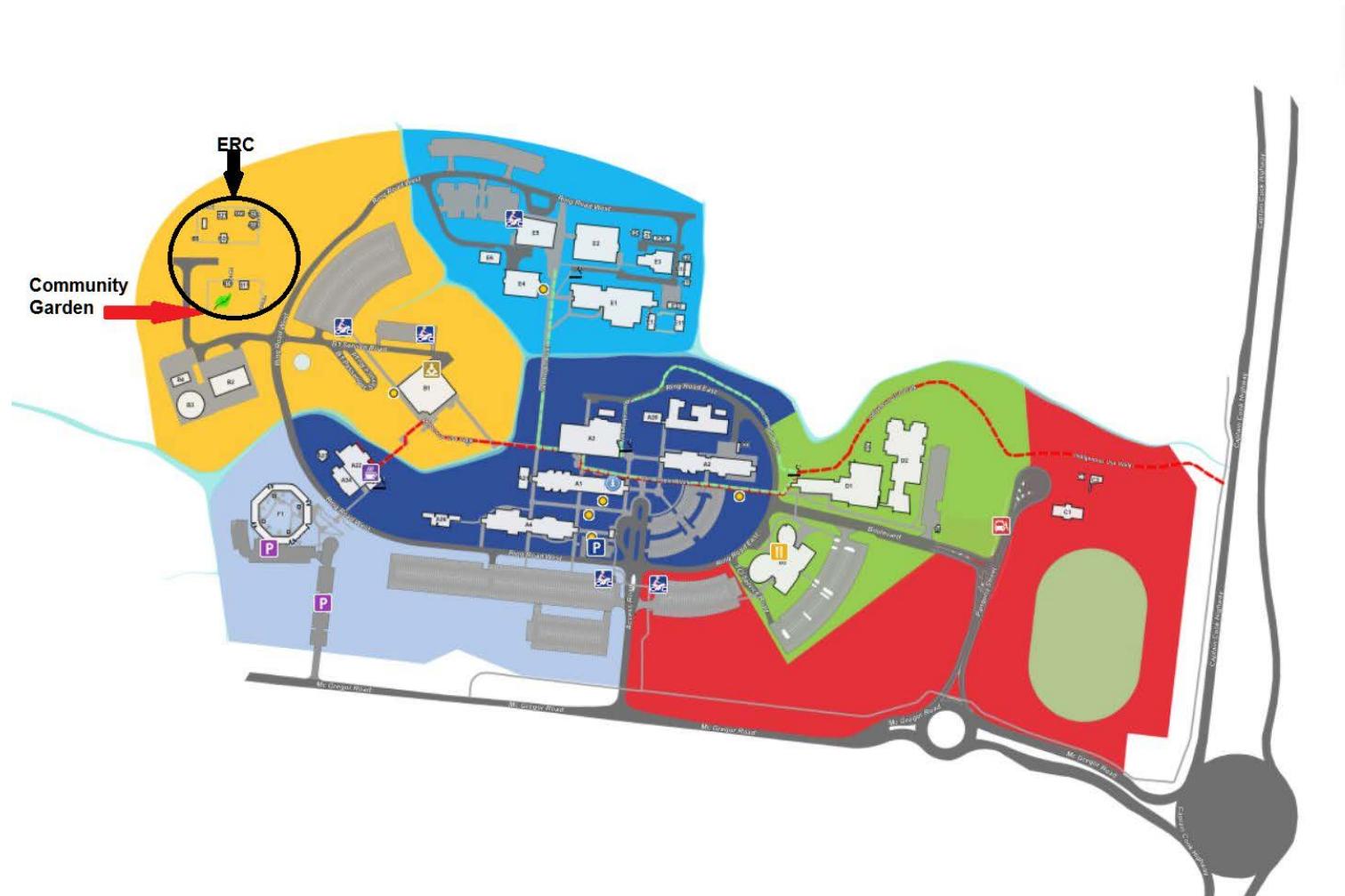
Consequence	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	Medium	High	High	High	High
4 Major	Medium	Medium	High	High	High
3 Moderate	Low	Medium	Medium	High	High
2 Minor	Low	Low	Medium	Medium	Medium
1 Insignificant	Low	Low	Low	Low	Medium

Risk Evaluation

Consequence	Likelihood				
	Rare (A)	Unlikely (B)	Possible (C)	Likely (D)	Almost Certain (E)
5 Catastrophic	15	19	22	24	25
4 Major	10	14	18	21	23
3 Moderate	6	9	13	17	20
2 Minor	3	5	8	12	16
1 Insignificant	1	2	4	7	11

Note: Where risk level ratings are the same for certain risks, use the risk evaluation table to prioritise risk treatment and allocation of resources.

13. Appendix 1 – Map of JCU Cairns Community Garden Location



14. Appendix 2 – Community Garden Working Group Terms of Reference

1. Title

The Group shall be known as the James Cook University (JCU) Community Garden Working Group (Cairns campus) (hereinafter called the Working Group).

2. Role and Objectives

The purpose of the Working Group is to report and provide recommendations to the Dean of Research Infrastructure, who is responsible for the ERC where the garden is located.

The Objectives of the Working Group are to:

1. Provide a community inclusive garden facility within the JCU governance structure.
2. Provide advice on the strategic development and long-term management of the garden.
3. Oversee the ongoing maintenance and upkeep of the garden.
4. Foster awareness and involvement by the campus and Cairns community.
5. Ensure effective feedback and communication between the Working Group, garden stakeholders and JCU decision makers.

3. Management

A. Working Group Membership

The Working Group is comprised of representatives of the JCU staff and student bodies as follows:

- a JCU staff member that is involved in the Garden (likely from the TropEco sustainability team)
- a representative of the JCU Student Association,
- a representative of the Community of Gardeners Club (a JCU Student Association affiliated Club).
- a staff member from the Estate Directorate

The Working Group reserves the right to 'refuse' membership to the working group.

Membership of the Working Group shall be reviewed annually at the beginning of each calendar year.

B. Working Group Chairperson

The Working Group shall be Chaired by a JCU staff member.

C. Working Group Governance

The Working Group will adopt a model of collaboration with stakeholders regarding each aspect of reporting and making recommendations to the Dean of Research Infrastructure.

Reporting structure

One of the JCU Staff members of the Working Group has responsibility for reporting to the Dean of Research Infrastructure on Working Group matters as required.

D. Decision making

The quorum for the Working Group is THREE (3) members, and must include at least one staff member.

The Working Group meets as required but at least FOUR (4) times a year.

4. Duties of Office holders

A. Chairperson

The duties of the Chairperson are to:

- Direct meetings according to the Working Group's Terms of Reference, and JCU's Code of Conduct.
- Facilitate the development of a meeting Agenda for each meeting.
- Facilitate discussion of items on the Agenda in a timely manner, and the consideration and approval of recommendations.
- Ensure all working group members have the opportunity to participate in the meetings.

B. Working Group Members

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Working Group.
- Contribute advice, ideas and suggestions relating to items on the agenda.

5. Meetings

- An Agenda will be provided to all members prior to meetings. Members can submit Agenda items to the Chairperson prior to meetings.
- In the need for a decision making process, each member of the Working Group shall have one vote and decisions of the Working Group shall be by simple majority.
- Minutes at meetings will be taken by a different member each time on a rotational roster (to be determined at the previous meeting). The Minutes shall be recorded at each Working Group meeting and be provided to all members.

6. Working Groups

The Working Group may appoint any number of sub-groups at any time to investigate any matter or thing to which the Working Group may require information or to organise and manage, subject to the control of the Working Group, any activity which may be

considered by the Working Group to be essential to the objectives of the Working Group.

7. Amendment modification

This Terms of Reference will be reviewed annually and may be amended or modified in writing after consultation and agreement by Working Group members.

END

15. Appendix 3 – Induction documents

JCU Cairns Community Garden Induction Completion Form

The James Cook University Community Garden wants new members to feel welcome and to ensure that they are aware of their rights and obligations, the facilities available, the way the Garden is run and the opportunities for interaction amongst members. This form is designed to ensure you have had a thorough induction, please make sure you are confident in all of your answers.

Name:

Email:

Student/staff/community member:

Date of Induction: ___ / ___ / ___

Members to Complete this Section

You were given the following information during your induction & you understand it:

	Yes	No	Not Sure
A run through of the <i>JCU Cairns Community Garden Operational Guidelines</i> and information on where to find a copy of the Guidelines online.			
Community Garden Code of Conduct			
Sign in and out procedure and its importance			
Incident / Hazard Reporting process			
Emergency evacuation procedures			
What tools and equipment are available for your use and how to use, clean and store them correctly			
Location and use of Personal Protective Equipment			
Location and use of the fire hydrant			
Location and use of the First Aid Kit			
A run through of the <i>Community Garden Induction trifold Flyer</i> .			

ALL Users Complete this Section

Do you have any feedback regarding the induction process?

How regularly do you intend on attending the garden (weekly, monthly, irregularly)?

Would you like to be notified of social events and Working Bees?

Name of supervisor

Signature

Date

Name of inductee

Signature

Date

Induction Document Two - Authorisation of a Volunteer Form

(to be completed by Community Garden Members that are not JCU students or staff)



Townsville campus | Townsville
Qld 4811
Cairns campus | Cairns Qld 4870

[W jcu.edu.au](http://jcu.edu.au)

CRICOS Provider Code 00117J

AUTHORISATION OF A VOLUNTEER (for insurance purposes)

Volunteer Details

Name

Address

Contact Number

Emergency Contact

Name

Contact Number

Volunteers are insured under various JCU insurance policies whilst conducting JCU approved activities. Details of insurances applicable can be found on the insurance web page: <https://www.jcu.edu.au/chancellery/legal-and-assurance/insurance>



Volunteer's Signature

Date

To be completed and signed for and on behalf of the University:

Name of University Contact

Division / College

Period of Volunteering

/ /20 to / /20

Brief Description of Work to be Undertaken:

Approved on behalf of the University:



Signature

Date

16. Appendix 4 – JCU Cairns Community Garden Risk Assessment

RISK ASSESSMENT (RISKWARE)

NUMBER	RISK DESCRIPTION		TREND	CURRENT	RESIDUAL		
5773	JCU Cairns Community Garden			Medium	Medium		
RISK OWNER	RISK IDENTIFIED ON	LAST REVIEWED ON	NEXT SCHEDULED REVIEW				
Kerryn O'Conor	17/07/2018	17/07/2018	17/01/2019				
RISK FACTOR(S)	EXISTING CONTROL(S)	PROPOSED CONTROL(S)	OWNER	DUE DATE			
Heavy lifting of gardening equipment and materials	<p>Control: Users are instructed in proper handling techniques as part of their inductions and are reminded to be aware of their personal limitations. They are also reminded of personal responsibility with regards to managing potential hazards. First aid kit provided.</p> <p>Control: Users must wear enclosed shoes onsite and are provided the option of wearing gloves.</p>						
Slips, trips and falls due to uneven ground or equipment not being stored properly.	Control: Users are instructed in proper storage of equipment as part of their inductions and are reminded						

	<p>of personal responsibility with regards to managing potential hazards.</p> <p>Control: Users must wear enclosed shoes onsite.</p> <p>Control: Advise Estate Directorate of any major slip, trip or fall hazards onsite, for remedy as required.</p>	
Bites from wildlife, eg. insects, ticks, snakes and spiders	<p>Control: Users are informed of potential wildlife hazards and appropriate responses and actions as part of their inductions. Signage notifying users of snakes being in the area is displayed in the shed. First aid kit provided.</p> <p>Control: Users must wear enclosed shoes onsite. They are also encouraged to wear long pants and long sleeve shirts. Insect repellent and first aid kit are provided should incidents occur.</p> <p>Control: Request removal of snakes by JCU Security if sighted, as per JCU policy.</p>	
Breathing in air-borne particulates and / or dust from compost, soil and other organic materials	<p>Control: Users are informed of potential environmental hazards and appropriate PPE as part of their inductions.</p>	

	<p>Control: Provision of PPE - face masks are provided in the shed.</p> <p>Control: Reduce air-borne particulates by covering or wetting down compost, soil and other organic materials. Do not disturb compost, soil and other organic materials if it is dry and windy</p>	
Risk of sunburn, heat-stroke and dehydration from working outdoors	<p>Control: Users are advised of potential hazards of working outdoors, such as sunburn, heat-stroke and dehydration, and appropriate responses and actions as part of their inductions.</p> <p>Control: Encourage users not to work outdoors in the heat of the day, to drink lots of water and to work in shade as much as possible.</p> <p>Control: Provision of PPE - sunscreen is provided in the shed. Users are encouraged to wear hats, long pants and long sleeve shirts while at the garden.</p>	
General community members (ie not JCU staff or students) independently accessing the site.	<p>Control: All site users are given a comprehensive site induction, including completion of Induction forms and Authority to Volunteer forms for non JCU staff and students. Induction includes discussion of risks, hazards,</p>	

	<p>responses, responsibilities, PPE and emergency procedures.</p> <p>Control: Review induction processes regularly to ensure they are effective.</p>	
General community members (ie not JCU staff or students) undertaking gardening and other activities such as workshops on site.	<p>Control: Appropriate level site inductions for all visitors.</p> <p>Control: Users are advised they must wear enclosed shoes onsite as part of promotion of all activities. Other PPE such as gloves are provided for use onsite.</p>	
Use of potentially dangerous gardening equipment such as electrical or motorised tools and machinery, machetes, shovels, secateurs etc	<p>Control: All site users are given a comprehensive site induction, Users are instructed in proper handling and storage techniques as part of their inductions and are reminded to be aware of their personal limitations. Users are instructed to only use equipment they have experience with and / or the knowledge and ability to use. Users are instructed not to use electrical or motorised tools and machinery such as the mulcher or rotary hoe.</p> <p>Control: Users must wear enclosed shoes onsite and are provided the option of wearing gloves.</p>	

Use of the compost tricycle to collect food scraps from staff tea rooms and the student food lab and deliver to the compost heaps at the community garden site - risk of injury.	<p>Control: Tricycle users are provided with a bicycle helmet.</p> <p>Control: Trike users are notified that they must wear the helmet when riding the trike and that they must wear enclosed shoes at the garden site</p>	
Risk of pedestrians crossing the road when going to the garden.	<p>Control: Ensure pedestrians are alert to road traffic when accessing the garden site.</p> <p>Control: Speed bumps / speed control in place on main access road</p>	
Risk of chemical exposure to people, and the surrounding environment.	<p>Control: Ensure any chemicals stored on site are stored correctly.</p> <p>Control: Minimise use of chemicals on site.</p>	
Use of gas barbecue for events.	Control: Person/people using the barbecue to be competent in its use.	
No telephone provided on site for use in emergency situations	Control: Site users are informed of lack of landline as part of their induction and the need to have at least one mobile phone on site at all times.	Control: University to provide a landline phone in the shed for use in emergency situations.
Risk of falling coconuts causing injury	Control: Planting of Dwarf Golden Malay Variety coconuts only - these	Control: Harvesting Plan: Use of an extendable Pole Saw. Use of an A-Frame

	<p>coconut trees grow to a max height of 2 - 5 metres. Planting coconuts in the least used area of the Garden, where access is limited and there is little pedestrian movement. Planting in a consolidated circle to ensure trees grow at an angle to reduce height above ground to a minimum (this technique encourages outwards angled growth, with a frond mulch pit in the middle).</p>	<p>Ladder may in accordance with Estates SOP. Harvesting nuts when green to avoid maturation to brown (highest fall risk time). Pruning of lower fronds to ensure there is no drop hazard.</p>
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