

# JCU Cairns Community Garden Operational Guidelines

*Working Draft March 2020*

Cairns  
Singapore

## Contents

1.	Purpose of this Document .....	3
2.	Garden Name .....	3
3.	Site Rules .....	3
4.	Community Garden Code of Conduct.....	4
5.	Opening Times.....	4
6.	Governance Arrangements .....	4
7.	Types of Users .....	5
8.	Responsibilities of the Community Garden .....	5
9.	Responsibilities of Site Users .....	5
10.	Site inductions .....	5
	10.1 Induction for Community Garden Members .....	5
	10.2 Event / Casual Visitors Induction .....	6
11.	General Operating Procedures.....	7
	11.1 The Operating Model – a Communal Garden .....	7
	11.2 Managing Health and Safety .....	7
	11.2.1 Why Health and Safety is important .....	7
	11.2.2 Identifying Hazards .....	7
	11.2.3 Working Safely .....	7
	11.2.4 Personal Protective Equipment (PPE) .....	8
	11.2.5 Hazardous Manual Task or Manual Handling .....	8
	11.2.6 Working with Soils and Compost .....	8
	11.2.7 Using Hand Tools .....	8



#### 4. Community Garden Code of Conduct

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

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(e )

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 t Tk1.6 (ar)16 (de)21.6 (n.)]TJ p(v)96 (n)21.5 (t)4.4 (e)212n-ns c (c)30.seul CvmlIcerWoree T

The induction will include an explanation of the:

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## 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.

### 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





### 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

- 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.
- Bee stings – In the event of an allergic reaction, an EpiPen is located at the JCU Security Office (Ground Floor, Building A4, Room 019). Contact JCU Security, phone: 4232 1293 or mobile 0419 677 874.

### 11.3 First Aid

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

The Kit includes a list of items contained. Please notify the Sustainability Officer at [sustainability@jcu.edu.au](mailto:sustainability@jcu.edu.au) 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 –

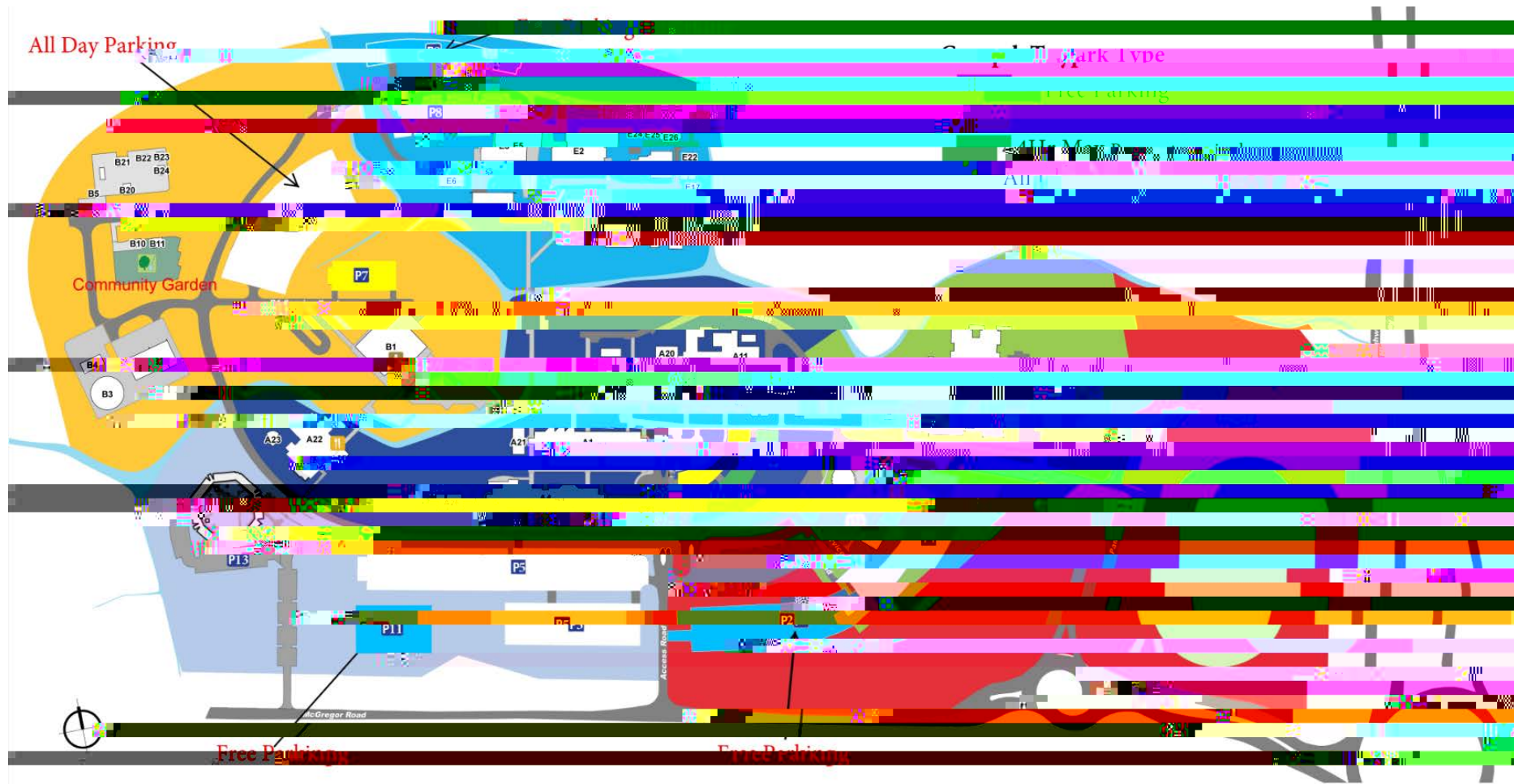
- Dial 4232 1293 or mobile phone dial 0419 677 874
- From an internal JCU phone – 21293 (this number may divert to a mobile number)
- Email address is [cairnssecurity@jcu.edu.au](mailto:cairnssecurity@jcu.edu.au) (internal use only)

#### **Reporting Security Incidents**

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

12.

### 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 gar

Where possible, the Working Group will make decisions by consensus. Should the need for a non-consensual, decision making process be required, each member of the Working Group shall have one vote and decisions of the Working Group shall be by simple majority.

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:

-

## 15. Appendix 3 – Induction documents

### JCU Cairns Community Garden Induction Completion Form

Name:

Email:

Student/staff/community member: (Circle one)

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			

**Please 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)*

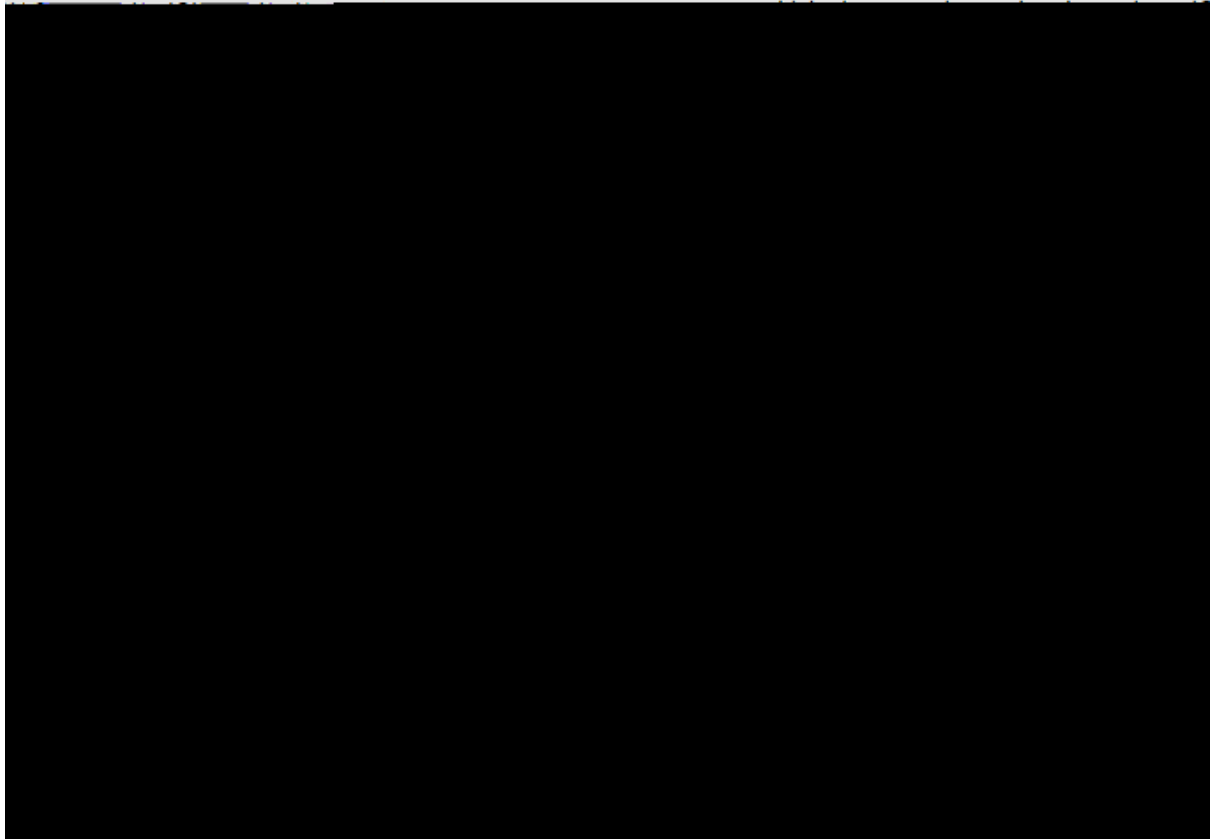


CRICOS Provider Code 00117J

**(for insurance purposes) AUTHORISATION OF A VOLUNTEER**

<b>Details</b>	<b>Volunteer Details</b>
<input type="text"/> Address <input type="text"/> Contact Number	<input type="text"/> Name <input type="text"/> Address <input type="text"/> Contact Number

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



16. Appendix 4 – JCU Cairns Community Garden Risk Assessment

**RISK ASSESSMENT (RISKWARE)**



	<p><b>Control:</b> Provision of PPE - face masks are provided in the shed.</p> <p><b>Control:</b> 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>	
<p>Risk of sunburn, heat-stroke and dehydration from working outdoors</p>	<p><b>Control:</b> 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><b>Control:</b> 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><b>Control:</b> 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>	
<p>General community members (ie not JCU staff or students) independently accessing the site.</p>	<p><b>Control:</b> 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><b>Control:</b> Review induction processes regularly to ensure they are effective.</p>	
<p>General community members (ie not JCU staff or students) undertaking gardening and other activities such as workshops on site.</p>	<p><b>Control:</b> Appropriate level site inductions for all visitors.</p> <p><b>Control:</b> 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



