

<b>School</b>		<b>Teacher</b>		<b>Activity: Tree Planting &amp; Mulching</b>	
<b>Skills, Training Required</b>		<b>Equipment, Personal Protective Equipment</b>		<b>Monitoring and Recording</b>	
OH & S Induction by trained Team Leader on site for teachers/supervisors		Gloves, sturdy shoes, long sleeved shirt, long pants/skirts hat, sunglasses, sunscreen, insect repellent.		Complete Daily Diary Documentation	
Landcare Tool licence for students		trowel, tree planting mattock, hose, watering can, bucket		Photos before and after	
				Guiding documents	
				Landcare Policy,	
				School Environmental Management Plan	

<u>Work Step</u>	<u>Potential Hazards</u>	<u>Control Measures</u>
<b>OH &amp; S Site Talk</b>	Personal injury to self/others	OH & S Checklist, Supervision, Safety talk
<b>Appropriate Tools Available</b>	Incorrect tools, loss of tools	Tool check in/out sheet, tool use training and demonstration
<b>Mulch Site</b>	Dangerous material in mulch e.g. rock, timber, nails	Inspect mulch and carefully remove hazards
	Mulch is too deep or too shallow	A good depth is approximately 100mm thick
	Mulched area affects future maintenance	Elliptical beds make it easier to mow around, identify the edge of planting area with logs or other materials
	Dust and pathogens from mulch	Work upwind of the pile, use a dust mask if required and moisten mulch.
<b>Layout Plants</b>	Incorrect placement e.g. in paths or service corridors	Lay out plants prior to planting consider paths, overhead wires, underground facilities. Make sure there is enough room for the plants to grow.
	Trampling of plants during planting	Lay out plants from the centre to the edges working back off the site

<u>Work Step</u>	<u>Potential Hazards</u>	<u>Control Measures</u>
<b>Making the Hole</b>	Hole is not the right size for the plant	Make sure the hole is twice the size of the plant's pot
	Tools not used correctly	Demonstrate correct use of trowels and tree planting mattock.
<b>Removing Plant from Pot</b>	Hand injuries	Tree planting demonstration, Inspect pot for sharp edges.
	Back injuries	Comfortable lifting load (big pots)-team lift if necessary.
	Pathogen contact from soil	Wear gloves, wash hands before eating.
<b>Planting Plant</b>	Plants are not planted in soil	Conduct a planting demonstration. Ensure the root mass is in contact with the soil and not in the mulch.
	Plants are damaged whilst planting	Support plants when removing from pot, treat plants carefully.
<b>Backfilling Hole</b>	Air pockets around roots	Firmly pack the soil around the plant to remove air pockets, ensure even ground after planting
<b>Replacing Mulch</b>	Mulch too close to plant stem	Ensure that the mulch is not touching the stem and create a mini mound to trap water.
<b>Watering Plant</b>	Trip hazards	Ensure correct and secure hose fittings. Care with hose placement.
<b>Install Tree Guard</b>	Hand and eye injuries	Inspect stakes for splinters, Wear gloves.
	Plastic entering the environment	Securing tree guard to stake-demonstration if required No tree guards in creek, Lake foreshore and beach zones