

General Work - Health, Safety and Environmental (HSE) Risk Assessment / Work Method

SECTION A						
Work Activity:	The Habitat Community Nursery & Garden tasks and activities				Date: 03 October 2018	
Work Location:	The Habitat - 251 Quarry Road, Ryde NSW 2112					
Assessment Team:	Sean Simpson, Natural Areas Project Officer Sandra Payne, Natural Areas Coordinator				Date Prepared: September 2018	
Task	Hazard	Risk	Risk Assessment			Safety Measures
			Consequence	How Likely	Risk Level	
General activities in Nursery including plant propagation, cuttings, composting and cleaning of equipment	Physical Activity	Dehydration	C4	L3	5	<ul style="list-style-type: none"> • Staff to remind volunteers to bring a water bottle • Nursery coordinator to remind volunteers to rehydrate regularly • Monitor volunteers throughout activity • Provide volunteers with access to water • Limit activity in hot weather or consider changing working day • Provide shaded rest areas
	Physical Activity	Fatigue	C4	L3	5	<ul style="list-style-type: none"> • Ensure tasks are suitable for individual volunteers • Allocate appropriate rest breaks • Monitor volunteers throughout the activity
	Temperature extremes – Heat	Radiation – sun exposure, fatigue, dehydration and increased likelihood of medical episode	C3	L3	4	<ul style="list-style-type: none"> • Nursery Coordinator to check the weather forecast prior to the opening of the Nursery • Modify or cancel activities if necessary eg. reduce activity duration, increase frequency of rest periods, ensure rest periods are held in the shade and monitor volunteer status • Change working time to early morning/late afternoon when cooler or postpone to another day • Consider cancelling the session if it will be more than 30°C • Remind volunteers about sun safe practices at commencement of sessions • Have sunscreen available throughout activity • Keep to shade where possible. • Ensure volunteers are wearing appropriate sun safe hats and adequate clothing • Have regular water, drink breaks • Remind volunteers to bring water bottle • Have first aid kit present and a first aid officer onsite
	Temperature extremes - Cold	Exposure / hypothermia	C3	L4	5	<ul style="list-style-type: none"> • Nursery coordinator to include a standard safety check on the Bureau of Meteorology website prior to the conduction of all nursery activities • Modify or cancel activities if necessary eg. Shorten working duration and monitor participant status

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	Existing medical conditions	eg. heart attack, asthma, breathing difficulty, allergic reaction, epilepsy and low blood pressure	C1	L3	2	<ul style="list-style-type: none"> • Monitor volunteers throughout activity • Nursery coordinator to provide first aid as necessary and encourage participant to seek further medical advice as necessary • First aid kit and mobile phone available at all times • Ensure volunteers know to speak up if feeling unwell at any time • As required, discontinue participant's activities, render first aid and seek further medical assistance from emergency service and/or doctor • Ensure carers are onsite for vulnerable volunteers
	Animals, ants, flies, leeches, mosquitoes, wasps and spiders	Bites and stings causing Irritation, allergic reaction, pain, nausea, vomiting, paralysis and unconsciousness	C1	L3	2	<ul style="list-style-type: none"> • Wear personal protective equipment (PPE) eg. gloves, hat, sturdy boots, trousers and long sleeved shirt • Insect repellent available onsite • Alert others to location of known toxic plants, ant nests, bee hives and wasp nests • Fully charged mobile phone to be onsite at all times • Qualified first aid officer to provide first aid as necessary • Advise volunteer to seek further medical advice if necessary
	Snakes	Bites and venom	C1	L3	2	<ul style="list-style-type: none"> • Consider cancelling the work session if a snake is present • Move away from area • Notify supervisors of snake and warn others • Fully charged mobile phone to be onsite at all times • Call 000 if necessary • Qualified first aid officer to provide first aid as necessary
	Animals (including domestic pets)	Bites causing laceration and bruising etc. Risk of infection or disease	C3 C2	L4 L4	5 4	<ul style="list-style-type: none"> • Leave the area if dangerous animals are present • Do not approach any dangerous animals • Nursery coordinator to inform Council rangers of unattended or dangerous domestic animal • Dogs to be on leash where possible • Qualified first aid officer to provide first aid as necessary • Advise volunteers to remain away from dangerous animals • Seek medical advice if necessary

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		Eye injury	C3	L2	3	
	Exposure to soil that may contain contaminants	Contaminant diseases such as tetanus	C2	L4	4	<ul style="list-style-type: none"> Wear PPE (gloves, hat, sturdy boots, trousers and long sleeved shirt) Flush eyes with water if soil gets in the eyes Wash hands and arms at the end of the work session Encourage up to date tetanus vaccination
	Manual handling – lifting, pulling, pushing, bending and digging	Sprains and strains	C2	L3	3	<ul style="list-style-type: none"> Do not attempt to lift, push, pull or carry objects that are too heavy Assess the weight to be moved and seek assistance if required Do warm-up stretches before beginning work Use trolley or wheelbarrow if carrying more than a full tray of tube stock Do not over fill wheel barrows, buckets or watering cans and ensure balanced Maintain good posture and body movements Bend at the knees while lifting When lifting keep your back straight and stomach muscles tight Take breaks as required Look at alternative ways of completing the job Use tools correctly Coordinators to demonstrate correct working methods
Vehicles entering or leaving carpark	Serious injury from vehicles in carpark	C1	L4	3	<ul style="list-style-type: none"> Take care when entering and exiting the nursery compound near the carpark Do not work with back to carpark Be mindful that vehicles are around and drivers may not see volunteers working Place witches hats when working close to carpark 	

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	Injury from damaged and broken tools or equipment	Cuts, scratches and splinters	C3	L3	4	<ul style="list-style-type: none"> • Clean and maintain tools to a high standard • Check tools and equipment before use • Report damaged tools to nursery coordinator • Only use tools provided by the nursery
	Injury from tools lying around	Injury from mulch fork, rake, mattock and broom	C3	L2	3	<ul style="list-style-type: none"> • Do not lift tools above shoulder height • Store forks facing towards the ground • Wear gloves and enclosed shoes • Correctly store tools when not in use • Look behind you before using tools • Do not run with tools • Carry tools face down towards the ground
	Injury from larger tools	Pitch fork, shovel and mattock	C3	L2	3	<ul style="list-style-type: none"> • Bend knees and keep back straight • Take care when working near others • Do not leave on the ground • Correctly store tools when not in use • Do not lift above shoulder height • Coordinator to demonstrate correct tool use prior to work commencing • Do not run with tools • Carry tools face down towards the ground
	Ultraviolet radiation exposure	Sunburn and eye damage	C3	L2	3	<ul style="list-style-type: none"> • Wear a hat • Wear sunglasses as necessary • Use sunscreen • Avoid long periods of sun exposure • Check UV index on Bureau of Meteorology
	Heat exposure inside greenhouse	Dehydration and fatigue	C3	L3	4	<ul style="list-style-type: none"> • Leave greenhouse doors open while inside during hot weather • Avoid spending long periods of time inside greenhouse during hot weather

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	Trips and falls	Injury to person	C3	L2	3	<ul style="list-style-type: none"> • Ensure enclosed footwear is worn at all times • Repair holes in the ground • Notify nursery coordinators of any potential hazards • Remove trip hazards • Take caution when moving heavy objects • No running allowed on site • Ensure gravel or aggregate surface is levelled • Assess the area before entering • Watch where you are walking • When wet, take extra caution where you walk • Correctly store the hose after use • Only take those tools required and carry tools close to the body/leg with sharp point facing down and away from the body
	Flooding	Obstruction of path/route, Isolation or stranding of group and exposure or being washed downstream	C1	L3	2	<ul style="list-style-type: none"> • Nursery Coordinator to check the weather forecast prior to nursery activities • Staff to monitor forecasts and site/creek status before and during event as necessary • Modify or cancel activities if necessary eg. duration of activity or ending session • Meet at designated assembly point • Ensure all volunteers are present and safe
	Bullying, harassment and discrimination	Psychological harm	C3	L3	4	<ul style="list-style-type: none"> • Ensure the Habitat policies and procedures are made clear to the volunteers and staff • Supervisor or coordinator to mediate the situation • If situation escalates, ask the person responsible to leave • Volunteers to feel that they can discuss any concerns with the nursery coordinator • Coordinator to ensure everyone feels welcome/included and to provide assistance where necessary • Coordinator to address issues and seek to remediate the situation

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	Strain from incorrect posture	Strain injury to person	C4	L3	5	<ul style="list-style-type: none"> Stand or sit with correct posture Take breaks to avoid strain Ensure bench or work space is at correct height for an average person Stretch at regular intervals Reduce standing time where possible through the use of aid (such as a chair)
	Repetitive work	Repetitive strain injury while hand weeding, planting and cutting woody material	C3	L3	4	<ul style="list-style-type: none"> Take breaks as required Rotate activities at onset of strain Choose the correct tool for the job Look at other ways of doing the job Stretch at regular intervals Ensure tools are well maintained and inspected before activities
Composting	Rotation of compost	Injury to person	C3	L3	4	<ul style="list-style-type: none"> Avoid lifting mulch fork above shoulder height Take care when other volunteers are working in proximity Ensure correct storage of tools after use Check for people working around you before use
Morning tea, lunch, afternoon tea & BBQ	Hot surfaces on BBQ	Burns	C3	L3	4	<ul style="list-style-type: none"> Do not touch hot surfaces Disconnect gas bottle after use and read storage instructions Warn others of hot surfaces
	Transporting BBQ and gas cylinder	Crush injury and muscular-skeletal injury	C2	L3	3	<ul style="list-style-type: none"> Check condition of wheels prior to moving BBQ Do not move the BBQ and if unable to do so, use a 2 person lift where appropriate Use trolleys and lifting devices for transporting Check gas cylinder is stamped and in date before use Ensure the BBQ has cooled down and switched off before moving Warn others of hot surfaces
Gas leak, risk of fire and explosion		C2	L4	4		

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Morning tea, lunch, afternoon tea & BBQ	Boiling water	Burn and scalds	C3	L3	4	<ul style="list-style-type: none"> • Ensure lid is secured tightly on hot water urn and hot water thermos • Ensure tea and coffee service area is in a safe area • Ensure cups have suitable thermal protective properties • Do not overfill cups of tea or coffee • If burns occurs, apply cold water • Seek medical assistance if necessary • Warn others of hot objects and liquids
	Incorrectly stored food	Illness to person	C4	L3	5	<ul style="list-style-type: none"> • Perishable foods to be freshly purchased and stored in refrigeration or esky (ice box) • If items being brought from home ensure correct food handling procedures have been followed • Discard food if in doubt of quality or hygiene
	Food allergies	Illness to person	C3	L3	4	<ul style="list-style-type: none"> • Always ask volunteers and staff of food allergies • Do not consume other people's food without knowing the ingredients
	Electrical appliances	Injury or death to person	C1	L4	3	<ul style="list-style-type: none"> • Ensure electrical appliances are inspected regularly • Do not allow people to bring in appliances from home • Ensure appliances are used correctly according to manufacturer's manual • Minimize use by volunteers
Planting along Shrimptons Creek in Santa Rosa Park	Trips and falls	Injury to person	C3	L2	3	<ul style="list-style-type: none"> • Do not collect water from creek line • Avoid steep slopes • Be aware of surrounding environment
	Moving of heavy objects	Strain or injury to person	C3	L2	3	<ul style="list-style-type: none"> • Transport tube stock and water on a trolley • Do not overfill buckets of water crystals • Do not overfill bucket and bottles of water • Use correct posture • Ask for assistance by others
	Digging of holes	Injury to person	C4	L3	5	<ul style="list-style-type: none"> • Wear PPE (gloves, hat, sturdy boots, trousers and long sleeved shirt) • Do not lift mattock above shoulder height • Take care when working around others • Do not flick soil while digging • Do not leave holes unattended
	Planting of tube stock	Injury to person	C4	L3	5	<ul style="list-style-type: none"> • Wear PPE (gloves, hat, sturdy boots, trousers and long sleeved shirt) • Take care when working around others with equipment • Take breaks to avoid fatigue

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Planting along Shrimptons Creek in Santa Rosa Park	Working near shared paths / areas with other users (eg. walkers, joggers, cyclist etc).	Injury from collision with a cyclist, verbal abuse and pedestrian collision	C2	L4	4	<ul style="list-style-type: none"> • Be aware of cycle traffic, particularly at peak times • Place witches hats at edge of cycle path • Nursery coordinator to verbally communicate risks of shared paths/areas • Keep off shared paths where possible to allow cyclists or pedestrians to use the path • Work away from edge of cycle path • Do not leave tools or belongings near the shared path • Place witches hats when working in shared areas
	Injury while accessing area	Injury to person	C3	L3	4	<ul style="list-style-type: none"> • Wear PPE (gloves, hat, sturdy boots, trousers and long sleeved shirt) • Assess area before entering or find an alternative safe route • Inform others your intended location • Transport tools in trolley or bucket • Carry a mobile phone • Carry a first aid kit • Be accompanied by another person
	Insect or animal bites	Bites or allergic reactions	C1	L3	2	<ul style="list-style-type: none"> • Make a lot of noise to avoid animal encounters • Assess area for signs of spiders or snakes • Carry first aid kit • Carry a mobile phone
	Fatigue	Injury to person	C4	L3	5	<ul style="list-style-type: none"> • Take breaks as required • Drink plenty of water • Bring food where required • Avoid peak heat of day
	Exposure and dehydration from sun	Injury or illness to person	C3	L3	4	<ul style="list-style-type: none"> • Wear a hat • Drink water regularly • Avoid peak heat of day • Keep under shade • Use sunscreen • Take regular breaks
	Injury from plant/shrub	Cuts, scratches and punctures Eye injury	C4 C3	L1 L2	3 3	<ul style="list-style-type: none"> • Wear PPE (gloves, hat, sturdy boots, trousers and long sleeved shirt) • Be aware of the immediate environment • Where possible identify problem plants – those with thorns, sharp edges, sharp edges and irritant properties • Have a first aid kit and mobile phone
Seed collection (Co-ordinators only or under direct supervision)	Injury from falling branches	Injury to person	C4	L3	5	<ul style="list-style-type: none"> • Check weather reports before seed collection • Watch for falling branches • Avoid high wind conditions • Avoid areas newly affected by bushfires • Take caution when moving through vegetation

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Seed collection (Co-ordinators only or under direct supervision)						<ul style="list-style-type: none"> Wear PPE (gloves, hat, sturdy boots, trousers and long sleeved shirt)
	Injury from overreaching for seed	Injury to person	C4	L3	5	<ul style="list-style-type: none"> Do not overreach or alternatively look for other seed sources Do not climb trees Do not attempt to access dangerous areas
	Slip injury	Injury to person	C4	L3	5	<ul style="list-style-type: none"> Wear appropriate footwear Assess the surrounding environment before entering Be aware of cliffs and slopes Be accompanied by another person Carry a mobile phone and try to maintain reception Carry a first aid kit
Cleaning of pots	Spiders and insects	Bites and allergic reactions	C3	L2	3	<ul style="list-style-type: none"> Check for any spider/insects inside empty pots Take care when unstacking empty pots Wear gloves at all times Have a first aid kit and first aid officer on site Call 000 if necessary
Worm farm	Exposure to worm leachate	Illness to person	C4	L4	6	<ul style="list-style-type: none"> Avoid spilling worm leachate Take care when moving or applying worm leachate Wear PPE (gloves, hat, sturdy boots, trousers and long sleeved shirt) Wash hands after use
Cleaning of Greenhouse	Exposure and dehydration from heat	Injury to person	C4	L4	6	<ul style="list-style-type: none"> Wear PPE (gloves, sturdy boots, trousers and long sleeved shirt) Check weather report prior to entering greenhouse Avoid long periods inside greenhouse Ensure adequate ventilation is in place Take regular water breaks
	Slip injury	Injury to person	C4	L3	5	<ul style="list-style-type: none"> Take care when cleaning with water Wear appropriate footwear to avoid slipping
Seed storage, cleaning and preparation	Repetitive tasks	Strain from repetition	C4	L4	6	<ul style="list-style-type: none"> Take breaks as required Rotate activities at onset of strain Choose the correct tool for the job Look at other ways of doing the job Stretch at regular intervals Ensure tools are well maintained and inspected before work
Pre-seed treatment (if applicable)	Exposure to hormone treatment	Skin irritation or illness to person	C4	L4	6	<ul style="list-style-type: none"> Wear PPE (gloves, sturdy boots, trousers and long sleeved shirt) Read product label for correct use and storage

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Flame Weeder (Coordinators only)	Burns	Injury to person	C3	L3	4	<ul style="list-style-type: none"> • Wear PPE (gloves, sturdy boots, low-flammable trousers and low-flammable long sleeved shirt) • Read butane gas label for storage instructions • Ensure butane gas is disconnected when in storage • Store in a safe and secure location, away from volunteers and children • Check gas fittings prior to use • Follow the equipment manufacturer's instructions exactly • Follow safety advice from the equipment manufacturer • Do not use in proximity to volunteers • Only coordinators to use flame weeder • After use ensure flame tip has cooled off before being stored
	Fire	Injury or death to person	C1	L4	3	<ul style="list-style-type: none"> • Ensure there is water or fire extinguishers available to suppress any spread of fire • Contact local Fire and Rescue services for advice regarding fire safety and approvals • Do not use around excess dry vegetation • Never flame weeds during extremely dry periods • Apply to small patches initially to test the response of the area being treated • Do not use during high winds

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SECTION B

1. List training required eg Ride-on mower, Whipper Snipper etc

Not applicable.

**Engineering Certificates /Permits/Approvals required for this Activity:
eg utility shutdown, hot work permit, etc.**

Not applicable.

List Plant/Equipment/Personal Protective Equipment required for this Activity:

Not applicable.

List Equipment Maintenance Checks required for this Activity:

Not applicable.

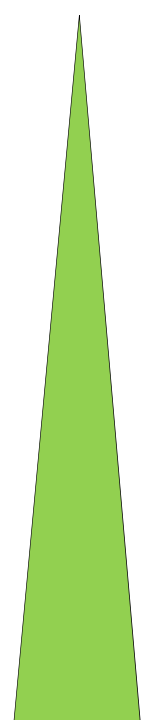
Person(s) responsible for supervising work, inspecting and approving work areas, work methods, protective measures, plant equipment and power tools

Name:	Position:	Signature:
Name:	Position:	Signature:

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Risk Assessment Priority Table:

<u>Consequence</u> How serious could a hazard: 1/ Injure someone OR make someone ill? 2/ Damage the environment?	<u>Likelihood / Probability</u> How likely is the consequence to happen?			
	Very likely could happen any time L1	Likely could happen sometime L2	Unlikely could happen but very rarely L3	Very unlikely Could happen but probably never will L4
Kill or cause permanent disability or ill health Major environmental incident or harm caused from discharge / release requiring emergency services response, or major incident caused from activity in sensitive environment C1	1	1	2	3
Long term illness or serious injury Significant long-term environmental damage or harm caused from discharge / release, or from activity in sensitive environment C2	1	2	3	4
Medical attention and several days off work Minor remediation required, short-term environmental harm, contained discharge / release, or from activity in sensitive environment C3	2	3	4	5
First aid needed No short-term environmental harm, discharge / release immediately contained, small clean-up, or from activity in sensitive environment C4	3	4	5	6

Numbers and Risk	Hierarchy of Controls – Safety Measures Guide	
<p>What should you do?</p> <p>The numbers show you how important the risk is to do something to reduce potential injury, illness to people or damage to the environment:</p> <div style="background-color: #ff0000; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> 1 or 2 – It is extremely important to act now - Requires detailed pre-planning. </div> <div style="background-color: #ffff00; color: black; padding: 5px; text-align: center; margin-bottom: 5px;"> 3 or 4 – Requires operational planning now </div> <div style="background-color: #ffff00; color: black; padding: 5px; text-align: center;"> 5 or 6 – Requires localised control measures </div> <p>How to Control Your Risks</p> <p>1/ Go to the <i>Safety Measure Guide</i> (opposite) for assistance. Examples relate to each hierarchy of control. It is a legal requirement to look at eliminating the risk first from the hierarchy of controls if possible.</p> <p>2/ If the risk cannot be eliminated, it is necessary to look at other controls to reduce the risk of injury, illness or environmental harm in order of effectiveness from:</p> <ul style="list-style-type: none"> - Substitution, to - Personal Protective Equipment 	<p style="text-align: center;">Use ONE or MORE measures to eliminate or control the identified risks</p> <p>Hierarchy Of Controls</p> <p>Elimination Safety Measure Examples Get rid of the injury hazard or source of pollution from the workplace. This is the best option, if it can be done. Seek authorisation from Group Manager prior to undertaking any works within or near sensitive environments.</p> <p>Substitution Use something less hazardous. For example, water based paints rather than solvent based ones to reduce risk of injury or substitute materials to reduce potential pollution. Use shovels instead of a bobcat in sensitive environments.</p> <p>Isolation Isolate the hazard from people, or isolate people from the hazard. For example, try to work in shaded areas rather than in direct exposure to the sun's UV. Use absorbent booms or other suitable materials to contain spills. Use barriers or mark line to delineate sensitive environments from work area.</p> <p>Engineering Controls Design and install equipment to counteract the hazard. For example, use plant and equipment whenever possible to muscular stress when manual handling items. Use bunding to prevent escape of spills or leaks. Install silt fences to prevent sediment from entering stormwater drains or waterways. Use grass-catcher or guard on mowing equipment to reduce unwanted weed growth in sensitive environments</p> <p>Administrative Controls Arrange work to reduce time people are around the hazard, such as job rotation to reduce exposure during high periods of UV exposure. Refer to chemical data sheets for storage and use. Contact fire brigade if concerns about safety or spills that cannot be contained. Use licensed waste contractor to remove / dispose of hazardous wastes. Minimise work area size in sensitive environments.</p> <p>Personal Protective Equipment Wear protective equipment and clothing while near the hazard. For example, ear muffs or ear plugs. Wear suitable protective gear cleaning up pollution.</p>	<p>Reduces Risks</p>  <p>Increases Risks</p>

