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| **Name:** |  |
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| **TASK:** | **Preparing Potting Mix** | **Stage 1 of 1 stage in task** |
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| A Skill level of**...A...B...C...D...E...**Indicate level using underpinning work skill guide**Steps requiring skill level :List by step number**

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|  | **Assistance coding;**0=no assistance/fully independent1=indirect verbal prompts/instructions2=gestural prompts3=direct verbal prompts/instructions4=model style prompting5=physical prompting MINIMAL6=physical prompting FULL assistance7=not complaint/failed taskN/A=not applicable  | OBSERVATION DATES  | Associated JSA:OHS requirementsGloves; Rubber |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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|  | **Staff initials**; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | STEPS  | ASSISTANCE REQURED |
| **1.** | Get Rubber Gloves from tool Cupboard |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** | Collect the wheelbarrow and shovel from front of Green marked shadehouse |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** | Take wheelbarrow to the holding bay for potting mix. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** | Open gate of potting mix bay. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.** | Go to wheelbarrow and take into potting mix bay and place it close to potting mix. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6.** | Take shovel and with knees bent place shovel in potting mix, lift potting mix onto shovel.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7.** | Take Shovel of potting mix into the wheelbarrow. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8.** | Tilt shovel to empty potting mix. Repeat stages 5 and 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9.** | Fill wheelbarrow up to the orange painted line no more for weight reasons. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10.** | When Full Place Shovel on top of potting mix. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11.** | Bend knees and lift wheelbarrow and wheel out of soil bay. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12.** | Take wheelbarrow to next bay where fertilizers are. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **13.** | Open gate, keep wheelbarrow where it is.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14.** | Go to the green bin. Lift lid and take cup from inside the bin and fill it to the top.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15.** | Take cup to wheelbarrow and empty contents. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **16.** | Repeat process with other green bin. Same amount of Fertilizer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **17.** | Close gate.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **18.** | Take shovel and mix the soil with the shovel to spread the two additives evenly through the soil. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **19.** | Place shovel back on top of wheelbarrow. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20.** | Bend knees and lift wheelbarrow and take it to the hose further down on side of building. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **21.** | Take the hose and turn on water |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **22.** |  Water the soil mix well until moist but not too wet.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **23.** | Turn tap off. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **24.** | Lift Shovel and mix the potting mix with the water. Like stirring the potting mix.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **25.** | Potting mix should be damp but not too wet.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **26.** | If more water is needed turn tap on and add more with the hose. Repeat step 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27. | Place shovel back on top of wheelbarrow. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **28.** | Bend knees and lift wheelbarrow and take it back to the work shed for use |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Comments:**

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| Important not to fill potting mix over orange line O.H.S issue.  |