

Mould and Fungus Management Plan

(Worked Example)

In accordance with the H&S at Work Act 2015 the aim of this organisation is

to eliminate risks to health and safety, so far as is reasonably practicable; and

if it is not reasonably practicable to eliminate risks to health and safety, to minimize those risks so far as is reasonably practicable when dealing with moulds and fungi.

1) Identifying our hazards:

- a) This will involve identifying items that have either been water/damp affected and start to grow mould/fungi.

2) Assess the risks from your hazards:

- a) The risk is of handling mould/fungal affected items and contracting a fungal infection. The risk is very small and can be reduced even further by handling the items in a well-ventilated area whilst wearing the correct PPE.
- b) There will be a small risk that some people will become either hypersensitive or allergic to the mould/fungi when handling affected items. Ideally, staff with hypersensitivity or allergies should not have to deal with mould affected items.
- c) The risk of museum or gallery items being irreparably ruined by mould/fungi. Prevention is better than cure, store your items in a humidity/temperature-controlled environment.
- d) Use the worksafe hierarchy of controls and risk rating table to determine what are the possible actions you can take (<https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/risk-management/>)

3) Have processes for accidents, incidents, emergencies and disposal:

- a) Ensure there are procedures/instructions telling the other staff what to do and who to contact if a staff member starts to develop an allergic response when handling mould/fungal affected material. Is there a private area where they can look after the injured person until help arrives.
- b) Have procedures for dealing with items that are affected by mould/fungi, i.e. how to dry them out, who to contact. Here is a great source of information: <https://mgns.org.au/sector/resources/online-resources/collection-care/combating-mould/>
- c) Ensure that your staff know to where the correct Personal Protective equipment (PPE) when handling mould/fungi e.g. a 3M8812 or M9913 facemask

Keep your procedures simple and easy to read. Ensure that any emergency contact numbers are in large bold print on the front page e.g. Healthline 0800 611 116 for advice on allergies

4) Document staff training:

- a) Keep training records for all your staff, this should include the dates the training was received.
- b) Ensure staff have regular training sessions and that training is updated at least every 2 years.
- c) Ask staff for feedback on training sessions to determine if the training is regarded as useful and/or effective.

5) Review the plan for effectiveness:

- a) In the light of any accidents, incidents, emergencies or disposals, review your procedure to see: 1) if it worked and 2) if it did not work, what do you have to do to ensure that it will work next time.
- b) Document and date any changes you make to your procedures.