



## HAZARD ASSESSMENT AND CONTROL REPORT FORM

<b>Job/Position/Work Type:</b> Darkroom/ Film Developing	<b>Location of Work:</b> W748A-K	<b>Date:</b> 29/07/2019
<b>Assessment completed by:</b> Mary-Anne McTrowe		<b>Reviewed/Revised:</b> Niall Donaghy 28/08/2022

Activity/Task <small>(List all tasks and activities of the job/work)</small>	Description of Hazard <small>Note: There may be more than one hazard associated with an activity or task.</small>	Likelihood (L)	Severity (S)	Risk Total = (L*S)	Rating (High, Moderate, Low)	Hierarchy of Hazard Controls <small>(OHS Code 2009, Part 2 section 9)</small>  Elimination/Substitution (E/S) if this not an option the following hierarchy of controls is to be followed: <ul style="list-style-type: none"> <li>Engineering Controls (EC)</li> <li>Administrative Controls (AC)</li> <li>Personal Protective Equipment (PPE)</li> </ul>	Severity																		
								Makes you uncomfortable 1	Send you to hospital 2	Kills/cause a permanent disability 3															
							<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2"></td> <td style="background-color: red; color: white;">High Risk</td> <td style="background-color: orange;">Moderate Risk</td> <td style="background-color: yellow;">Low Risk</td> </tr> <tr> <td rowspan="3" style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</td> <td style="text-align: center;">Unlikely 1</td> <td style="background-color: yellow; text-align: center;">1</td> <td style="background-color: orange; text-align: center;">2</td> <td style="background-color: red; text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Might Happen 2</td> <td style="background-color: orange; text-align: center;">2</td> <td style="background-color: red; text-align: center;">4</td> <td style="background-color: darkred; text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">Highly likely 3</td> <td style="background-color: red; text-align: center;">3</td> <td style="background-color: darkred; text-align: center;">6</td> <td style="background-color: darkred; text-align: center;">9</td> </tr> </table>			High Risk	Moderate Risk	Low Risk	Likelihood	Unlikely 1	1	2	3	Might Happen 2	2	4	6	Highly likely 3	3	6	9
		High Risk	Moderate Risk	Low Risk																					
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Building Evacuation	Fire Violence Structural Collapse Hazardous Release	2	3	6	H	AC: Orientation/training AC: Emergency Response Plans, Emergency Response Plan AC: Review of escape route, assembly points, and location of fire extinguishers/pull stations, first aiders/kits and AEDs AC: Call 911 when required, contact Campus Security at 403-329-2345																			
Working alone in art space	Undertaking tasks that may cause injury without others to assist	2	3	6	H	EC: studio phone AC: Orientation, training AC: Working Alone Policy – use <a href="https://www.uleth.ca/security/working-alone">https://www.uleth.ca/security/working-alone</a> to sign in and sign out with Security whenever in the workspace alone AC: phone system - charged cell phone must be on person alone in the art space AC: encourage to use buddy system																			
Working in darkroom under low light conditions	Eye strain, slip and fall due to spills	2	2	4	M o d	EC: Adequate safelight environment AC: Orientation and Safe Work Practice Training including prompt cleanup of spills; taking breaks to prevent eye strain PPE: closed-toe slip-resistant footwear MUST be worn																			

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Cutting paper or matte board	Cuts, repetitive strain	2	2	2	M o d	AC: Safe Work Practice Training AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises. AC: Training to Faculty/Staff regarding First Aid protocol. Report injuries promptly to First aider/Supervisor in area, knowledge of first aid kit in area (and AED), Call Security 403.329.2345 and/or 911 for assistance if needed for more serious injuries.
Developing film, developing or toning paper	Inhalation of vapors; contact with skin or eyes; absorption of toxic materials	2	2	4	M o d	EC: General ventilation and exhaust system; sink exhaust system EC: Emergency Eye Wash and Shower AC: Safe Work Practice Training; including use of tongs and never putting bare hands in chemical trays AC: WHMIS training- certificate to supervisor AC: WHMIS labels on all items requiring labelling AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints PPE: apron or lab coat (if required); gloves (if required); safety glasses (if required)
Dry mounting photographs	Burns	2	2	4	M o d	EC: Fire Extinguisher EC: First Aid Kit AC: Orientation Safe Work Practice Training; never leave dry mount presses unattended
Use of portable studio lights	Exposure to light radiation, burns, Electrical shock	1	2	2	L o w	EC: engineered design of equipment; properly grounded AC: Safe Work Practice Training
Computer monitor use	Eye strain	1	1	1	L o w	AC: remind students/ staff to take breaks
Long periods of work	Eye strain, repetitive strain	2	2	4	M o d	EC: Adequate lighting in studio AC: Orientation and Safe Work Practice Training AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises.

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<p>Creation of situations where house-keeping is required through art space activities: (maintaining a clean work environment including sweeping and/ or mopping the floor and wiping down surfaces)</p>	<p>Slip, trips, falls, Muscular skeletal injury (MSI), inhalation of vapours or dust/ particles</p>	2	2	4	m o d	<p>AC: training on Safe Work Practices and “Art Space and Cleanliness SOP will occur yearly to staff and each semester to faculty/students outlining best practices and absolute need for artists to attend to housekeeping issues as a result of their creative endeavors AD: Free MSI training is available under Resources at <a href="https://www.uleth.ca/risk-and-safety-services/musculoskeletal-injury-msi-program-manual-material-handling">https://www.uleth.ca/risk-and-safety-services/musculoskeletal-injury-msi-program-manual-material-handling</a> AC: work with Caretaking for special needs of art space (yearly meeting with Manager, Caretaking) AC: absolutely no eating in art spaces; drinks must be in a re-sealable container; signage to remind persons about this AC: Mary-Anne McTrowe is the person who manages art space/housekeeping issues in W748 and checks areas on a schedule as agreed upon with supervisor. Daily or am/pm checks are signed off by this assigned person as to cleanliness of area. Supervisor is notified if area left in an unsafe state for others to use. Art Space and Cleanliness SOP outlines consequences for persons who leave space in an unsafe condition. Signage outlines what each space needs for cleanliness PPE: closed-toe slip-resistant footwear MUST be worn in all studios</p>
<p><b>Working under unusual or unfamiliar circumstances</b></p>	<p>Psychosocial hazards -Stress/fatigue -anxiety</p>	2	2	4	M	<p>EC: punch code access, restricted access, AC: restricted access approval and procedures, training, organizing and planning work, rotation of workers, list of emergency contact phone numbers, take regular breaks, rotating/modified work schedules, counselling services</p>
<p><b>Campus awareness</b></p>	<p>-hazards associated property damage or maintenance required</p>	2	2	4	M	<p>AC: report property damage and/or maintenance, report to Security and Facilities Services.</p>
<p><b>WORKING ON CAMPUS DURING A PANDEMIC</b></p>						<p><b>Covid-19 Specific – Refer to UofL COVID 19 Hazard Assessment</b></p>

(When describing the controls to reduce the risk associated with each hazard the above hierarchy must be followed, with personal protective equipment as the last means of control)



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*By signing this form, you acknowledge that you understand the hazards and associated controls:*

Supervisor's Name \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Worker Name	Signature	Date