



HAZARD ASSESSMENT AND CONTROL REPORT FORM

Job/Position/Work Type: Ceramics studio/Plaster Room/Grinding Room/Ceramic Shell Room	Location of Work: W890, W890A, W890B, W890C, W890D	Date: 29/07/2019
Assessment completed by: Mary-Anne McTrowe		Reviewed/Revised: 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"> Engineering Controls (EC) Administrative Controls (AC) Personal Protective Equipment (PPE) 	Severity																		
								Makes you uncomfortable	Send you to hospital	Kills/cause a permanent disability															
							<table border="1" style="font-size: small; 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>Unlikely 1</td> <td style="background-color: yellow;">1</td> <td style="background-color: orange;">2</td> <td style="background-color: red;">3</td> </tr> <tr> <td>Might Happen 2</td> <td style="background-color: orange;">2</td> <td style="background-color: red;">4</td> <td style="background-color: darkred;">6</td> </tr> <tr> <td>Highly likely 3</td> <td style="background-color: red;">3</td> <td style="background-color: darkred;">6</td> <td style="background-color: darkred;">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																					
Likelihood	Unlikely 1	1	2	3																					
	Might Happen 2	2	4	6																					
	Highly likely 3	3	6	9																					
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 Sudden illness or medical emergency Violence	2	2	4	M o d	EC: studio phone AC: Orientation/training AC: Working Alone Policy – use https://www.uleth.ca/security/working-alone 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																			

HAZARD ASSESSMENT AND CONTROL REPORT FORM

Drawing with dry media	Dust/particle inhalation	1	1	1	Low	AC: Safe Work Practice Training AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints
Cutting paper or cardboard	Cuts, repetitive strain	2	2	4	Mod	AC: Safe Work Practice Training AC: Training to remind staff/students of 15 minutes of cutting 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.
Using spray fixative	Inhalation of vapours; contact with skin or eyes	2	1	2	Low	EC: restrict application of fixative to spray booth AC: Safe Work Practice
Using paints or pigments	Absorption of toxic materials	2	2	4	Mod	AC: Safe Work Practice Training AC: WHMIS training- certificate to supervisor AC: limit use (substitute non-toxic materials where possible)
Using solvents	Absorption of chemicals/ inhalation of vapours	2	2	4	Mod	AC: Safe Work Practice Training AC: WHMIS training- certificate to supervisor AC: limit use (substitute non-toxic materials where possible)
Using clay slab roller	Pinch points	2	2	4	Mod	AC: Safe Work Practice Training
Using pottery wheel	Pinch points, repetitive strain	2	2	4	Mod	AC: Safe Work Practice Training AC: training https://www.albertahealthservices.ca/careers/Page12772.aspx for 40 minute training on ergonomics. Certificate to supervisor yearly. AC: rest periods enforced for handling of items in a repetitive manner over 15 minutes
Retrieving slip-cast molds from shelving	Slip, trips, falls, Muscular skeletal injury (MSI), back strain	2	2	4	Mod	AC: Safe Work Practice Training EC: carts or dollies in use for weights over 25lbs AC: training https://www.albertahealthservices.ca/careers/Page12772.aspx for 40 minute training on ergonomics. Certificate to supervisor yearly.

HAZARD ASSESSMENT AND CONTROL REPORT FORM

						<p>AC: SOP on Safe Work Practice including assessment of items requiring movement for weight/bulkiness/sharp objects and plan for movement that may include dolly/second or third person or other safety mechanism for movement (third person may be spotter for the other two moving the item).</p> <p>AC: rest periods enforced for handling of items in a repetitive manner over 15 minutes</p> <p>AC: review of weather issues (ice, snow, rain, gravel) should movement of items involve the outdoors</p> <p>PPE: gloves, appropriate footwear to avoid slips/trips/falls (closed toed shoes or boots)</p>
Slip casting using molds	Repetitive strain, Muscular skeletal injury (MSI), back strain	1	2	2	low	<p>AC: Safe Work Practice Training</p> <p>AC: Training to remind staff/students of 15 minutes of carving and 5 minute break cycle. ROM exercises.</p> <p>AC: training https://www.albertahealthservices.ca/careers/Page12772.aspx for 40 minute training on ergonomics. Certificate to supervisor yearly.</p> <p>AC: SOP on Safe Work Practice including assessment of items requiring movement for weight/bulkiness/sharp objects and plan for movement that may include dolly/second or third person or other safety mechanism for movement (third person may be spotter for the other two moving the item).</p> <p>AC: rest periods enforced for handling of items in a repetitive manner over 15 minutes</p>
Glazing bisqueware	Absorption of toxic materials	2	2	4	Mod	<p>AC: Safe Work Practice Training</p> <p>PPE: chemical resistant gloves</p>
Long periods of work	Eye strain, repetitive strain	2	2	4	Mod	<p>EC: Adequate lighting in studio</p> <p>AC: Safe Work Practice Training</p> <p>AC: Training to remind staff/students of 15 minutes of work and 5 minute break cycle. ROM exercises.</p>
Use of portable studio lights	Exposure to light radiation, burns, Electrical shock	1	2	2	Low	<p>EC: engineered design of equipment; properly grounded</p> <p>AC: Safe Work Practice Training</p>



HAZARD ASSESSMENT AND CONTROL REPORT FORM

<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 vapors 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</p> <p>AC: work with Caretaking for special needs of art space (yearly meeting with Manager, Caretaking)</p> <p>AC: absolutely no eating in art spaces; drinks must be in a re-sealable container; signage to remind persons about this</p> <p>AC: Mary-Anne McTrowe is the person who manages art space/housekeeping issues and checks areas on a schedule as agreed upon with supervisor. 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. Cleaning supplies and gloves are in W890C. Signage outlines what each space needs for cleanliness</p> <p>PPE: closed-toe slip-resistant footwear MUST be worn in all studios</p>
<p>W890A. Clay Preparation/ Ceramic Shell Preparation</p>						
<p>Mixing clay</p>	<p>Inhalation of dust, eye injury, pinch points, amputation, electric shock/ electrocution, slip & fall</p>	3	2	6	H	<p>EC: local ventilation</p> <p>EC: Guards and kill switch</p> <p>AC: Safe Work Practice Training, inspection/maintenance of equipment as per manufacturer’s recommendations</p> <p>AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints</p> <p>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 larger injuries.</p> <p>PPE: safety glass; N95 respirator, appropriate footwear to avoid slips/trips/falls (closed toed shoes or boots)</p>

HAZARD ASSESSMENT AND CONTROL REPORT FORM

Dipping molds in sand	eye injury, repetitive strain, dust/ vapour inhalation	2	2	4	M	<p>EC: local ventilation</p> <p>AC: Safe Work Practice Training</p> <p>AC: Training to remind staff/students of 15 minutes of work and 5 minute break cycle. ROM exercises.</p> <p>AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints</p> <p>PPE: chemical resistant gloves; safety glasses; apron; N95 respirator</p> <p>PPE: clothing appropriate to type of activity (no open shoes, closed toes shoes, clothing tight to body, long sleeves/pants (no shorts or flowing clothing that might get caught/trap particles))</p>
Dipping molds in slurry	eye injury, repetitive strain, dust/ vapour inhalation, pinch points, amputation, electric shock/ electrocution	2	2	4	M	<p>EC: local ventilation</p> <p>AC: Safe Work Practice Training</p> <p>AC: Training to remind staff/students of 15 minutes of work and 5 minute break cycle. ROM exercises.</p> <p>AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints</p> <p>PPE: chemical resistant gloves; safety glasses; apron; N95 respirator</p> <p>PPE: clothing appropriate to type of activity (no open shoes, closed toes shoes, clothing tight to body, long sleeves/pants (no shorts or flowing clothing that might get caught/trap particles)).</p>
Moving and opening bags of dry clay/ sand	Cuts, slip, trips, falls, Muscular skeletal injury (MSI), repetitive strain, inhalation or dust/ particles	2	2	2	M	<p>EC: carts or dolly in use for weights over 25lbs</p> <p>AC: training https://www.albertahealthservices.ca/careers/Page12772.aspx for 40 minute training on ergonomics. Certificate to supervisor yearly.</p> <p>AC: SOP on Safe Work Practice including assessment of items requiring movement for weight/bulkiness/sharp objects and plan for movement that may include dolly/second or third person or other safety mechanism for movement (third person may be spotter for the other two moving the item).</p> <p>AC: rest periods enforced for handling of items in a repetitive manner over 15 minutes</p> <p>PPE: gloves, appropriate footwear to avoid slips/trips/falls (closed toed shoes or boots); safety glasses; N95 respirator</p>
W890B. Grinding						

HAZARD ASSESSMENT AND CONTROL REPORT FORM

Room/CNC Router						
working with power tools including rotating tools	Cuts Eye injury Pinch points Repetitive strain Dust/particle inhalation noise	3	2	6	H	<p>EC: local ventilation (down draft table)</p> <p>EC: Guards and kill switch</p> <p>AC: Safe Work Practice Training</p> <p>AC: Training to remind staff/students of 15 minutes of carving and 5 minute break cycle. ROM exercises.</p> <p>AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints</p> <p>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 larger injuries.</p> <p>PPE: safety glasses; additional face shield must be worn when using grinding/cutting disk</p> <p>PPE: N95 respirator</p> <p>PPE ear protection</p> <p>PPE: clothing appropriate to type of activity (no open shoes, closed toes shoes, clothing tight to body, long sleeves/pants (no shorts or flowing clothing that might get caught/trap particles). Heat protective jacket and gloves</p>
Maintenance of power tools, including changing blades or bits	Burns, cuts, amputations, electric shock/ electrocution, dust, noise, eye injury	2	4	6	H	<p>EC: guard and kill switch</p> <p>EC: lock out tag out (isolate energy for electrical equipment) taught each year to faculty/staff/students through training system.</p> <p>AC: Follow manufacturer's specifications (with each tools handbook at W840)</p> <p>AC: training of faculty/staff/ students to assess machinery BEFORE and AFTER use. If before and problems with any part of equipment, trained to 'do not use' and report. For assessment after use, if found to have problems such as frayed cord or requires servicing/cleaning, person is trained to NOT leave tools but to bring them to supervisor for discussion/review/cleaning/servicing</p>
Working with hand tools	Cuts, eye injury, pinch points, repetitive strain, dust/ particle inhalation, noise	2	2	4	M	<p>EC: local ventilation (down draft table) if process creates dust</p> <p>AC: Safe Work Practice Training</p> <p>AC: Training to remind staff/students of 15 minutes of work and 5 minute break cycle. ROM exercises.</p> <p>AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints</p>

HAZARD ASSESSMENT AND CONTROL REPORT FORM

						<p>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 larger injuries.</p> <p>PPE: safety glasses</p> <p>PPE: N95 respirator; ear protection; face shield when necessary</p> <p>PPE: clothing appropriate to type of activity (no open shoes, closed toes shoes, clothing tight to body, long sleeves/pants (no shorts or flowing clothing that might get caught/trap particles).</p>
Handling hot metal (heat due to friction/ use of grinding & cutting tools)	Burns	3	2	6	H	<p>AC: Safe Work Practice Training</p> <p>PPE: protective clothing; heat resistant gloves</p>
Computer monitor use	Eye strain	1	1	1	L	AC: take breaks
W890C. Plaster Room						
Carving stone or plaster-working with hand tools or rotating power tools	<p>Cuts</p> <p>Eye injury</p> <p>Pinch points</p> <p>Repetitive strain</p> <p>Dust/particle inhalation</p> <p>noise</p>	3	3	9	H	<p>EC: local ventilation (down draft table) if process creates dust</p> <p>EC: Guards and kill switch</p> <p>AC: Safe Work Practice Training</p> <p>AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises.</p> <p>AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints</p> <p>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 larger injuries.</p> <p>PPE: safety glasses must be worn; N95 respirator if process creates dust</p> <p>PPE ear protection when power tools are used</p> <p>PPE: clothing appropriate to type of activity (no open shoes, closed toes shoes, clothing tight to body, long sleeves/pants (no shorts or flowing clothing that might get caught/trap particles).</p> <p>PPE: closed-toe slip-resistant footwear MUST be worn in all studios</p>

HAZARD ASSESSMENT AND CONTROL REPORT FORM

Maintenance of power tools, including changing blades or bits	Burns, cuts, amputations, electric shock/ electrocution, dust, noise, eye injury	2	4	6	H	<p>EC: guard and kill switch</p> <p>EC: lock out tag out (isolate energy for electrical equipment) taught each year to faculty/staff/students through training system.</p> <p>AC: Follow manufacturer's specifications (with each tools handbook at W840)</p> <p>AC: training of faculty/staff/ students to assess machinery BEFORE and AFTER use. If before and problems with any part of equipment, trained to 'do not use' and report. For assessment after use, if found to have problems such as frayed cord or requires servicing/cleaning, person is trained to NOT leave tools but to bring them to supervisor for discussion/review/cleaning/servicing</p>
Mould making and castings from moulds	Eye injury, skin irritation, inhalation of vapors or dust/ particles, burns	2	4	6	H	<p>Elimination: consider substitution to non-hazardous product (if available and appropriate to project)</p> <p>EC: training re appropriate use of local ventilation (down draft table)</p> <p>EC: WHMIS training (certificate/proof of training to supervisor)</p> <p>AC: Safe Work Practice Training (SOP for mould making)</p>
Creation of situations where Housekeeping is required through art space activities: (maintaining a clean work environment including mopping the floor and wiping down surfaces)	Slip, trips, falls, Muscular skeletal injury (MSI), inhalation of vapors or dust/ particles	2	2	4	M	<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</p> <p>AC: absolutely no food or drink in art spaces, signage to remind persons about this</p> <p>AC: Mary-Anne McTrowe and Niall Donaghy are the people who manage art space/housekeeping issues in W890C and checks areas on a schedule as agreed upon with supervisor. 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.</p> <p>Signage outlines what each space needs for cleanliness</p> <p>PPE: eye protection; N95 respirator (if necessary); closed-toe slip-resistant footwear MUST be worn in all studios</p>

HAZARD ASSESSMENT AND CONTROL REPORT FORM

W890D. Kiln Room/Foundry						
De-shelling bronze casts using hand tools and pressurized air tools	Cuts Eye injury Pinch points Repetitive strain Dust/particle inhalation noise	3	3	9	H	<p>EC: local ventilation (down draft table) if process creates dust EC: Guards and kill switch AC: Safe Work Practice Training as outlined in SOP AC: Training to remind staff/students of 15 minutes of work and 5 minute break cycle. ROM exercises. AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints 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 larger injuries. PPE: safety glasses before respirator used in area. PPE: hearing protection, safety glasses, and N95 respirator MUST all be worn when de-shelling bronze PPE: clothing appropriate to type of activity (no open shoes, closed toes shoes, clothing tight to body, long sleeves/pants (no shorts or flowing clothing that might get caught/trap particles). PPE: closed-toe slip-resistant footwear MUST be worn in all studios</p>
Maintenance of power tools, including changing blades or bits	Burns, cuts, amputations, electric shock/ electrocution, dust, eye injury	2	4	6	H	<p>EC: guard and kill switch EC: lock out tag out (isolate energy for electrical equipment) taught each year to faculty/staff/students EC: Fire Extinguisher AC: Follow manufacturer's specifications (with each tools handbook at W838) AC: training of faculty/staff/ students to assess machinery BEFORE and AFTER use. If before and problems with any part of equipment, trained to 'do not use' and report. For assessment after use, if found to have problems such as frayed cord or requires servicing/cleaning, person is trained to NOT leave tools but to bring them to supervisor for discussion/review/cleaning/servicing PPE: Safety glasses, hearing protection, gloves</p>
Preparing sand-casting moulds	Eye injury, inhalation of dust/ particles, repetitive	2	4	6	H	<p>EC: general ventilation AC: Safe Work Practice Training</p>

HAZARD ASSESSMENT AND CONTROL REPORT FORM

	strain, noise, pinch points					<p>AC: Training to remind staff/students of 15 minutes of work and 5 minute break cycle. ROM exercises.</p> <p>AC: ventilation problems reported promptly to Supervisor who will involve Campus Safety and Facilities for Air Quality Concerns/Complaints</p> <p>AC: Safety Signage</p> <p>PPE: safety glasses; N95 respirator if necessary</p>
Loading kiln	Repetitive strain, back strain	2	1	2	L	<p>AC: rest periods enforced for handling of items in a repetitive manner over 15 minutes</p>
Unloading kiln	Repetitive strain, back strain, burns	2	3	6	H	<p>AC: rest periods enforced for handling of items in a repetitive manner over 15 minutes</p> <p>AC: wait until kiln has cooled before unloading (max. temp 150 deg F)</p> <p>PPE: heat resistant gloves if necessary (if ceramics above room temp)</p>
Loading/unloading furnace (ceramic shells)	Burns, trip & fall, Muscular skeletal injury (MSI), back strain	3	2	6	H	<p>AC: training https://www.albertahealthservices.ca/careers/Page12772.aspx for 40 minute training on ergonomics. Certificate to supervisor yearly.</p> <p>PPE: appropriate footwear to avoid slips/trips/falls (closed toed shoes or boots); specialized protective clothing, gloves, and face shield</p>
Melting and/ or pouring bronze or aluminum	Burns, noise, eye injury, fire, Muscular skeletal injury (MSI), back strain, inhalation of fumes from foundry	3	3	9	H	<p>AC: training https://www.albertahealthservices.ca/careers/Page12772.aspx for 40 minute training on ergonomics. Certificate to supervisor yearly.</p> <p>AC: only trained individuals may participate in bronze/ aluminum pours</p> <p>PPE: appropriate footwear to avoid slips/trips/falls (closed toed boots); ear protection; eye protection; specialized protective clothing including aluminized coat, gloves, gloves, leggings and head-cover with face shield</p>
Housekeeping: sweeping up after de-moulding or de-shelling	Slip, trips, falls, Muscular skeletal injury (MSI), inhalation dust/ particles, particle in eye	3	2	6	H	<p>EC: local ventilation</p> <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</p> <p>AC: work with Caretaking for special needs of art space (yearly meeting with Manager, Caretaking)</p> <p>AC: absolutely no eating in this space; signage to remind persons about this</p>

HAZARD ASSESSMENT AND CONTROL REPORT FORM

						<p>AC: Mary-Anne McTrowe and Niall Donaghy are the people who manage art space/housekeeping issues in W890D and checks areas on a schedule as agreed upon with supervisor. 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>
Working under unusual or unfamiliar circumstances	Psychosocial hazards -Stress/fatigue -anxiety	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, counselling services</p>
Campus awareness	-hazards associated property damage or maintenance required	2	2	4	M	<p>AC: report property damage and/or maintenance, report to Security and Facilities Services.</p>
WORKING ON CAMPUS DURING A PANDEMIC						<p>Covid-19 Specific – Refer to UofL COVID 19 Hazard Assessment</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)

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

Supervisor's Name _____ Supervisor's Signature _____



HAZARD ASSESSMENT AND CONTROL REPORT FORM

Worker Name	Signature	Date