

## HAZARD ASSESSMENT AND CONTROL REPORT FORM

<b>Job/Position/Work Type:</b> Senior/Advanced/Grad Studios, Painting Studios, Drawing Studios, Foundations Studios, Design Studios	<b>Location of Work: W871, W869,          W817,W823,W890,W842, W520,          W520A</b>	<b>Date: 26/07/2019</b>
<b>Assessment completed by: Mary-Anne McTrowe</b>		<b>Reviewed/Revised: Niall          Donaghy 28/08/2022</b>

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>  <b>Elimination/Substitution (E/S)</b> 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	Send you to hospital	Kills/cause a permanent disability																			
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2"></td> <td colspan="3" style="text-align: center;"><b>Severity</b></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</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="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Might Happen 2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">Highly likely 3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> <td style="text-align: center;">9</td> </tr> </table>									<b>Severity</b>					1	2	3	Likelihood	Unlikely 1	1	2	3	Might Happen 2	2	4	6	Highly likely 3	3	6	9
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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  Sudden illness or medical emergency	2	2	4	M o d	EC: studio phone 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																							

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	Violence					
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 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. Online incident reporting system
Using spray fixative	Inhalation of vapors; contact with skin or eyes	2	1	2	Low	E/S: limit use (substitute non-toxic materials where possible) EC: application of fixative restricted to spray booth AC: Safe Work Practice Training AC: WHMIS training, SDS available
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) PPE: chemical resistant gloves if necessary
Long periods of work	Eye strain, repetitive strain Stress Fatigue	2	1	3	Mod	EC: Adequate lighting in studio AC: Safe Work Practice Training AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises., counselling services
Creation of situations where house-keeping is required through art space activities:	Slip, trips, falls, Muscular skeletal injury (MSI), inhalation of dust/ particles	2	2	4	mod	AC: training on Safe Work Practices AC: 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



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(maintaining a clean work environment including sweeping and/ or mopping the floor and wiping down surfaces)						<p>AC: Mary-Anne McTrowe is the person who manages W871 housekeeping issues and checks areas on a schedule as agreed upon with supervisor. Checks are signed off by her as to cleanliness of area. Supervisor is notified if area left in an unsafe state for others to use. consequences for persons who leave space in an unsafe condition.</p> <p>Cleaning supplies and gloves are in W890C.</p> <p>AC: Signage outlines what each space needs for cleanliness.</p> <p>PPE: closed-toe slip-resistant footwear <b>MUST</b> be worn in all studios</p>
<b>Working under unusual or unfamiliar circumstances</b>	Psychosocial hazards -Stress/fatigue -anxiety	2	2	4	M	<p>EC: punch code access, restricted access, scheduled access</p> <p>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>
<b>Campus awareness</b>	-hazards associated property damage or maintenance required	2	2	4	M	AC: report property damage and/or maintenance, report to Security and Facilities Services.
<b>WORKING ON CAMPUS DURING A PANDEMIC</b>						Please refer to UofL COVID 19 Hazard Assessment

(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 \_\_\_\_\_

<b>Worker Name</b>	<b>Signature</b>	<b>Date</b>
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