

HAZARD ASSESSMENT AND CONTROL REPORT FORM

Job/Position/Work Type: Sculpture Studio/ Workshop	Location of Work: W840 & 840A	Date: 31/07/2019
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																		
								1	2	3															
							<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2"></td> <td style="background-color: #ff0000; color: white;">High Risk</td> <td style="background-color: #ffcc00; color: black;">Moderate Risk</td> <td style="background-color: #ffff00; color: black;">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: #ffff00; text-align: center;">1</td> <td style="background-color: #ffff00; text-align: center;">2</td> <td style="background-color: #ffcc00; text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Might Happen 2</td> <td style="background-color: #ffff00; text-align: center;">2</td> <td style="background-color: #ffcc00; text-align: center;">4</td> <td style="background-color: #ff0000; text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">Highly likely 3</td> <td style="background-color: #ffcc00; text-align: center;">3</td> <td style="background-color: #ff0000; text-align: center;">6</td> <td style="background-color: #ff0000; 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 Sudden illness or medical emergency Violence	2	3	6	H	EC: studio phone AC: Orientation/training AC: encourage to use buddy system AC: students are not permitted access to W840 or W840A after hours																			

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Long periods of work	Eye strain, repetitive strain Stress Fatigue	2	1	2	M o d	EC: Adequate lighting in studio AC: Safe Work Practice Training AC: Training to remind staff/students of 15 minutes of work and 5 minute break cycle. ROM exercises, counselling services
Cutting paper or cardboard	Cuts, repetitive strain	2	2	2	M o d	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. AC: Campus Incident Reporting
Using solvents, glues, laquers, spray paints, fixatives	Inhalation of vapors; contact with skin or eyes	2	1	2	L o w	EC: Emergency eye wash station E/S: AC: limit use and use less toxic alternatives when possible EC: restrict use to spray booth AC: Safe Work Practice Training as outlined in SOP. WHMIS training, SDS available PPE: gloves, respirator when necessary
Maintenance of power tools, including changing blades or bits	Burns, cuts, amputations, electric shock/ electrocution, dust, noise, eye injury	3	3	9	hi g h	EC: guard and kill switch EC: lock out tag out (isolate energy for electrical equipment) taught each year to faculty/staff/students through Safe Work Practice training system. AC: Safe Work Practice Training AC: Follow manufacturer's specifications (with each tools handbook in W838) inspection/maintenance of equipment as per manufacturer's specifications. 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: Eye protection

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<p>Working with power tools including rotating equipment</p>	<p>Cuts Eye injury Pinch points Repetitive strain Dust/particle inhalation noise</p>	3	3	9	High	<p>EC: local ventilation (down draft table) if process creates dust EC: Guards and kill switch 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. 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 PPE: N95 respirator to be used if process creates dust PPE: Ear protection for all work done in W840A and if excessive noise created in W840 PPE: face shield AND safety glasses must be worn if using metal grinder or disc cutter 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>Working with hand tools</p>	<p>Cuts, eye injury, pinch points, repetitive strain, dust/ particle inhalation, noise</p>	2	2	4	Mod	<p>EC: local ventilation (down draft table) if process creates dust AC: Orientation and Safe Work Practice Training AC: Training to remind staff/students of 15 minutes of working 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 PPE: N95 respirator must be used when process creates dust PPE Ear protection</p>
<p>Welding or braising</p>	<p>Burns, radiation exposure, eye injury, fire, inhalation of fumes</p>	2	3	6	High	<p>EC: Fire extinguisher EC: First Aid kit EC: local ventilation AC: Safe Work Practice Training</p>

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	electric shock, cuts					<p>PPE: eye protection, heat resistant clothing, heat resistant gloves</p> <p>PPE: clothing appropriate to type of activity (closed-toe slip-resistant footwear, clothing not tight to body, long sleeves/pants (no shorts or flowing clothing), clothing made of natural fibres only- NO polyester, acrylic, spandex, etc.</p>
Shaping hot metal (using forge and sledge hammer)	Burns, noise, eye injury, crush injury/fracture, fire, repetitive strain	3	3	9	High	<p>EC: local ventilation</p> <p>AC: Orientation and 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>PPE: protective clothing; heat resistant gloves; ear protection; eye protection</p> <p>PPE: clothing appropriate to type of activity (closed-toe slip-resistant footwear, clothing not tight to body, long sleeves/pants (no shorts or flowing clothing), clothing made of natural fibres only- NO polyester, acrylic, spandex, etc.</p>
Heavy lifting when handling or moving equipment and supplies	Slip, trips, falls, Muscular skeletal injury (MSI), back strain, pinch points, fatigue	2	2	4	mod	<p>EC: carts or dollies in use for weights over 25lbs</p> <p>AC: Free MSI training is available under Resources at https://www.uleth.ca/risk-and-safety-services/musculoskeletal-injury-msi-program-manual-material-handling</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>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>
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	<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 endeavours</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>

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(maintaining a clean work environment including sweeping the floor and clearing sawdust from surfaces)						AC: Mary-Anne McTrowe and Niall Donaghy are the people who manage art space/housekeeping issues in W840/W840A 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 PPE: N95 respirator if necessary
Working Alone	-isolation -lack of communication in the event of emergency	3	3	9	H	EC: telephone, cell phone, AC: training, organizing and planning work, Working on Campus Registry, list of emergency contact phone numbers
Working under unusual or unfamiliar circumstances	Psychosocial hazards -Stress/fatigue -anxiety	2	2	4	M	EC: restricted access (only accessible during technician hours) 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
Campus awareness	-hazards associated property damage or maintenance required	2	2	4	M	AC: report property damage and/or maintenance, report to Security and Facilities Services.
WORKING ON CAMPUS DURING A PANDEMIC						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:



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Supervisor's Name _____ Supervisor's Signature _____

Worker Name	Signature	Date