



HAZARD ASSESSMENT AND CONTROL REPORT FORM

Job/Position/Work Type: Loft Meeting Room, Sewing Room, Weaving Room, Bunker	Location of Work: W896	Date: 31/03/2020
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			
							Likelihood	Makes you uncomfortable	Send you to hospital	Kills/cause a permanent disability
Working alone in art space	Undertaking tasks that may cause injury without others to assist	2	2	4	M o d	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	1	2	3	
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 as outlined in SOP	2	4	6	
Long periods of work	Eye strain, repetitive strain	2	2	4	M o d	EC: Adequate lighting in studio 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.	3	6	9	

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TV, Computer monitor use	Eye strain, repetitive strain	1	2	2	L o w	<p>EC: Adequate lighting in studio 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.</p>
Creation of situations where house-keeping is required through art space activities: (maintaining a clean work environment including sweeping the floor)	Slip, trips, falls, Muscular skeletal injury (MSI), inhalation of dust/ particles	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 AC: work with Caretaking for special needs of art space (yearly meeting with Manager, Caretaking) AC: Mary-Anne McTrowe is the person who manages 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</p>
Display Space (“bunker”)						
Heavy lifting when handling or moving art projects and supplies	Slip, trips, falls, Muscular skeletal injury (MSI), back strain, pinch points, fatigue	2	2	4	M	<p>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. 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). AC: rest periods enforced for handling of items in a repetitive manner over 15 minutes</p>

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						<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>
Sewing Room						
Using scissors to cut thread or fabric	Cuts, repetitive strain	2	2	2	M	<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: 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.</p>
Operating sewing machine	Repetitive strain, pinch points, puncture wound	2	2	4	M	<p>AC: Safe Work Practice Training as outlined in SOP</p> <p>AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises.</p>
Sewing by hand	Repetitive strain, cuts, puncture wound, eye strain	2	1	2	L	<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 repetitive task and 5 minute break cycle. ROM exercise</p>
Long periods of work	Eye strain, repetitive strain	2	1	2	L	<p>EC: Adequate lighting in studio</p> <p>AC: Safe Work Practice Training as outlined in SOP</p> <p>AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises.</p>

Weaving Room						
Using scissors	Cuts, repetitive strain	2	2	2	M	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.
Measuring and preparing warp	Repetitive strain	2	1	2	L	AC: Safe Work Practice Training AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises.
Operating the loom	Repetitive strain, pinch points	2	1	2	L	AC: Safe Work Practice Training as outlined in SOP AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises.
Long periods of Work	Eye strain, repetitive strain	2	1	2	L	EC: Adequate lighting in studio AC: Safe Work Practice Training as outlined in SOP AC: Training to remind staff/students of 15 minutes of repetitive task and 5 minute break cycle. ROM exercises.
Working under unusual or unfamiliar circumstances	Psychosocial hazards -Stress/fatigue -anxiety	2	2	4	M	EC: punch code access, restricted access, scheduled 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
Campus awareness	-hazards associated property damage	2	2	4	M	AC: report property damage and/or maintenance, report to Security and Facilities Services.



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	or maintenance required					
WORKING ON CAMPUS DURING A PANDEMIC						Covid-19 Specific – 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 _____

Worker Name	Signature	Date



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