



Ref Number: UOW01090 Status: Draft

Date Created: Date Last Updated:

1. Form Details**Initial Details**

Faculty/Division: Faculty of Creative Arts
Unit: School of Art and Design
Work Activity: Using the DMC ExhibitionSpace
SWP Type: Other

Developer/s

Name:	Position:	Main Contact
Glenn Alexander	Technical Officer - Digital Media	<input checked="" type="checkbox"/>

Approver/s

Name:	Position:	Date Approved:
Abigail Watson	Manager, Digital Media Centre	

Referenced Documentation

Type:	Description:
UOW Document	Electrical Safety Guideline
UOW Document	Manual Handling Guideline
Code of Practice	Workcover NSW Electrical Practices for Construction Work

Risk Assessment

Consequence: (Severe) Death or extensive injuries **Likelihood:** (D) The event may occur, but probably never will
Risk: Medium

2. Procedures and Actions**Personal Protective Equipment**

Type:	Description:
Safety glasses	When working with artwork directly overhead.
Enclosed footwear	When working with heavy artworks.
Safety cones / barricades	When there is temporary danger to passers-by.

Action Plan

No:	Job Step:	Potential hazards:	Controls:
1	Artwork Placement	Electric Shock. Trip Hazard.	Ensure that all screws into walls are at least 20cm from adjoining walls, ceiling, floor and electrical/network wall plates. Ensure the fastening mechanism and fastening point will hold the weight of the artwork. Ensure no one will trip over the installed artwork or cabling associated with it. Cabling should be kept neat and away from traffic areas and shear areas (where the cable may be damaged by a door or other moving object). Cables should be kept clear of heat sources such as lighting. While installing artwork, erect a barrier or have someone be a lookout if there is a risk to passers-by.
2	Drilling screws into walls	Electric Shock.	Only use screws or wallplugs supplied by Technical officers that are less than 40mm long. Use an insulated screwdriver or cordless screwdriver as supplied by technical officers.

3	Lifting Artwork	Back Injury.	Ensure you know the weight of the artwork and seek assistance if necessary.
4	Use of ladder	Fall from height. Items dropped from height.	Make sure ladder is stabilised. Have someone hold the foot of the ladder when working on cieling. Carry tools and hardware in a tool belt to prevent them falling onto someone below. Undergraduate students may not ascend a ladder without staff supervision.
5	Working with overhead objects	Dust in eyes	When working on objects directly overhead, eye protection should be worn to protect from dust and particles falling from the work area.