

Safe Work Procedure

Ref Number: UOW00327 Status: Closed

Date Created: 20/05/2009 Date Last Updated:

1. Form Details

Initial Details

Faculty/Division: Faculty of Creative Arts
Unit: School of Art and Design
Work Activity: Hanging art work from ceiling
SWP Type: Teaching

Developer/s

| Name: | Position: | Main Contact |
|----------------|----------------------|-------------------------------------|
| Robyn Douglass | Technical Officer | <input checked="" type="checkbox"/> |
| Didier Balez | Technical Officer | <input type="checkbox"/> |
| John Steinmann | Contract Electrician | <input type="checkbox"/> |

Approver/s

| Name: | Position: | Date Approved: |
|---------------|----------------------------------|----------------|
| Tracey Morton | Manager, Commercial Student Team | 18/05/2009 |
| Jacky Redgate | Lecturer | 20/05/2009 |

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: Medical Treatment (Moderate) **Likelihood:** May Occur, But Possibly Never Will (D)
Risk: Medium

2. Procedures and Actions

Personal Protective Equipment

| Type: | Description: |
|-------------------|--|
| Safety glasses | Required |
| Enclosed footwear | As per School of Art and Design Studio Rules |

Action Plan

| No: | Job Step: | Potential hazards: | Controls: |
|-----|---|---|---|
| 1 | Art work placement | Electrical shock Back injury | When booking spot for assessment with technical officers ensure that any devices for hanging art work can be fixed into the ceiling at least 20cm in any direction away from any light fitting. Ensure that you know the weight of the art work & arrange for someone to help you lift it on assessment day if it is too heavy. As advised by Technical Officers, choose appropriate device for suspending art work based on its weight ie push pins for anything weighing under 0.5kg, screws or hooks 0.5kg - 3kgs, and wallplugs for weights over 3kgs.. |
| 2 | Drilling screws or wallplugs into ceiling | Electrical shock Fall off ladder Dropping things from ladder Trips/falls | Only use screws or wallplugs supplied by Technical Officers that are less than 40mm long. When using a step-ladder or ladder, make sure they are stabilised. Have someone hold the foot of the ladder when working on ceiling. |

| | | | |
|---|-----------------|---|---|
| | | | <p>Use a customised screwdriver with a drill bit for making holes for wall plugs in the ceiling. Use slowly. Use an insulated screwdriver for screws or a battery operated drill as supplied by Technical Officers. Screw slowly.</p> <p>Carry tools and hardware in a tool belt to prevent them falling onto someone below.</p> <p>Put up barricades or use a lookout so that people do not trip over your equipment and art work.</p> |
| 3 | Lifting artwork | <p>Back injury</p> <p>Fall off ladder</p> | <p>Ensure that you have someone help you to lift up the artwork if it is too heavy.</p> |