

Safe Work Procedure

Ref Number: UOW00326 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: Installing art work on walls
SWP Type: Teaching

Developer/s

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

Approver/s

Name:	Position:	Date Approved:
Des Fitzsimons	Senior Technical Officer	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 screws for hanging art work can be screwed at least 20cm vertically or horizontally from ceiling to floor away from either side of any power point or light switch. 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.
2	Drilling screws into wall	Electrical shock Trips/falls	Only use screws supplied by Technical Officers that are less than 40mm long. Use a screwdriver or battery-operated cordless drill as supplied by Technical Officers. Ensure that no-one will trip over your art work or equipment. Erect a barrier if necessary, or get someone to be a lookout.
3	Lifting artwork	Back injury	Ensure that you have someone help you to lift up the artwork if it is too heavy.

