Safe Work Procedure

Ref Number: UOW00327   Status: Closed   Date Created: 20/05/2009   Date Last Updated: 27/07/2011

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 ✔
Didier Balez Technical Officer
John Steinmann Contract Electrician

Approver/s

Name: Position: Date Approved:
Penny Harris Senior Lecturer 27/07/2011
Des Fitzsimons Senior Technical Officer 12/05/2010

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: (Major) Medical treatment Likelihood: (D) The event may occur, but probably never will
Risk: Medium

2. Procedures and Actions

Personal Protective Equipment

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

Action Plan

<table>
<thead>
<tr>
<th>No</th>
<th>Job Step</th>
<th>Potential hazards</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Art work placement</td>
<td>Electrical shock Back injury</td>
<td>When booking spot for assessment with lecturers or 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 &amp; arrange for someone to help you lift it on assessment day if it is too heavy. As advised by technical officers or lecturers, 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 wall anchors for weights over 3kgs.</td>
</tr>
<tr>
<td>2</td>
<td>Drilling screws or wall anchors into ceiling</td>
<td>Electrical shock Fall off ladder Dropping things from ladder</td>
<td>Only use screws that are less than 40mm long - see technical officers for supplies. When using a step-ladder or ladder, make sure they</td>
</tr>
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Trips/falls are stabilised. Have someone hold the foot of the ladder when working on the ceiling. Use an insulated screwdriver for making holes for wall anchors in the ceiling. Twist slowly. Use an insulated screwdriver or a battery-operated drill for attaching screws, as supplied by Technical Officers. Screw slowly. Carry tools and hardware in a tool belt to prevent them falling onto someone below. Put up barricades or use a lookout so that people do not trip over your equipment and artwork.

| 3  | Lifting artwork | Back injury | Fall off ladder | Ensure that you have someone help you to lift up the artwork if it is too heavy. |