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: Didier Balez
Position: Technical Officer

Name: Robyn Douglass
Position: Technical Officer

Name: John Steinmann
Position: Contractor Electrician

Approver/s
Name: Des Fitzsimons
Position: Senior Technical Officer
Date Approved: 12/05/2010

Name: Penny Harris
Position: Senior Lecturer
Date Approved: 27/07/2011

Referenced Documentation
Type: UOW Document
Description: Electrical Safety Guideline

Type: UOW Document
Description: Manual Handling Guideline

Type: Code of Practice
Description: 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: Safety glasses
Description: Required

Type: Enclosed footware
Description: 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</td>
<td>When booking spot for assessment with lecturers or 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 &amp; arrange for someone to help you lift it on assessment day if it is too heavy.</td>
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<tr>
<td></td>
<td></td>
<td>Back injury</td>
<td></td>
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<tr>
<td>2</td>
<td>Drilling screws into wall</td>
<td>Electrical shock</td>
<td>Only use screws that are less than 40mm long - see technical officers for supplies. Use an insulated 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.</td>
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<tr>
<td></td>
<td></td>
<td>Trips/falls</td>
<td></td>
</tr>
<tr>
<td>Lifting artwork</td>
<td>Back injury</td>
<td>Ensure that you have someone help you to lift up the artwork if it is too heavy.</td>
<td></td>
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