CHARLES STURT UNIVERSITY

# VISUAL AND PERFORMING ARTS TASK OR PROJECT OHS RISK ASSESSMENT COVER SHEET

Version: 1.0

Next Review: January 2005

This form must be approved by the Subject Coordinator **3 days prior** to any work being undertaken. Where space on this form is insufficient attach a separate sheet and indicate in appropriate place.
Assessment Cover Sheet'.

1. Task or Project Title:

2. Task or Project Type (Honours, Undergraduate, Postgraduate, Staff Research, Consultancy, Fieldwork):

3. Outline of Proposed Task or Project (brief details only)

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4. Location of Task or Project:

5. Expected Duration of Task or Project: Date From: Date To:
Start Time: Finish Time:

6. Hazards (Tick appropriate boxes, complete section 7 below)

**Physical and Environmental** [1]

- Extremes of temperature [ ]
- Noise [ ]
- Vibration [ ]
- Lighting [ ]
- UV radiation [2] [ ]
- Dust [ ]
- Pressure [ ]
- Ventilation [ ]

**Mechanical**

- Plant and equipment [3] [ ]
- Slips, trips and falls [ ]
- Ergonomic [ ]
- Manual handling [ ]

**Chemical**

- Hazardous substances [4] [ ]
- Flammable substances [5, 6] [ ]
- Pesticides [ ]
- Dangerous goods [7] [ ]

**Electrical** [8]

- Fixed equipment [ ]
- Portable equipment [ ]
- Extension cord sets [ ]
- Portable power generators and conductive wet environments [ ]

**Ethics – Human / Animal**

- Attach various forms (see over) [ ]

**Psychological and Social**

- Stress [ ]
- Violence and aggression [ ]
- Drugs and alcohol [ ]
- Isolation [ ]

**Other**

- Travel off campus [9] [ ]
- Animals [ ]
- .....

**NOTES**

1. Work environment hazards include, but are not restricted to, lighting, ventilation, temperature, climatic or geographic conditions, working at height or the possibility of impact or crush caused by being struck by or striking an object.
2. Ultraviolet radiation includes prolonged exposure to sunlight.
3. Includes operating any equipment or machinery, including workshop machinery and tools capable of inflicting serious injury, such as but not restricted to, chainsaws, firearms, lathes and power saws. See *OHS Regulation (2001)* Chapter 5 Plant.
4. Hazardous substances are those substances that are listed in the Worksafe Australia publication *'List of Designated Hazardous Substances'* [NOHSC:10005 (1994)].
5. Flammable substances include all Class 3 and Class 4 Dangerous Goods.
6. These hazards include the use of any substance, chemical reaction or apparatus that could result in explosion, implosion, the release of high energy fragments, the release of significant amounts of toxic or environmental damaging hazardous material or any use of Class 1 Dangerous Goods.
7. Any substance, whether gas, liquid or solid, that is classified in the *'Dangerous Goods Act'*, by class, package group or amount held.
8. An electrical hazard is defined as working with exposed energised electrical or electronic systems with powers exceeding 100VA and voltages exceeding 40V.
9. Travel Order approval to certify travel in accordance with *'Driving Hours'* Policy. Field Work policies may apply.

7. Hazards Detail

| Item | Specific Task / Process / Environment | Potential Hazards / Consequences | Existing Control Measures | Is Current Risk Control Acceptable? | Additional Control Measures Needed. |
|---|---|---|---|---|---|
| eg: 2 | Filming/paddock | Sunburn | Hats / Sunscreen | Yes | Nil |
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8. Accident Conditions

A. Maximum Conceivable Accident (worst outcome)

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B. Procedure if Accident Occurs

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Off Campus Travel:

Number of cars: …… Number of participants: ……..

Please attach separate sheet with licence, insurance and registration details for all vehicles.

Please make yourself aware of 'Driving Hours' Policy at: www.csu.edu.au/division/healsafe click on Policy and then 'Driving Hours' Policy.

9. Ethical Consideration/s

Please circle forms relevant to project/task given and attach signed copies:

| | |
|---|---|
| Actor Release | Interview Release |
| Indemnity Release | Minor Release |
| On or Off Campus Release (*circle) | Animal (before task/project commences must have Animal Care and Ethics Committee approval) |

10. Equipment and Other Resources Used

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11. Personnel Data (list ALL persons involved in the task/project)

| Name | Signature | Training/Experience |
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12. Person Completing Form/Comments Printed Name: .....

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Signed ..... Date .....

13. Supervisor's Approval and Comments Printed Name: .....

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Signed ..... Date .....

14. Head of School Approval and Comments – **ONLY REQUIRED FOR TASKS/PROJECTS CONSIDERED HIGH RISK BY SUPERVISOR**

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Signed ..... Date .....