## Task/Process Details

<table>
<thead>
<tr>
<th>Task/Process ID:</th>
<th>Name:</th>
<th>Effective Risk Level:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>54586</td>
<td>UQ Antiquities Museum - Education Programs (Holiday and Schools)</td>
<td>Low</td>
<td>Risk is normally acceptable</td>
</tr>
</tbody>
</table>

**Author:** group users Antmus  
**Last Updated By:** Janette McWilliam On 6/01/2015 10:29:40AM

**Audited By:**  
**Audit Date:**

### Workplace Location of the Task/Process

- **Campus:** St Lucia  
- **Faculty/Division:** Fac - Humanities and Social Sciences  
- **School/Centre:** School of History, Philosophy, Religion, and Classics  
- **Workplace:** RD Milns Antiquities Museum (Gallery, Workroom and Office)

**Supervisor:** Janette McWilliam  
**Status:** Approved  
**Approval Date:** 06/01/2015

### Risks Associated with this Task/Process or Situation
**Risk Situation:** Handling Collection

**Process/Job Desc:** Handling of small objects within designated handling collection. Objects within the collection include a range of materials i.e. terracotta, bronze, silver and glass.

**Training Required:** Yes

**Energy Source:** Kinetic Energy

**Current Controls:**

- Training: All tour-guides, staff and volunteers are given safe handling training within the Museum's OHS training including handling of objects during public programs.
- Use of PPE: Nitrile or cotton gloves are used at all times during handling.
- Control: No hazardous metals or other materials are included in the handling collection.

First aid officers present in museum.

**Hazard Event:** Incorrect handling (removal of gloves, not obeying staff directions) leading to small cuts or abrasions.

**Incident Category:** Other and multiple incident type

**Assessment Date:** 26/06/2014

**Risk Analysis**

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Small cuts can be treated using first aid equipment currently in museum.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exposure</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent</td>
<td>The handling collection is used frequently in school, university and volunteer programs. It is designed to be handled in these contexts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probability</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conceivable</td>
<td>Has not occurred within the last 24 months.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Risk is normally acceptable</td>
</tr>
</tbody>
</table>

**Risk Situation:** Lead Objects

**Process/Job Desc:** The Museum has a few lead objects within the collection. These objects are harmful to humans if they come in contact with the skin.

**Pregnancy Risk:** Yes

**Energy Source:** Chemical

**Current Controls:** No lead objects are included in the Museum's handling collection. No schools or holiday programs make use of lead objects.

- All metal objects within the Museum collection are handled using Nitrile gloves.
- Volunteers and students are given training in identifying lead objects.

First aid officers present in museum.

**Hazard Event:** If contacted or ingested, lead is poisonous to animals, including humans

**Incident Category:** Single contact with chemical or substance

**Assessment Date:** 26/06/2014

**Risk Analysis**

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious</td>
<td>Lead is a Class 6 Toxic Substance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exposure</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Rare</td>
<td>Lead objects are clearly labeled and never handled in the context of education programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probability</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conceivable</td>
<td>Lead objects are not used in handling collections and are covered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Risk is normally acceptable</td>
</tr>
</tbody>
</table>
**Risk Situation:** Climate Control and Humidity Levels

**Process/Job Desc:** Museum gallery, workroom and office are kept at a low temperature and humidity for preservation reasons. This sometimes results in visitors and staff feeling unwell.

**Training Required:** Yes

**Energy Source:** Thermal

**Current Controls:** Training: Tourguides, staff and volunteers are trained about the affects of low temperature and humidity on themselves and on others. It is recommended in this training that people remain hydrated. Other controls: Water blubbers are located close to the museum. No groups spend more than 1 continuous hour in the museum. Water bottles are recommended to all teachers and parents. Students are instructed to notify friends, teacher or facilitator if they feel unwell during a visit.

First aid officers present in museum.

**Hazard Event:** Exposure to the museum climate leading to potential dehydration and fainting due to low temperature/humidity levels.

**Incident Category:** Contact or exposure to heat and cold

**Assessment Date:** 26/06/2014

### Risk Analysis

**Consequence:** Minor

**Rationale:** The result of fainting due to exposure to the museum climate is usually fainting, treated by standard first aid procedures.

**Exposure:** Frequent

**Rationale:** Groups frequently visit the museum, but time spent by groups in museum gallery is limited.

**Probability:** Quite possible

**Rationale:** Illness, mainly fainting, due to the museum climate has been known to occur in the past.

**Risk Level:** Low

**Action:** Risk is normally acceptable

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**Risk Situation:** Craft Activities

**Process/Job Desc:** Activities that involve the use of scissors, glue and other craft tools. Generally used during school holiday programs.

**Energy Source:** Unspecified

**Current Controls:** Children's scissors purchased and used in all programs. Museum gallery and program venues supervised by staff members at all times. Non-toxic glue used in all programs.

First aid officers present in museum.

**Hazard Event:** Incorrect use of resources could lead to minor injuries.

**Incident Category:** Unspecified

**Assessment Date:** 26/06/2014

### Risk Analysis

**Consequence:** Minor

**Rationale:** Minor cuts that can be solved using museum first aid kit.

**Exposure:** Unusual

**Rationale:** Programs utilizing these resources are rare in the museum, occurring only in the January and July school holidays.

**Probability:** Remotely possible

**Rationale:** Possible due to age of children. Supervision is needed at all times.

**Risk Level:** Low

**Action:** Risk is normally acceptable

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No Additional Controls
**Task Risk Assessment**

**Risk Situation:** Guest Safety

**Process/Job Desc:** Movement of groups between Museum gallery and classrooms for workshops.

**Training Required:** Yes

**Energy Source:** Kinetic Energy

**Current Controls:**
- Ensuring that workshop rooms are as close as possible to museum gallery.
- Ensuring the tour-guide/staff member walks in front and is aware of the group's movement. Ensuring staff maintain a steady walking pace appropriate to the group.
- All museum staff and volunteers are blue card accredited. Two supervisors with groups at all times. Holiday sessions will have two museum supervisors.
- School groups must have a student teacher ratio of 1:25.

- First aid officers present in museum.

**Hazard Event:** Program participants slipping on floor or tripping while moving from museum gallery to workshop venues. This can also involve walking up stairs.

**Incident Category:** Fall on the same level (inc trips & slips)

**Assessment Date:** 26/06/2014

**Risk Analysis**

| Consequence | Minor | **Rationale:** First aid kit in the museum can be used to treat injuries |
| Exposure    | Frequent | **Rationale:** Movement of groups between locations is a frequent occurrence in the Museum's activities. |
| Probability | Unusual but possible | **Rationale:** In many years, the museum has not experienced an incidence of tripping/falling during a program, but it is possible. |

**Risk Level:** Low

**Action:** Risk is normally acceptable

**No Additional Controls**

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**Risk Situation:** Manual Handling (Lifting)

**Process/Job Desc:** Staff/Volunteers lifting boxes etc during the course of facilitating programs.

**Training Required:** Yes

**Energy Source:** Muscular (strain)

**Current Controls:**
- Training: All tour-guides, staff and volunteers are given safe lifting training within the Museum's OHS training including lifting of boxes during public programs.
- Signage: Boxes requiring more than one person to lift are labelled as heavy.
- First aid officers present in museum.

**Hazard Event:** Incorrect lifting of boxes or ignoring signage resulting in muscular strain from lifting.

**Incident Category:** Muscular stress other

**Assessment Date:** 27/06/2014

**Risk Analysis**

| Consequence | Substantial | **Rationale:** Incorrect lifting could potentially result in substantial injury to the body. |
| Exposure    | Frequent | **Rationale:** Lifting of boxes occurs frequently during the course of programs, spread throughout the year. |
| Probability | Conceivable | **Rationale:** Boxes are generally light in this context and training has been well maintained. There have been no incidents. |

**Risk Level:** Low

**Action:** Risk is normally acceptable

**No Additional Controls**
The Museum has a collection of Roman and Greek replica armour including, shields, helmets, spears, swords, shoes, grives and clothing. These items are used for teaching within both education and school holiday programs.

**Training Required:** Yes

**Energy Source:** Kinetic Energy

**Current Controls:** Only Museum staff, tour guides and trained volunteers are permitted to handling spears, swords and daggers. Not students or visitors can hold any items of weaponry. This is built into training for tour-guides, staff and volunteers.

Not replica armour can be left unattended in a public area.

Helmets can be tried on under the supervision of a museum staff member (including tour guides) the staff member must have two hands close to the side of the helmets at all times. The staff member must place the helmet on the student/visitors head using two hands on either side of the helmet and remove the helmet in the same way.

Shields must only be handled under the supervision of museum staff or tour-guides. No student/visitor under the age of 8 can pick up the shield with out assistance.

**Hazard Event:** Injury from incorrect handling of replica armour. Injury from handling of replica weapons.

**Incident Category:** Other and multiple incident type

**Assessment Date:** 16/07/2014

### Risk Analysis

<table>
<thead>
<tr>
<th><strong>Consequence</strong></th>
<th>Substantial</th>
<th><strong>Rationale:</strong> Misuse of replica armour could result in a disabling neck or other injury.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exposure</strong></td>
<td>Unusual</td>
<td><strong>Rationale:</strong> Training completed by guides and staff ensures that the risk to students and visitors is low.</td>
</tr>
<tr>
<td><strong>Probability</strong></td>
<td>Unusual but possible</td>
<td><strong>Rationale:</strong> Has not yet occurred but could occur if training guide lines are not followed.</td>
</tr>
<tr>
<td><strong>Risk Level</strong></td>
<td>Low</td>
<td><strong>Action:</strong> Risk is normally acceptable</td>
</tr>
</tbody>
</table>

No Additional Controls
Risk Situation: Emergency Situation

Process/Job Desc: In the case of emergency, evacuation of all attendees in a timely manner.

Energy Source: Thermal

Current Controls:
1. Ensure all function supervisors/staff are aware of emergency evacuation procedures and assembly areas.
2. Ensure function supervisors know designated role during emergency evacuations.
3. Ensure all emergency exits are unobstructed. Must ensure this throughout the duration of the event, not just at the beginning.
5. Report all incidents/injuries via the UQ online Incident, Illness & Injury Database.

Hazard Event: Fire, medical emergency may occur
Incident Category: Other and multiple incident type
Assessment Date: 17/11/2014

Risk Analysis

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Minor</th>
<th>Rationale: Guests are unlikely to be seriously hurt, maybe need treatment for smoke inhalation or injury while hurriedly evacuating building.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure</td>
<td>Unusual</td>
<td>Rationale: Fire alarms and other emergency situations (including severe storms) do not generally occur more than monthly.</td>
</tr>
<tr>
<td>Probability</td>
<td>Conceivable</td>
<td>Rationale: Likelihood of having an emergency when a function was on is conceivable, but unlikely to cause serious injuries to guests if emergency procedures are in place and guests are aware of emergency exits.</td>
</tr>
</tbody>
</table>

Risk Level: Low
Action: Risk is normally acceptable

No Additional Controls

Risk Situation: Slip, Trip or Fall

Process/Job Desc: People might slip, trip or fall during a program

Energy Source: Body Mass

Current Controls:
1. All leads and power cables to be run where they will not need to be walked over (ie along a wall, under tables) or taped to the floor.
2. Items (ie bags, boxes or trays) not to be left on the floor where they could be a tripping hazard.
3. Spills are cleaned up immediately, keep mop and bucket on hand.
4. Floors and grounds kept in good condition by UQ building/grounds staff and any concerns are reported to them for repair.

Hazard Event: Someone could trip or fall over objects leading to possible injury.
Incident Category: Fall on the same level (inc trips & slips)
Assessment Date: 17/11/2014

Risk Analysis

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Minor</th>
<th>Rationale: Slips, trips or falls will normally only cause minor cuts/bruising if anything.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure</td>
<td>Occasional</td>
<td>Rationale: Programs run several times per year</td>
</tr>
<tr>
<td>Probability</td>
<td>Quite possible</td>
<td>Rationale: If control measure are followed, would be unlikely.</td>
</tr>
</tbody>
</table>

Risk Level: Low
Action: Risk is normally acceptable

No Additional Controls
## Chemical Risk Assessment Details

### Substances: (1)

**Substance Name:** Lead  
**UN Number:** 6.1  
**Form:** Solid  

#### Concentration:

**DG Class:** 6 - Toxic or infectious

#### Storage Location:
Museum storage/display locations. Rooms 213-4

### Health Effects

<table>
<thead>
<tr>
<th>Health Effects</th>
<th>Hazardous Reactions</th>
<th>Route of Exposure</th>
<th>Evidence of Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIL: No</td>
<td>NIL: Yes</td>
<td>NIL: No</td>
<td>NIL: No</td>
</tr>
<tr>
<td>Irritant: No</td>
<td>Explosive: No</td>
<td>Inhalation: Yes</td>
<td>Presence of dusts/fumes/odours: No</td>
</tr>
<tr>
<td>Corrosive: No</td>
<td>Flammable: No</td>
<td>Skin absorption: Yes</td>
<td>Leaks/spills/residues: No</td>
</tr>
<tr>
<td>Sensitiser: No</td>
<td>Peroxide forming chemicals: No</td>
<td>Eye contact: No</td>
<td>Worker symptoms and complaints: Yes</td>
</tr>
<tr>
<td>Asphyxiant: No</td>
<td>Water reactive: No</td>
<td>Ingestion: Yes</td>
<td>Previous incidents and exposures: No</td>
</tr>
<tr>
<td>Toxic: Yes</td>
<td>Oxidising agents: No</td>
<td>Needlestick: No</td>
<td>Neighbouring activities impact: No</td>
</tr>
<tr>
<td>Carcinogenic: No</td>
<td>Cryogenic: No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mutagenic: No</td>
<td>Pyrophoric: No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teratogenic: No</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cytotoxic: No</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Neurotoxic: No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reproductive: No</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Risk Control

Elimination/Substitution: Access to objects made from lead is restricted within the museum collection and objects known to contain lead are clearly labelled.

Engineering Controls: Isolation/containment

Effectiveness: Effective and maintained well

Administrative Controls:
- Written safe working procedure
- Good housekeeping practices

Effectiveness: Effective and maintained well

Training Controls: Staff are trained to identify lead objects and are instructed not to handle them without approval of the Collection Manager and without appropriate PPE (gloves)

Effectiveness: Effective and maintained well

PPE Controls: Gloves

Effectiveness: Effective and maintained well

Waste Disposal:

Storage Incompatibilities:

Safety Instructions:

Risk Determination

Exposure Frequency: Very Rare

Risk Level: Not Significant

Air Monitoring: No

Health Surveillance Req: Unknown

Schedule 10: No

Carcinogen Authority No: No

Task Readers:

<table>
<thead>
<tr>
<th>Reader</th>
<th>Date Read</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aronis, Socrates (s4318914)</td>
<td>05/08/2014</td>
</tr>
<tr>
<td>Brennan, Adam (uqabren1)</td>
<td>08/01/2015</td>
</tr>
<tr>
<td>Dean, Katee (uqkdean1)</td>
<td>01/07/2014</td>
</tr>
<tr>
<td>Donaldson, James (uqjdonal)</td>
<td>06/01/2015</td>
</tr>
<tr>
<td>Dowdell, Jessica (uqjdowde)</td>
<td>21/07/2014</td>
</tr>
<tr>
<td>McKenzie, Dustin (uqdmcke2)</td>
<td>05/02/2015</td>
</tr>
<tr>
<td>O'Brien, Alice (s4200014)</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>O'Byrne, Georgia (s4322006)</td>
<td>31/07/2014</td>
</tr>
<tr>
<td>Smallcombe, Catherine (uqcsmal2)</td>
<td>06/01/2015</td>
</tr>
<tr>
<td>Van Der Boor, Amy (s4264869)</td>
<td>09/01/2015</td>
</tr>
<tr>
<td>Withrington, Jack (s4331252)</td>
<td>07/08/2014</td>
</tr>
</tbody>
</table>

No Training Specified