
Task/Process Details

Task/Process ID: 54586

Name: UQ Antiquities Museum - Education Programs (Holiday and Schools)

Effective Risk Level: Low

Action: Risk is normally acceptable

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

Consequence: Minor

Rationale: Small cuts can be treated using first aid equipment currently in museum.

Exposure: Frequent

Rationale: The handling collection is used frequently in school, university and volunteer programs. It is designed to be handled in these contexts.

Probability: Conceivable

Rationale: Has not occurred within the last 24 months.

Risk Level: Low

Action: Risk is normally acceptable

No Additional Controls

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

Consequence: Serious

Rationale: Lead is a Class 6 Toxic Substance.

Exposure: Very Rare

Rationale: Lead objects are clearly labeled and never handled in the context of education programs.

Probability: Conceivable

Rationale: Lead objects are not used in handling collections and are covered.

Risk Level: Low

Action: Risk is normally acceptable

No Additional Controls

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

No Additional Controls

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

No Additional Controls

Risk Situation: Guest Stafety

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

Exposure: Frequent

Probability: Unusual but possible

Rationale: First aid kit in the museum can be used to treat injuries

Rationale: Movement of groups between locations is a frequent occurrence in the Museum's activities.

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

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

Exposure: Frequent

Probability: Conceivable

Rationale: Incorrect lifting could potentially result in substantial injury to the body.

Rationale: Lifting of boxes occurs frequently during the course of programs, spread throughout the year.

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

Risk Situation: Replica Armour Handling

Process/Job Desc: 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 Musuem staff, tour-gudies and trained volutneers 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 supervisors of a museum staff member (including tourguides) 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 supervisor 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

Consequence: Substantial

Rationale: Misuse of replica armour could result in a disabling neck or other injury.

Exposure: Unusual

Rationale: Training completed by guides and staff ensures that the risk to students and visitors is low.

Probability: Unusual but possible

Rationale: Has not yet occured but could occur if training guide lines are not followed.

Risk Level: Low

Action: Risk is normally acceptable

No Additional Controls

Risk Situation: Emergency Situaton

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.
 4. Contact Security 53333 in the case of emergency.
 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

Consequence: Minor

Rationale: Guests are unlikely to be seriously hurt, maybe need treatment for smoke inhalation or injury while hurriedly evacuating building.

Exposure: Unusual

Rationale: Fire alarms and other emergency situations (including severe storms) do not generally occur more than monthly.

Probability: Conceivable

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.

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

Consequence: Minor

Rationale: Slips, trips or falls will normally only cause minor cuts/bruising if anything.

Exposure: Occasional

Rationale: Programs run several times per year

Probability: Quite possible

Rationale: If control measure are followed, would be unlikely.

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

Hazardous Substance: No

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

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

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:

Task Readers:

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

No Training Specified