OHS026

Safe Work Procedure

Setting up and preparing for exhibitions

UNSW THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division			School/ Divisional Unit	
COFA			COFA	
Document number SWP_COFA_03	Initial Issue date 7/5/2008	Current version 1.0	Current Version Issue date 7/5/2008	Next review date 7/5/2009

The Writing Safe Work Procedures Guideline (OHS027) should be consulted to assist in the completion of this form.

Safe Work Procedure Title and basic description

Title: **Setting up and preparing for exhibitions**

Description: Setting up and preparing for exhibits

Associated risk assessment title and location: RA_COFA_13 setting up and preparing for exhibitions

Activity or process

Preparation

- **Always read the exhibit safety guidelines before preparing and setting up your exhibit**
- A risk assessment must be completed if your exhibit is a fire risk, if you are using food products, if you are using lasers, if you are using chemicals, if you are using biological materials, if your exhibit has moving or sharp parts, if your exhibit has hot or cold surfaces, if your exhibit is suspended or if your exhibit may pose some other risk.
- **Use of human and animal blood product and waste products is not permitted.**
- **Use of deceased animals or animal parts is also not permitted.**

Installation precautions

- **If you require the use of contactors or the help from someone other than a COFA staff member they must UNDERGO A SITE INDUCTION before they start work and they must sign in and out each day. They can do this at the facilities office.**
- No items are allowed to be set-up in front of fire doors, stairways, doorways or within the fire stairs
- If your exhibit is over 16kg ensure you have help lifting and installing the item
- All items must be secured so they do not fall on anyone
- Items with sharp, pointed, hot or cold surfaces or moving parts must be cordoned off to prevent people coming into contact with them.

Activity or process

Electrical precautions

- **ALL electrical appliances, power boards and power cords must be tested and tagged before installation and the tag must be in date.** If your items are not tested and tagged take them to resources centre for testing.
- When installing cables try to run them so they do not need to run across pathways.
- If it is absolutely necessary to run a cable across a pathway ensure it is tapped down.
- Avoid joining numerous extension cables and power boards together. Measure the length of the cable you will need and use one long extension cable.
- **The use of Double adapters is not permitted**. Use power boards that have been tested and tagged.
- When installing a number of exhibits in a room consider the loading of the power circuit
- **Do not run cables over fans**

Fire safety precautions

- **Never place or wrap Foil or flammable materials around lights**
- Combustible materials must not be placed over electrical items, speakers, power boards or power points and there must be sufficient air space around the equipment to prevent overheating
- **Never block emergency exits**
- When installing items in pathways ensure there is sufficient space for people to pass by. i.e. at least 1m wide
- If you are using candles, oil burners or incense sticks a risk assessment must be completed and an inspection by the OHS coordinator or OHS committee member must take place

Lighting safety precautions

- Combustible materials (particularly fabric) should be kept at a safe distance from the lamps.
- Similarly spotlights concentrate the heat and combustible materials should be kept at a safe distance from the lamps.
- **Never surround lamps with foil or any other materials**. This can cause the lamp to overheat and potentially generate a fire.
- **If you are using stroboscopic or flashing lights a sign must be erected to indicate as such at the entry to the exhibit**

Activity or process

Lifting safety precautions
-Follow Lifting safe working procedure.
Lifting SWP

Ladder safety precautions

- Follow Ladder safe working procedure.
Ladder SWP

Working with tools
-Follow safe working procedure for power and hand tools
Hand Tools SWP
Power tools SWP

Resources required including plant, chemicals, personal protective clothing and equipment, etc

- **Always use trolleys or team lifting arrangements to move heavy objects**

Hazards and risk controls including specific precautions required

Hazards	Risk Controls
-Electrical -Lighting -Fire -Lifting -Using ladders -Using tools and equipment	▪ COFA exhibit safety guidelines ▪ Safe working procedures ▪ Inspection by OHS coordinator or committee member ▪ Risk assessments completed for all exhibits that may pose a risk ▪ Instructions given

List legislation, standards and codes of practice used in the development of the SWP

NSW OHS Act 2000, NSW OHS Regulation 2001

Supervisory approval, training, and review

Supervisor:	Signature:
List competency required – Anyone exhibiting items must read the COFA exhibit safety guidelines	
SWP review date: 7/5/2009	Responsibility for SWP review: OHS coordinator