FAMU-FSU College of Engineering
Project Hazard Assessment Policy and Procedures

INTRODUCTION

University laboratories are not without safety hazards. Those circumstances or conditions that might go wrong must be predicted and reasonable control methods must be determined to prevent incident and injury. The FAMU-FSU College of Engineering is committed to achieving and maintaining safety in all levels of work activities.

PROJECT HAZARD ASSESSMENT POLICY

Principal investigator (PI)/instructor are responsible and accountable for safety in the research and teaching laboratory. Prior to starting an experiment, laboratory workers must conduct a project hazard assessment (PHA) to identify health, environmental and property hazards and the proper control methods to eliminate, reduce or control those hazards. PI/instructor must review, approve, and sign the written PHA and provide the identified hazard control measures. PI/instructor continually monitor projects to ensure proper controls and safety measures are available, implemented, and followed. PI/instructor are required to reevaluate a project anytime there is a change in scope or scale of a project and at least annually after the initial review.

PROJECT HAZARD ASSESSMENT PROCEDURES

It is FAMU-FSU College of Engineering policy to implement followings:

1. Laboratory workers (i.e. graduate students, undergraduate students, postdoctoral, volunteers, etc.) performing a research in FAMU-FSU College of Engineering are required to conduct PHA prior to commencement of an experiment or any project change in order to identify existing or potential hazards and to determine proper measures to control those hazards.
2. PI/instructor must review, approve and sign the written PHA.
3. PI/instructor must ensure all the control methods identified in PHA are available and implemented in the laboratory.
4. In the event laboratory personnel are not following the safety precautions, PI/instructor must take firm actions (e.g. stop the work, set a meeting to discuss potential hazards and consequences, ask personnel to review the safety rules, etc.) to clarify the safety expectations.
5. PI/instructor must document all the incidents/accidents that happened in the laboratory along with the PHA document to ensure that PHA is reviewed/modified to prevent reoccurrence. In the event of PHA modification a revision number should be given to the PHA, so project members know the latest PHA revision they should follow.
6. PI/instructor must ensure that those findings in PHA are communicated with other students working in the same laboratory (affected users).
7. PI/instructor must ensure that approved methods and precautions are being followed by :
    a. Performing periodic laboratory visits to prevent the development of unsafe practice.
    b. Quick reviewing of the safety rules and precautions in the laboratory members meetings.
    c. Assigning a safety representative to assist in implementing the expectations.
    d. Etc.
8. A copy of this PHA must be kept in a binder inside the laboratory or PI/instructor’s office (if experiment steps are confidential).

Project Hazard Assessment Worksheet				
PI/instructor: Dr. Shayne McConomy	Phone #: 850-410-6624	Dept.: Mechanical	Start Date: 17 Nov 2022	Revision number: 002
Project: T514 Lockheed Martin Low-Cost Flight Simulator			Location(s): FAMU-FSU College of Engineering	
Team member(s): Laiken Kinsey, Emelia Rodriguez, Will Rickles, Branden Pacer, Jonah Gibbons, Francisco Lopez			Phone #: (850)-544-7262	Email: lek18c@fsu.edu

Experiment Steps	**Location**	**Person(s) assigned**	**Identify hazards or potential failure points**	**Control method**	**PPE**	**List proper method of hazardous waste disposal, if any.**	**Residual Risk**	**Specific rules based on the residual risk**
Assembly of electronic components (wiring/soldering)	FAMU-FSU Senior Design Lab	Jonah Gibbons & Will Rickles	Shock Hazard Exposure to hazardous fumes and burns.	Keep power supply off and/or unplugged while not in use and ensure the room is properly ventilated. Work in pairs with one individual able to observe what is happening.	Safety goggles can be worn with a fan nearby for proper ventilation.		HAZARD: 2 CONSEQ: Minor Residual: Low Med	All necessary safety precautions will be taken before the equipment is turned on. Different safety guidelines like that presented by the University of Cambridge will be followed.
Machining parts	FAMU-FSU Machine Shop	Machine Shop Staff	Lacerations resulting in lost body parts.	Observe proper machine shop rules. Long pants, no jewelry, eye protection, close-toed shoes.	Safety glasses and gloves when necessary.		HAZARD: 2 CONSEQ: Moderate Residual: Low Med	Safety glasses will be worn and a long pants must be had on.
Coding and CAD	Remote or FAMU-FSU College of Engineering	All team members	Eye strain, bad posture, stress, anxiety, and headaches	The team will follow the 20-20-20 rule. This involves looking away from the screen every 20 minutes at an object 20 feet away for at least 20 seconds. Every 3 instances of, the individual will pause to take a 5-minute walk around the area.			HAZARD: 1 CONSEQ: Negligible Residual: Low	Specific breaks will be taken to follow the 20-20-20 rule.

Testing	FAMU-FSU College of Engineering Senior Design Lab Remote	All team members	Eye strain Potential lifting hazard Potential for physical injury if appendages fall into the braking mechanism		Closed-toed shoes Long Pants		HAZARD: 2 CONSEQ: Minor Residual: Low Med	At least 2 individuals will be present for the test and the principal investigator will be notified ahead of time.
Assembling of physical components	FAMU-FSU College of Engineering Remote	All team members	Lifting Hazards, Possible lacerations from sharp parts and/or fastening methods.	Careful use of tools when assembly is happening. At least one other member is present. Proper lifting form will be used.			HAZARD: 2 CONSEQ: Moderate Residual: Low Med	At least two individuals will be present, and all PPE will be used.
Spray paint	Personal property	Jonah Gibbons	Inhalation of toxic chemical	Wearing of proper PPE	N95 mask and eye goggles		HAZARD: 2 CONSEQ: Negligible Residual: Low	Safety controls are planned by both the worker and supervisor. Proceed with supervisor authorization.
Drilling buttonholes	FAMU-FSU College of Engineering Senior Design Lab	All team members	Injury of human body with drill bit	Hair tied back, no loose clothing, closed toe shoes, safety observer	Closed toe shoes		HAZARD: 2 CONSEQ: Moderate Residual: Low Med	At least two individuals will be present, and all PPE will be used.

Principal investigator(s)/ instructor PHA: I have reviewed and approved the PHA worksheet.

Name	**Signature**	**Date**	**Name**	**Signature**	**Date**
_____	_____	_____	_____	_____	_____

Team members: I certify that I have reviewed the PHA worksheet, am aware of the hazards, and will ensure the control measures are followed.

Name	**Signature**	**Date**	**Name**	**Signature**	**Date**
__Jonah_Gibbons_____	___Jonah G_____	___11/18____	__Branden_Pacer_____	Branden Pacer	11/18/2022
__Laiken_Kinsey_____	Laiken Kinsey	_11/18/2018__	__Will_Rickles_____	Will Rickles	_11/18/2022__
__Francisco_Lopez_____	_____	_11/18/2022__	__Emelia_Rodriguez_____	Emelia Rodriguez	_11/17/2022__

DEFINITIONS:

Hazard: Any situation, object, or behavior that exists, or that can potentially cause ill health, injury, loss or property damage e.g. electricity, chemicals, biohazard materials, sharp objects, noise, wet floor, etc. OSHA defines hazards as "*any source of potential damage, harm or adverse health effects on something or someone".* A list of hazard types and examples are provided in appendix A.

Hazard control: Hazard control refers to workplace measures to eliminate/minimize adverse health effects, injury, loss, and property damage. Hazard control practices are often categorized into following three groups (priority as listed):

1. **Engineering control:** physical modifications to a process, equipment, or installation of a barrier into a system to minimize worker exposure to a hazard. Examples are ventilation (fume hood, biological safety cabinet), containment (glove box, sealed containers, barriers), substitution/elimination (consider less hazardous alternative materials), process controls (safety valves, gauges, temperature sensor, regulators, alarms, monitors, electrical grounding and bonding), etc.
2. **Administrative control:** changes in work procedures to reduce exposure and mitigate hazards. Examples are reducing scale of process (micro-scale experiments), reducing time of personal exposure to process, providing training on proper techniques, writing safety policies, supervision, requesting experts to perform the task, etc.
3. **Personal protective equipment (PPE):** equipment worn to minimize exposure to hazards. Examples are gloves, safety glasses, goggles, steel toe shoes, earplugs or muffs, hard hats, respirators, vests, full body suits, laboratory coats, etc.

Team member(s): Everyone who works on the project (i.e. grads, undergrads, postdocs, etc.). The primary contact must be listed first and provide phone number and email for contact.

Safety representative: Each laboratory is encouraged to have a safety representative, preferably a graduate student, in order to facilitate the implementation of the safety expectations in the laboratory. Duties include (but are not limited to):

- Act as a point of contact between the laboratory members and the college safety committee members.
- Ensure laboratory members are following the safety rules.
- Conduct periodic safety inspection of the laboratory.
- Schedule laboratory clean up dates with the laboratory members.
- Request for hazardous waste pick up.

Residual risk: Residual Risk Assessment Matrix are used to determine project's risk level. The hazard assessment matrix (table 1) and the residual risk assessment matrix (table2) are used to identify the residual risk category.

The instructions to use hazard assessment matrix (table 1) are listed below:

1. Define the workers familiarity level to perform the task and the complexity of the task.
2. Find the value associated with familiarity/complexity (1 – 5) and enter value next to: HAZARD on the PHA worksheet.

Table 1. Hazard assessment matrix.

		Complexity		
		Simple	Moderate	Difficult
Familiarity Level	Very Familiar	1	2	3
	Somewhat Familiar	2	3	4

	Unfamiliar	3	4	5

The instructions to use residual risk assessment matrix (table 2) are listed below:

1. Identify the row associated with the familiarity/complexity value (1 – 5).
2. Identify the consequences and enter value next to: CONSEQ on the PHA worksheet. Consequences are determined by defining what would happen in a worst case scenario if controls fail.
    a. Negligible: minor injury resulting in basic first aid treatment that can be provided on site.
    b. Minor: minor injury resulting in advanced first aid treatment administered by a physician.
    c. Moderate: injuries that require treatment above first aid but do not require hospitalization.
    d. Significant: severe injuries requiring hospitalization.
    e. Severe: death or permanent disability.
3. Find the residual risk value associated with assessed hazard/consequences: Low –Low Med – Med– Med High – High.
4. Enter value next to: RESIDUAL on the PHA worksheet.

Table 2. Residual risk assessment matrix.

Assessed Hazard Level	**Consequences**				
	Negligible	Minor	Moderate	Significant	Severe
5	Low Med	Medium	Med High	High	High
4	Low	Low Med	Medium	Med High	High
3	Low	Low Med	Medium	Med High	Med High
2	Low	Low Med	Low Med	Medium	Medium
1	Low	Low	Low Med	Low Med	Medium

Specific rules for each category of the residual risk:

Low:
- Safety controls are planned by both the worker and supervisor.
- Proceed with supervisor authorization.

Low Med:
- Safety controls are planned by both the worker and supervisor.
- A second worker must be in place before work can proceed (buddy system).
- Proceed with supervisor authorization.

Med:
- After approval by the PI, a copy must be sent to the Safety Committee.
- A written Project Hazard Control is required and must be approved by the PI before proceeding. A copy must be sent to the Safety Committee.
- A second worker must be in place before work can proceed (buddy system).
- Limit the number of authorized workers in the hazard area.

Med High:
- After approval by the PI, the Safety Committee and/or EHS must review and approve the completed PHA.
- A written Project Hazard Control is required and must be approved by the PI and the Safety Committee before proceeding.
- Two qualified workers must be in place before work can proceed.
- Limit the number of authorized workers in the hazard area.

High:

- The activity will not be performed. The activity must be redesigned to fall in a lower hazard category.

Appendix A: Hazard types and examples

Types of Hazard	Example
Physical hazards	Wet floors, loose electrical cables objects protruding in walkways or doorways
Ergonomic hazards	Lifting heavy objects Stretching the body Twisting the body Poor desk seating
Psychological hazards	Heights, loud sounds, tunnels, bright lights
Environmental hazards	Room temperature, ventilation contaminated air, photocopiers, some office plants acids
Hazardous substances	Alkalis solvents
Biological hazards	Hepatitis B, new strain influenza
Radiation hazards	Electric welding flashes Sunburn
Chemical hazards	Effects on central nervous system, lungs, digestive system, circulatory system, skin, reproductive system. Short term (acute) effects such as burns, rashes, irritation, feeling unwell, coma and death. Long term (chronic) effects such as mutagenic (affects cell structure), carcinogenic (cancer), teratogenic (reproductive effect), dermatitis of the skin, and occupational asthma and lung damage.
Noise	High levels of industrial noise will cause irritation in the short term, and industrial deafness in the long term.
Temperature	Personal comfort is best between temperatures of 16°C and 30°C, better between 21°C and 26°C. Working outside these temperature ranges: may lead to becoming chilled, even hypothermia (deep body cooling) in the colder temperatures, and may lead to dehydration, cramps, heat exhaustion, and hyperthermia (heat stroke) in the warmer temperatures.
Being struck by	This hazard could be a projectile, moving object or material. The health effect could be lacerations, bruising, breaks, eye injuries, and possibly death.
Crushed by	A typical example of this hazard is tractor rollover. Death is usually the result
Entangled by	Becoming entangled in machinery. Effects could be crushing, lacerations, bruising, breaks amputation and death.
High energy sources	Explosions, high pressure gases, liquids and dusts, fires, electricity and sources such as lasers can all have serious effects on the body, even death.
Vibration	Vibration can affect the human body in the hand arm with `white-finger' or Raynaud's Syndrome, and the whole body with motion sickness, giddiness, damage to bones and audits, blood pressure and nervous system problems.
Slips, trips and falls	A very common workplace hazard from tripping on floors, falling off structures or down stairs, and slipping on spills.
Radiation	Radiation can have serious health effects. Skin cancer, other cancers, sterility, birth deformities, blood changes, skin burns and eye damage are examples.
Physical	Excessive effort, poor posture and repetition can all lead to muscular pain, tendon damage and deterioration to bones and related structures

Psychological	Stress, anxiety, tiredness, poor concentration, headaches, back pain and heart disease can be the health effects
Biological	More common in the health, food and agricultural industries. Effects such as infectious disease, rashes and allergic response.