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 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).

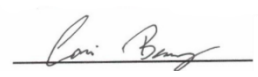
Project Hazard Assessment Worksheet				
PI/instructor: Dr. Shayne McConomy	Phone #: 850-410-6624	Dept.: Mechanical	Start Date: 09/12/2023	Revision number: N/A
Project: Team 512 – Danfoss Mini TT Shaft Bearing Press			Location(s): Danfoss/FAMU-FSU College of Engineering	
Team member(s): Colby Gullo, Cassie Bentley, Clark Cooley, Brent Mynard			Phone #: 561-601-9103	Email: cag20@fsu.edu

Experiment Steps	Location	Person 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
Observe existing press and other applicable machines	Danfoss production floor	All	Flying projectiles, high temperatures, loud noise, bodily harm, machine entanglement	Danfoss safety standards (OSHA Standard 1910.217)	Pants, safety glasses, steel toes	N/A	HAZARD: 3 CONSEQ: Medium Residual: Low-Med	Must wear proper PPE
Disassemble, Transport, and Reassemble Existing Press	Danfoss production floor and FAMU-FSU College of Engineering	All	Sharp corners, heavy weights	Use multiple people	N/A	N/A	HAZARD: 2 CONSEQ: Low-Med Residual: Low-Med	Safety controls planned by worker and supervisor, buddy system, supervisor authorization
Fabrication of Parts	Machine shop	All	Flying projectiles, machine entanglement, sharp edges, powerful machines	Lab safety expectations/ rules (OSHA Standards 1910.211 - 218)	Safety glasses, pants, closed-toe shoes	N/A	HAZARD: 2 CONSEQ: Moderate Residual: Low-Med	Safety controls well guided, and supervisor did a final check
Testing of Press	Danfoss production floor/ SD Lab	All	Flying projectiles, high temperatures, compressed air, sharp edges	Danfoss safety standards, ventilation, wire metal cage, emergency stop	Safety glasses	N/A	HAZARD: 3 CONSEQ: Medium Residual: Low-Med	Must wear proper PPE and follow safety standards

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
Cassie Bentley		03/05/2024	Clark Cooley		03/05/2024

_____Colby Gullo_____ __03/05/2024_____ Brent Mynard_____ _03/05/2024_____

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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
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.
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.

Project Hazard Control- For Projects with Medium and Higher Risks

Name of Project: Team 512 – Danfoss Mini TT Shaft Bearing Press		**Date of submission:** March **2024**
Team member	**Phone number**	**e-mail**
Cassie Bentley	850-879-5713	Crbentley@fsu.edu
Clark Cooley	813-382-1567	Ccc19f@fsu.edu
Colby Gullo	561-601-9103	cag20@fsu.edu
Brent Mynard	850-612-3616	bsm20bh@fsu.edu
Faculty mentor	**Phone number**	**e-mail**
Dr. McConomy	850-410-6624	smcconomy@eng.famu.fsu.edu

Rewrite the project steps to include all safety measures taken for each step or combination of steps. Be specific (don't just state "be careful").

All the following were taken from OSHA.

Step 1: Assembly – Tubing could create physical obstacles for people to trip over. It is also important to note that the presses material is made of heavy steel. Therefore, is important to use teamwork when lifting heavy parts to avoid injuries.

Step 2: Mechanical & Environment Testing – The device has sharp edges that might cause minor skin cuts. Therefore, warning labels and PPE are needed, and the edges are rounded. When bearings are heated, the temperature will be high and can cause high-temp burns if mishandled or not wearing proper PPE. If when testing a bearing is pressed incorrectly user is to press the emergency stop.

Step 3: Transport of Device – To prevent heavy lifting, devices over 100+ lbs. Press will be transported into parts and will be handled by 3+ people. The device's edges will be rounded; if possible, PPE will be required to prevent sharp edges. And to avoid problems for the user everything will be well labeled.

Step 4: Fabrication of Physical System – Cuts/bruises/punctures are foreseen if proper precautions are not met for the handling of the Press. All fabrication of complex or too-hazardous parts will be outsourced to machine shops.

Device Operations – The device has sharp edges that might cause minor skin cuts/bruises. Therefore, warning labels and PPE are needed, and the edges are rounded down. When bearings are heated, the temperature will be high and can cause high-temp burns if mishandled or not wearing proper PPE. If when testing a bearing is pressed incorrectly user is to press the emergency stop In rare situations, the temperature of the sensor may be high and can cause high-temp burns.

Thinking about the accidents that have occurred or that you have identified as a risk, describe emergency response procedures to use.

1.Contact relevant authorities (911, supervisor, facilities, etc..) based upon severity of risk.
2. For medium injuries contact the corresponding emergency number(s) of user and inform response contact information.
3. Inform cooperate.
A) If at Danfoss with and follow any directions from supervisors and/or authorities as they arrive.
And write up an accident report with all involved members and deliver it to Principal Investigator.
B) Contact faculty or other COE emergency contacts.

List emergency response contact information:

- Call 911 for injuries, fires or other emergency situations
- Call your department representative to report a facility concern

Name	Phone number	Faculty or other COE emergency contact	Phone number
Kevin Lohman	**850-504-2111**	**Dr. Shayne McConomy**	**850-410-6624**
Cassie Bentley	**850-879-5713**	**Dr. Shayne McConomy**	**850-410-6624**
Clark Cooley	**813-382-1567**	**Dr. Shayne McConomy**	**850-410-6624**
Colby Gullo	**561-601-9103**	**Dr. Shayne McConomy**	**850-410-6624**
Brent Mynard	**850-612-3616**	**Dr. Shayne McConomy**	**850-410-6624**

Safety review signatures

Team member	Date	Faculty mentor	Date
Cassie Bentley	**3/5/2024**		
Brent Mynard	**3/5/2024**		
Colby Gullo	**3/5/2024**		
Clark Cooley	**3/5/2024**		

Report all accidents and near misses to the faculty mentor.