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| **SAFE WORK INSTRUCTION** | |
| **Creative Community Computing (CCC) – Onsite Delivery** | |
| Activity Authorisation / Supervision | CCC onsite delivery is only permitted under supervision by expressly authorized staff members and or contractors. |
| Description of the Activity | The Edge delivers a series of workshops in which participants disassemble and re-assemble desktop computers. |
| Tools, Equipment, Materials and Consumables | 1. Digital Media Lab or Fabrication Lab computers (iMac, MacPro or MacBook/ PC laptops provided by The Edge) 2. Android tablets/ iOS iPad and mobile devices provided by The Edge 3. Private laptop, tablet or mobile device. The use of private laptops and mobile devises is subject to the *Bring Your Own Device guidelines*. 4. Projectors / display devices provided by The Edge. 5. Screwdrivers 6. Cleaning products (including screen wipes) |
| Interim Safety Assessment (ISA) | An Interim Safety Assessment (ISA) must be completed and approved by a Program Coordinator before commencement of an activity when:   1. The activity will not be facilitated by an SLQ staff member or inducted contractor. 2. The activity will not be conducted in and around The Edge or on SLQ premises *(see SWI for Activities to be Conducted Off-site or in a Public Space).* 3. The activity requires the use of tools, equipment, materials or processes not detailed in Section 2 or 3. |
| Hazards associated with equipment /machinery/technique /process | Most activities in this skill area occupy a low risk profile with the majority of activities taking place in controlled environment of The Edge’s Basement Fabrication Lab.  The general risks associated with these standard activities include:   1. Trip, slip falls 2. Electric shock 3. Ergonomic & screen based work 4. Personal safety and 5. Communicable disease 6. Exposure to environmental   Workers and participants are also exposed to other risks as a greater range of specific tools, processes and materials that are employed in CCC. Risk of injury from the wider range of tools, processes and materials include:     1. Cuts, abrasions and small crushing injuries from screwdrivers in the disassembly/reassembly of computers. 2. Cuts, abrasions and small crushing injuries from case and or components in the disassembly/reassembly of computers. |
| Before Starting | 1. Check workspace for general tidiness. 2. Ensure all required equipment and materials are in the workspace and ready for use in the session. 3. Where possible re-route cables trailing across walkways. Use cable trays or gaff were unavoidable. 4. Consumption of food and drink in activity spaces is to be avoided where possible. Clear any spills immediately. 5. Encourage ergonomic work practices and encourage regular breaks. 6. Encourage good manual handling practices and provide appropriate equipment (trolleys, truck & straps for securing loads) to assist with larger loads. 7. Address interpersonal difficulties according the *Patron Responsible Behavior Policy* and seek assistance from VSOs or SLQ staff member on duty. 8. *VSO Daily Procedures* and the *Fabrication Lab Daily Procedures* include regular wiping down of all tables, keyboards, mice and computer screens with antibacterial wipes. However if you have particular concerns do not hesitate to collect wipes from reception and rewipe these surfaces. |
| Personal protective equipment (PPE) to be used | 1. Appropriate clothing and foot-ware should be worn at all times during this activity. |
| Emergency procedures | 1. First aid kits are located at Reception, the Back of Lab 4, The Edge staff office, SLQ Reception and the Cultural Centre Security Office. 2. The Cultural Centre Security office phone number is 07 3840 7216. 3. All incidents, **including near misses**, are to be reported to VSO or staff member on duty. |
| Step by step procedures for task | 1. Only use tools for the job they have been designed for. (Eg using a screwdriver as a leaver, chisel or awl can cause injury.) 2. Cutting tools (scissors, knives, dremel etc) will be pointed away from the body when in use and pointed down when being transported around the space. 3. Where possible ensure work is secured positively to the workbench before applying any force in the use of any of the following tools - screwdrivers, pliers, knives, dremel. 4. Wash hands after soldering or handling electronic components. 5. Staff and Participants are not to introduce electrical/ electronic equipment or devices to an activity space that has not been deemed safe prior to the commencement of the activity. 6. All electrical power cords must be removed before components are assembled or re-assembled. |
| Clean-up procedures | 1. Participant benches will be cleaned down and all tools are to be returned to their place in the storeroom. 2. Debris is to be brushed out and the machine cleaned at the end of each session. |
| Waste disposal procedures | 1. Any e-waste to be disposed of in marked bins or designated areas. |
| Record keeping | 1. List of computer components damaged or disposed of during workshop |
| Prepared by: Date: | Andrei , Program Officer, The Edge  16/04/October 2016 |
| Approved by, Date: |  |
| Due for review |  |
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