**The Edge Fabrication Lab**

**BYO Equipment Policy**

**Scope:**

Members of the public working on projects and seeking to explore new practice will on occasion want to bring their own equipment into the space. The State Libraries duty of care to members and staﬀ requires that the organisation exercise Work, Health & Safety management control over the use of equipment in the Fabrication Lab spaces.

**Policy:**

Before any external piece of equipment can be used in the space, a **Risk Assessment** of the use of that equipment needs to be conducted by the Fabrication Lab Technical Supervisor. If the use of the equipment presents anything above a low level of risk (see box below for criteria), a formal Job Safety Assessment (JSA) and Safe Operating Procedure (SOP) needs to be drafted and approved.

Electrical equipment items must be electrically tested and tagged following the Fabrication Lab test & tagging procedure.

Any equipment presenting above a low risk as per the risk assessment criteria may only be used under direct supervision of the Fabrication Lab Supervisor.

**Procedure**:

The Fabrication Lab **Risk Matrix** (Table 1) will be used to determine the risk category and control measures placed on the equipment.

**Criteria for measuring low risk is aﬀected by estimating the likeliness and consequences of incident and is as follows:**

Likeliness:

Considering the routine nature of the activity (number of times performed / day), the most likely consequence is considered to have an incident occurrence rate of at least once per year.

Consequence:

Injury or illness requiring ﬁrst aid treatment e.g. cuts, sprain/strain, burn or mental health ﬁrst aid. Worker returns to normal or suitable duties within the same day/shift, no lost time.

Biological / Chemical Spill which in slightly diﬀerent circumstances could have resulted in loss of containment, injury or illness.

**Risk Assessment Matrix**

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| **Stage 1: Determine Likelihood:** What is the possibility that the effect will occur? |
| **Likelihood** | **Criteria** | **Description** |
| **Almost certain** | Expected in most circumstances. | The effect is a typical result. |
| **Likely** | Will probably occur in most circumstances. | The effect is known to have occurred previously. |
| **Possible** | Might occur at some time. | The effect could occur or, examples of it happening. |
| **Unlikely** | Could occur at some time. | The effect is not likely to occur or, no examples of it happening before. |
| **Rare** | May occur only in exceptional circumstances. | The effect is practically impossible. |

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| **Stage 2: Determine Consequence:** What will be the expected effect? |
| **Level of Effect:** | **E.G. of each level:** |
| **Insignificant/Acceptable** | No effect or treatment required - or so minor that effect is acceptable. |
| **Minor** | Minor effect or injury - On-site first aid treatment only. |
| **Moderate** | Serious injuries - Injury requiring medical treatment. |
| **Major** | Extensive injury - Requires specialist medical treatment or hospitalisation.  |
| **Catastrophic** | Permanent total disability injury, multiple injuries and death/es. Substantial environmental harm, prosecution/imprisonment. |

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| **Stage 3: Determine the risk score:** |
| **Consequence** |
| **Likelihood** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certain** | **3 High** | **3 High** | **4 Extreme** | **4 Extreme** | **4 Extreme** |
| **Likely** | **2 Mod.** | **3 High** | **3 High** | **4 Extreme** | **4 Extreme** |
| **Possible** | **1 Low** | **2 Mod.** | **3 High** | **4 Extreme** | **4 Extreme** |
| **Unlikely** | **1 Low** | **1 Low** | **2 Mod.** | **3 High** | **4 Extreme** |
| **Rare** | **1 Low** | **1 Low** | **2 Mod.** | **3 High** | **3 High** |

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| **Stage 4: Record risk score on the worksheet:** (**Note** – Risk scores have no absolute value and should only be used for comparison and to engender discussion.) |
| **Score** | **Action** |
| **4E: Extreme** | ***DO NOT PROCEED.*** Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.  |
| **3H: High** | *Review before commencing work.* Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working. |
| **2M: Mod.** | *Maintain control measures.* Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change. |
| **1L:** **Low** | *Record and monitor.* Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change. |

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