****

**Creative Community Computing and Siganto Digital Literacy Workshops (workshop)– Onsite Delivery**

|  |
| --- |
| **SAFE WORK INSTRUCTION** |
| Activity Authorisation/ Supervision | Workshop delivery is only permitted under supervision by expressly authorized staff members and or contractors.  |
| Description of the Activity | State Library 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 State Library)
2. Android tablets/ iOS iPad and mobile devices provided by State Library
3. Projectors / display devices provided by State Library
4. Screwdrivers
5. Cleaning products (including screen wipes)
 |
| 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 State Library’s 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 the workshops. 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 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*](https://www.slq.qld.gov.au/sites/default/files/0005-147029-2017-responsible-conduct-policy-august17_0.pdf) and seek assistance from State Library staff member on duty.
8. 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 re-wipe these surfaces.
 |
| Personal protective equipment (PPE)  | 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 inside Clean Lab, State Library 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 staff member on duty.
 |
| Step by step procedures for task  | 1. All electrical power cords must be removed before components are assembled or re-assembled.
2. Only use tools for the job they have been designed for. (Eg using a screwdriver as a leaver, chisel or awl can cause injury.)
3. 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.
4. 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.
5. Wash hands after soldering or handling electronic components.
6. 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.
 |
| 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: | Mick Byrne, Program Officer, State Library, updated by Andrei Maberley11/03/2020 |
| Approved by, Date: |   |
| Due for review | 11/03/2025 |
| Version Control | 2014.1 |

**Creative Commons license**

© State of Queensland (State Library of Queensland) 2020

This policy is licensed under a Creative Commons Attribution 3.0 Australia licence. You are free to copy, communicate and adapt this work, so long as you attribute the State Library of Queensland.

  

For more information see <http://creativecommons.org/licenses/by/3.0/au>