**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 :
	1. Performing periodic laboratory visits to prevent the development of unsafe practice.
	2. Quick reviewing of the safety rules and precautions in the laboratory members meetings.
	3. Assigning a safety representative to assist in implementing the expectations.
	4. 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).

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| **Project Hazard Assessment Worksheet** |
| PI/instructor: **Dr. Stephen Arce** | Phone #: **352-246-6433** | Dept.: BME & ME | Start Date: 11/18/22 | Revision number: 2 |
| Project: **MASACATH - Catheter Measuring Device** | Location(s): FAMU-FSU College of Engineering: Mechatronics Lab, Materials Lab, BME/ME Senior Design Labs, Cell & Tissue Lab |
| Team member(s): | **Savannah Buro** | Phone #: 952-500-2257 | Email: **sb19m@fsu.edu** |
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| **Jake-Anthony Vickers** | Phone #: 407-223-5152  | Email: **Jv18@fsu.edu** |

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| **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** |
| Electronics Assembly | Mechatronics Laboratory |  | High temperature burns by soldering Soldering fume inhalation Electric shock and burns from contact with the circuit Fire from faulty electrical equipment or installations Explosion caused by unsuitable electrical apparatus | Inspect wiring of equipment before each use; Perform voltage and current check every time; Integrate shut-off switches and/or circuit breaker panels to prevent malfunction; Wash hands after completing soldering work. Conduct work in a well-ventilated area. Avoid inhalation of soldering smoke/fumes. Never touch the element of the soldering iron.Hold wires to be heated with tweezers or clamps.Keep the cleaning sponge wet during use.Always return the soldering iron to its stand when not in use. Never put it down on the workbench.Turn unit off and unplug when not in use | Protective mask and gloves | Air ventilation to prevent soldering fume gathering | HAZARD: 3 CONSEQ:Moderate | Safety controls guided by Dr. Ordonez |
| Residual:Low Med |
| Computer Analysis & Modeling | Mechatronics LaboratoryHomeCOE | Christopher Hayot | Eye strain, muscle fatigue from looking at screen, carpal tunnel syndrome, computer vision syndrome | Frequent breaks to look away from computer & stretch hands | Eye Drops | N/A | HAZARD: 1 CONSEQ:Negligible | Safety controls planned by worker and supervisor, supervisor authorization |
| Residual:Low |
| Mechanical & Environment Testing  | BME/ME SD Lab, Cell & Tissue LabMaterials Lab | Jake Vickers,Savannah Buro, | Sharp edges, electrocution, current leakage, high-temp burns | Warning labels, PPE, built-in temperature sensors, unobtrusive wire placement, rounded edges, cord inspection, un-plug the device when not in use. | Rubber gloves, toe guards, long pants | N/A | HAZARD: 3CONSEQ:Low Med | Safety controls guided by Dr. Arce |  |  |  |  |  |  |  | HAZARD: CONSEQ: |  |
| Residual:Low Med |  |  |  |  |  |  |  | Residual: |  |
| Transport Device between Various Labs | FAMU-FSU COE | Alberto Villacrez | Heavy liftingsharp edges | Equipment 20+ lbs. will be handled by 2+ people, edges will be rounded, if possible, PPE | Rubber gloves, toe guards | N/A | HAZARD:2 CONSEQ:Low Med | Safety controls planned by worker and supervisor, buddy system, supervisor authorization |
| Residual:Low Med |
| Fabrication of Physical Parts (wood, composites, 3D printing) | BME/ME SD LabsCOE Machine Shop |  | Cuts/bruises/punctures& static discharge or electrocution from power tools. 3D Printing – burn from nozzle/build plate, hazardous fume inhalation.  | Fabrication of complex or too-hazardous parts will be outsourced to machine shops. | Protective mask and gloves | N/A | HAZARD: 2 CONSEQ:Moderate | Safety controls guided by Prof. Larson |
| Residual:Low Med |
| Device Operation | BME/ME SD Lab, Cell & Tissue LabMaterials Lab | Madison Burke,Amari Deleon | Sharp edges, electrocution, current leakage, high-temp burns | Warning labels, PPE, built-in temperature sensors, unobtrusive wire placement, rounded edges, cord inspection, un-plug the device when not in use. | Rubber gloves | N/A | HAZARD:3 CONSEQ:Low Med | Safety controls guided by Dr. Arce |
| Residual:Low Med |

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

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

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Date** | **Name** | **Signature** | **Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
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\*Signatures on last page.

**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.
	1. Negligible: minor injury resulting in basic first aid treatment that can be provided on site.
	2. Minor: minor injury resulting in advanced first aid treatment administered by a physician.
	3. Moderate: injuries that require treatment above first aid but do not require hospitalization.
	4. Significant: severe injuries requiring hospitalization.
	5. 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**

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| **Types of Hazard** | **Example** |
| Physical hazards  | Wet floors, loose electrical cables objects protruding in walkways or doorways |
| Ergonomic hazards  | Lifting heavy objects Stretching the bodyTwisting the bodyPoor 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. |

**Project Hazard Control- For Projects with Medium and Higher Risks**

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| --- | --- |
| **Name of Project: Catheter Measuring Device (MASACATH)** | **Date of submission: 11/18/22** |
| **Team member** | **Phone number** | **e-mail** |
| Savannah Buro | 952-500-2257 | sb19m@fsu.edu  |
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| Jake-Anthony Vickers | 407-223-5152  | Jv18@fsu.edu |
| **Faculty mentor** | **Phone number** | **e-mail** |
| Dr. Stephen Arce | 352-246-6433 | sarce@eng.famu.fsu.edu  |
| Dr. Shayne 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”).**  |
| 1. **Electronics Assembly –** Wiring errors can cause electrocution and create physical obstacles for people to trip over. In humid environment, electrocution is more likely to happen. Therefore, it is important to inspect wiring of equipment before each use, check voltage and current during the assembly stage and integrate shut-off switches and/or circuit breaker panels to prevent malfunction. Soldering is another hazardous procedure during assembly. To prevent high temperature burns and fume inhalation by soldering, it is crucial to conduct work in a well-ventilated area to avoid inhalation of soldering smoke/fumes, wash hands after completing soldering work, hold wires to be heated with tweezers or clamps and never touch the element of the soldering iron. After soldering, keep the cleaning sponge wet during use, always return the soldering iron to its stand when not in use and never put it down on the workbench. When the soldering device is not in use, turn the unit off and unplug.
2. **Computer Analysis & Modeling –** Continuous usage of electronics can lead to eye strains, and poor posture which leads to many other possible health concerns. When looking at any digital screen for extended times it is best practice to take breaks every 30mins or so. To also prevent further eye strain – investigate blue light glasses or turn the night filter on your screen.

In terms of posture – while using electronic devices for extended times, we search for comfort consistently, and it often leads to horrible/weird posture. Always keep spine in neutral-straight position regularly. Furthermore, as with eye strain, taking breaks to stretch can prevent future pains and aches. 1. **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. In rare situations, the temperature of the sensor may be high and can cause high-temp burns. A built-in temperature sensor is installed and monitored on the serial monitor. To prevent electrocution and current leakage, unobtrusive wire is used, and cord needs to be inspected every time before testing. The device needs to be unplugged when not in use.
2. **Transport of Device –** To prevent heavy lifting, devices over 20+ lbs. will be handled by 2+ people. The edges of the device will be rounded, if possible, PPE will be required to prevent sharp edges.
3. **Fabrication of Physical System –** Cuts/bruises/punctures& static discharge or electrocution from power tools may happen. For 3D Printing, the potential risks are burn from nozzle/build plate, hazardous fume inhalation. Therefore, fabrication of complex or too-hazardous parts will be outsourced to machine shops.
4. **Device Operations –** The device has sharp edges that might cause minor skin cuts. Therefore, warning labels and PPE are needed, and the edges are rounded. In rare situations, the temperature of the sensor may be high and can cause high-temp burns. A built-in temperature sensor is installed and monitored on the serial monitor. To prevent electrocution and current leakage, unobtrusive wire is used, and cord needs to be inspected every time before testing. The device needs to be unplugged when not in use.
 |
| **Thinking about the accidents that have occurred or that you have identified as a risk, describe emergency response procedures to use.** |
| 1. Immediately remove injured person(s) from any further risk, if possible, to do safely.
	1. DO NOT REMOVE FOREIGN OBJECTS FROM BODY until relevant authorities’ approval.
2. Contact relevant authorities (911, supervisor, facilities, etc..) based upon severity of risk.
3. Contact the corresponding emergency number(s) below and inform them of the situation.
	1. Ordered respectively to contact list above
4. Cooperate with and follow any directions from supervisors and/or authorities as they arrive.
5. Write up an accident report with all involved members and deliver it to Principal Investigator.
 |
| 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 |
| **Kyle Buro** | **952-500-2258** | **Dr. Stephen Arce** | **352-246-6433** |
| **Samantha Burke** | **727-773-5435** | **Dr. Shayne McConomy** | **850-410-6624** |
| **Elizabeth DeLeon** | **863-832-0450** |  |  |
| **Lorena Hayot** | **954-687-2735** |  |  |
|  |  |  |  |
| **Alberto Villacrez Sr** | **786-608-8395** |  |  |
| **JoEllen Vickers** | **321-948-5247** |  |  |
| Safety review signatures  |
| **Team member** | **Date** | **Faculty mentor** | **Date** |
| Madison Burke | 11/18/2022 | Dr. Stephen Arce |  |
| Savannah Buro | 11/18/2022 | Dr. Dorr Campbell  |  |
| Amari Deleon | 11/18/2022 | Dr. Shayne McConomy |  |
| Christopher Hayot | 11/18/2022 | Keith Larson |  |
|  |  | Dr. Camilo Ordonez |  |
| Alberto Villacrez | 11/18/2022 |  |  |
| Jake-Anthony Vickers | 11/18/2022 |  |  |



**Report all accidents and near misses to the faculty mentor.**