**Project Hazard Analysis – University of Ottawa**

**PROJECT DETAILS**
The supervisor shall review this document with the student; both must sign in the box provided.
If the project changes, the analysis must be revisited and modified (as necessary).

**Title of the project:** ……..

**Date the project commences:** Tuesday, September-01-15

**Date the project is expected to conclude:** Select an anticipated end date.

**Faculty:** Faculty of Engineering

**Department:** Department.

**Principle work location:** Principle location where the work will occur.

**Name of student(s) involved in the project:** Name of student(s).

**Name of supervisor(s) responsible for the project:** Name of supervisor(s).

**Student(s) signature(s):** _________________________________ **Supervisor(s) signature(s):** _________________________________

**HAZARD POTENTIAL**

Hazard Potential.

Note: a “major” rating requires a dedicated standard operating procedure.

**HAZARD TYPES (check all that apply)**

☐ Biological  ☐ Biomechanical  ☐ Chemical

☐ Physical  ☐ Radiological  ☐ Other (specify) ________________________________

**TRAINING REQUIRED**

☐ Advanced TDG  ☐ Aerial work platform  ☐ Biosafety

☐ Fall prevention  ☐ Fire Safety  ☐ First Aid

☐ Lab Safety  ☐ Laser Safety  ☐ Radiation Safety

☐ Spills Response  ☐ Dry Lab Risk Management  ☐ Other (specify) ________________________________

**ENGINEERED CONTROLS**

☐ Biological safety cabinet  ☐ Fumehood  ☐ Glove box

☐ Local exhaust device  ☐ Other (specify) ________________________________

**REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)**

☐ Eye / face protection  ☐ Gloves  ☐ Harness

☐ Head protection  ☐ Hearing protection  ☐ Protective clothing

☐ Protective Footwear  ☐ Respiratory protection  ☐ Other (specify) ________________________________

**OTHER IMPACTS**

☐ Shared Laboratory?  ☐ Yes  ☐ No

☐ Impact on other areas?  ☐ Yes  ☐ No

☐ Use of controlled goods?  ☐ Yes  ☐ No

☐ Emergency plan required?  ☐ Yes  ☐ No

**PROJECT FUNCTION (example only)**

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Potential hazards</th>
<th>Probability of exposure</th>
<th>Consequence of exposure</th>
<th>Risk level</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rare =1,</td>
<td></td>
<td>Low</td>
<td>Use leather gloves.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unlikely = 2</td>
<td></td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possible = 3</td>
<td></td>
<td>High</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Probable = 4</td>
<td></td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certain = 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lacerations / cuts.</td>
<td>2.</td>
<td>2.</td>
<td>Low</td>
<td>Use leather gloves.</td>
</tr>
</tbody>
</table>

Open the boxes.
Place the items in the cupboard, Strains, muscle fatigue. 2. 2. Medium. Use proper lifting techniques for manual material handling.
Risk = (Probability of Exposure) x (Consequence of Exposure)

<table>
<thead>
<tr>
<th>Probability</th>
<th>1 Insignificant</th>
<th>2 Minor</th>
<th>3 Moderate</th>
<th>4 Major</th>
<th>5 Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certain</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Likely</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
</tr>
</tbody>
</table>

**Definitions:**

**Probability**
- **Certain** - Likely to occur *often* during the life of the project.
- **Likely** - Likely to occur *several times* during the life of the project.
- **Possible** - Likely to occur *sometime* during the life of the project.
- **Unlikely** - *Unlikely*, but possible to occur.
- **Rare** - *So unlikely* it is assumed not to occur.

**Consequence**
- **Catastrophic** - Death, loss of facility, release to environment with public interest, regulatory intervention occurs.
- **Major** - Permanent impairment, serious lost time injury, partial loss of facility, lesser release to environment.
- **Moderate** - Lost time injury (short term), short term loss of facility, recoverable release to the environment.
- **Minor** - Minor injury, minor damage to facility, minor confined environmental exposure.
- **Insignificant** - Very minor incident, less than any of the above.