

# 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)

Sequence	Potential hazards	Probability of exposure Rare = 1, Unlikely = 2 Possible = 3 Probable = 4 Certain = 5	Consequence of exposure Insignificant = 1, Minor = 2 Moderate = 3 Major = 4 Catastrophic = 5	Risk level Low Medium High Extreme	Control Measures
Open the boxes.	Lacerations / cuts.	2.	2.	Low.	Use leather gloves.

Place the items in the cupboard,	Strains, muscle fatigue.	2.	2.	Medium.	Use proper lifting techniques for manual material handling.
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**ADDITIONAL NOTES**

Additional notes.

$$\text{Risk} = (\text{Probability of Exposure}) \times (\text{Consequence of Exposure})$$

		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Probability	5 Certain	High	High	Extreme	Extreme	Extreme
	4 Likely	Medium	High	High	Extreme	Extreme
	3 Possible	Low	Medium	High	Extreme	Extreme
	2 Unlikely	Low	Low	Medium	High	Extreme
	1 Rare	Low	Low	Medium	Medium	High

#### 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.