

Risk management plan – single risk

Company name: Toowoomba Art Society	Completed by: Governance Committee
Work area: inside Culliford House	Date completed: 18/08/2025
Hazard identification	
Hazard: Use of solvents at Culliford House	
Risk assessment	
What harm could the hazard cause?	Solvents like turpentine and mineral spirits release fumes that can be harmful when inhaled. - Exposure can lead to respiratory issues, headaches, dizziness, and nausea. Prolonged exposure to turpentine fumes in unventilated spaces may create permanent health conditions, specifically affecting our eyes and lungs. Long-term exposure may also damage the liver, kidneys, and nervous system. safety. - Skin Irritation and Allergies: Direct skin contact with solvents can cause irritation and allergic reactions. - Flammability: Many solvents are highly flammable, requiring careful storage and handling to prevent fires. Odourless mineral spirits are also harmful however, less so than traditional mineral spirits due to its lower evaporation rate. The more people using solvents and the greater the frequency and duration that they are being used all contribute to higher risk. Environment: Solvents are toxic to the environment.
What is the likelihood of this happening	A number of times each week
Persons at risk	Any person in the same room or nearby room where the solvent is being used. People with respiratory problems and allergies are at higher risk
Existing control measure	Some individuals working in oils use alternatives to hazardous solvents
Consequence	
Likelihood	
Outcome	The risks have not been controlled
Control measures	
Elimination	Cessation of all hazardous solvents at Culliford House. This is not reasonably practicable, as solvents are a traditional part of oil painting practice.
Substitution	Use low or non hazardous alternatives to solvents. What is the Best Non-Toxic Oil Painting Solvent? Use alternative oil mediums that do not require use of a solvent, for example, oils sticks, cold wax, undiluted oil paints and oil pastels.
Isolation	If using hazardous solvents, work outside. Solvents and rags are not to be disposed of at TAS i.e. down sinks, in bins or the garden or drains. Paint brushes are not to be cleaned at Culliford and must be taken home to be cleaned. Keep all solvents and rags in sealed storage containers whilst not in use. Solvents are not to be stored at Culliford House.
Engineering	Extraction ventilation. The area must be ventilated to ensure fresh air and air flow is dispersing the fumes, and that the air is circulated effectively throughout the workspace. At a

	minimum, windows must be opened. Use fans any time that there is no breeze to assist airflow.		
Administrative or PPE	Consider joining a group working in oils where the procedures are in place.		
	When using solvents, wear a mask and gloves.		
	Develop a procedure for working with solvents and ensure that all members are made aware of this procedure and understand what is required to manage the risks.		
Preferred control option	When using hazardous solvents: 1. The area must be well ventilated. Ensure fresh air and air flow is dispersing the fumes, and that the air is circulated effectively throughout the workspace. At a minimum, windows must be opened. Use fans and open doors any time that there is no breeze to assist airflow. a. Consider others on hot or cold days where open windows and doors are not comfortable. 2. Consider using low hazard or non hazardous alternatives to solvents. What is the Best Non-Toxic Oil Painting Solvent? 3. Consider using alternative oil mediums for example, undiluted oil paints, oils sticks, cold wax and oil pastels. 4. Solvents and rags are not to be disposed of at Culliford House i.e. down sinks, in bins or the garden or drains. 5. Keep all solvents and rags in sealed storage containers whilst not in use. 6. Paint brushes are not to be cleaned at Culliford. Paint brushes and rags must be taken home to be cleaned or disposed of. 7. Solvents are not to be stored at Culliford House.		
Implementation			
Associated activities	Resources required	Person(s) responsible	Sign off and date
Development of a procedure			
Circulate the information developed with members			
REVIEW			
Scheduled review date: / /			
Are the control measures in place?			
Are the controls eliminating/minimising the risk?			
Are there any new problems with the risk?			

Adapted from: Workplace Health and Safety Queensland – How to manage work health and safety risks code of practice. 2011