RISK MANAGEMENT PLAN
CHECKLIST FOR MERCURY CONTAINING COLLECTIONS

The following checklist can serve as a foundation for a risk management plan for mercury containing collections. While it is specific to mercury, it can be used as a general outline for other hazardous collection materials.

For more information on Risk Management Plans and hazardous collections materials, visit the Health & Safety Committee website: **www.conservation-us.org/healthandsafety**.

PART 1: ROLES & RESPONSIBILITIES

Name, contact information and responsibilities for:

- ✓ Individuals trained to identify hazards
    (i.e., registrar, curator, conservator, art handler)
- ✓ Persons to notify when a hazard is identified
- ✓ Persons in charge of safety protocols and training, including
    - • Implementation
    - • Enforcement
    - • Review and updating
- ✓ Safety specialist and/or Industrial Hygienist
- ✓ Individuals allowed to have contact with contaminated objects

PART 2: EXPOSURE IDENTIFICATION

- ✓ Types of collections that may have been treated
    (tin-mercury mirrors, pigments, botany, scientific equipment)
- ✓ Institutional history of using specific treatments
- ✓ Types of testing available for identification
- ✓ Testing protocols
    - • When and how objects should be tested
        (before treatment, before loan, random survey)
- ✓ Identify individuals allowed to conduct testing
- ✓ Information on obtaining test materials and suppliers

PART 3: EXPOSURE ASSESSMENT

- ✓ Types of risk associated with specific hazard
    (inhalation, absorption, ingestion)
- ✓ Results of surveys
- ✓ Survey protocols (who, what, where, when and why)

PART 4: RISK CONTROLS

- ✓ Protocols for treatment
- ✓ Protocols for exhibition and loan
- ✓ Protocols for collection policy
- ✓ Types of materials to use for isolation
    (exhibition, storage, during treatment)
- ✓ Equipment and materials for decontamination/remediation
- ✓ How and where to dispose of waste
- ✓ Personal hygiene protocols and PPE types and sources

PART 5: HAZARD COMMUNICATION

Outline procedures for:

- ✓ Labeling objects and storage areas
    - • Types of labels
    - • Label information (date of test, person testing, date of treatment)
- ✓ Restricting access
- ✓ Loans, shipping and receiving
- ✓ Accessions
- ✓ Who receives training and how often