

STUDENT PROJECTS SAFETY ASSESSMENT AND RISK MANAGEMENT FORM

Welcome to the Project Safety Assessment and Risk Management Form!

This form helps ensure your project runs safely and meets all safety standards. Whether you are working in a lab, workshop, or offsite, this guide will help you complete the form quickly and effectively.

**To ensure that all content and embedded comments are preserved, please complete and return the form in the original format provided (PDF or Word).*

Why This Form is Important

- **Identify Risks:** Spot hazards before they cause problems.
- **Stay Compliant:** Meet university and legal safety requirements.
- **Prepare for Emergencies:** Know what to do when things go wrong.

Quick Tips for Success

1. **Be Brief:** Use bullet points for clear and concise answers.
2. **Team Effort:** Work with your team to brainstorm hazards and solutions.
3. **Follow Examples:** Look for examples provided to guide your responses, in WORD & Adobe you will need to have “**Show Comments**” enabled, look for comment balloons/bubbles, and review web-links embedded throughout the document in [blue](#) below for reference materials.
4. **Pay Attention to Highlights:** Highlighted sections mark critical actions and areas needing attention.
5. **Seek Guidance:** Ask your advisor [EH&S manager](#), [SEAS technical support](#) or lab manager if you’re unsure about any section, including where to find or how to interpret [Safety Data Sheets \(SDS\)](#) for all chemicals and materials used in your project.

Key Sections to Focus On

- **Project Summary:** Outline your project’s goal and importance.
- **Identified Hazards:** Brainstorm with your team to list risks.
- **Safety Matrix:** Plot hazards to prioritize which need action.
- **Emergency Procedures:** Ensure your team knows the steps during emergencies.

Step-by-Step Completion

1. **Time Required:** Set aside 30-45 minutes to complete the form with your team.
2. **Follow the Order:** Start with the project overview and move sequentially; this helps connect all safety aspects.
3. **Review Together:** Go over the form as a group to ensure all details are correct.

Final Thoughts

Filling out this form is not just about compliance it is about practicing real-world safety skills that are essential in engineering. Your effort here ensures a safer project and builds habits that will benefit your future career.

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Assigned Team Number or Club Name

CS26-13

Team Members Name, Roles & Contact Information:

Name	Role	Email	Phone number
Tony Nguyen	Team Member	cnguyen4@zagmail.gonzaga.edu	509-957-8378
Aiden Tabrah	Team Member	atabrah@zagmail.gonzaga.edu	971-770-8003
Jack Kabil	Team Member	jkabil@zagmail.gonzaga.edu	720-243-7656
Alex Sautereau	Team Member	asautereau@zagmail.gonzaga.edu	469-353-9110
Peter Messina	Project Advisor	pmess2@gmail.com	

Project Overview

We are building an open-source Minecraft Forge mod that enables world-aware villager dialogue powered by a locally hosted LLM via Ollama, eliminating reliance on paid cloud APIs and improving immersion with grounded, in-world responses.

Objectives (v0.1)

- Deliver a usable Forge mod (.jar) with villager chat, world context, and basic guardrails.
- Run locally with Ollama; recommend a default open-weight model; cap tokens for efficiency.
- Provide docs (Quickstart, Config, API) and tests to ensure reliability.

Duration

August 2025 – May 2026

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Primary: Software development on personal laptops/workstations and GU Ada servers (remote). On-campus meetings in SEAS spaces (classrooms/meeting rooms). No wet labs or machine shops required for core work.

Equipment and Materials

List of Equipment and Materials

- Laptops/desktops (Java 21 dev environment, IntelliJ, Gradle).
- Minecraft Java + Forge toolchain; GitHub CI.
- Ada servers (remote compute), network/internet access for code collaboration.
- Office peripherals (monitors, keyboards, mouse, power strips).

Safe Use Instructions

- Electrical: Use grounded outlets, avoid overloading power strips, keep liquids away, and inspect cords for damage before use.
- Ergonomics: Set chair/monitor height to reduce strain; alternate sitting/standing.
- Network/server access: Follow GU IT/SEAS access policies

Activities and Procedures

Description of Activities

Description of Activities

- Design, implement, and test a Minecraft Forge mod; integrate with a local Ollama service via a thin bridge; write unit and integration tests; package signed .jar and documentation.

Step-by-Step Procedures (high level)

1. Set up dev env (Java 21, Gradle, Forge) to verify clean boot.
2. Implement villager chat UI/handler.
3. Build LLM bridge, enabling streaming/cancel/timeout.
4. Add world-context extractor + prompt caps + basic guardrails.
5. Recommend the default model, and add lightweight memory.
6. Performance baseline, docs, release .jar, smoke test on a minimal server.

Potential Hazards and Risks (SEE SAFETY MATRIX)**Identified Hazards:**

- Electrical/overheating from power strips, chargers, and desktops.
- Ergonomic strain (eyes, wrists, back) from prolonged coding.
- Trip hazards from loose power/HDMI/ethernet cables.
- Unauthorized access to server rooms/equipment.

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- Model/content risk: unfiltered or provenance-unclear third-party LLM files if students experiment locally.

PPE Required: Normal office computing — none required. If moving equipment: closed-toe shoes recommended.

Safety Protocols: Two-person rule for after-hours on-campus sessions; maintain neat work areas; store gear safely; no food/drink near electronics.

Incident Reporting

Report any accident, injury, or near-miss per the GU SEAS procedure and complete the Accident/Near-Miss/Injury form; notify advisor and SEAS technical staff.

Emergency Procedures

Fire/smoke: Evacuate immediately; pull alarm; call 911; follow building evacuation routes; assemble at designated muster point.

Medical: Call 911; provide first aid within training; notify campus security and advisor.

Power/network failure: Save work; shut down equipment; do not reset circuit breakers yourself; escalate to SEAS/IT.

Required Training

- SEAS computing/IT acceptable use & data handling policy acknowledgment.
- Building-specific evacuation route awareness (first week).

Training Records

Maintain a shared document (repo or Drive) listing each member's completion date/signature for the above trainings.

Supervision and Support

- Project Advisor Name: Peter Messina
- Email Address: pmess2@gmail.com

Hazardous Materials and Waste Management Disposal

- No hazardous material used.
- Relevant Policies: GU Environmental Health & Safety; building occupancy/evacuation rules; GU IT acceptable use; general OSHA office-ergonomics guidance (informational).
- Compliance Measures: Follow posted evacuation routes; maintain clear egress; use only approved power equipment; keep training records; honor IT policies (no unauthorized access).

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Off-site Project Safety Considerations

Sponsor/industry calls are remote; if any off-site visit is scheduled, obtain pre-approval, share itinerary, and follow host site safety brief.

Emergency Preparedness

Emergency Contacts: 911 (life safety); Campus Security

Evacuation Routes: Use posted building routes; identify primary and secondary exits on day one.

Contingency Plans: Data — work in Git with frequent commits; use off-device backups (GitHub). If a key member misses a meeting, convert to a work session, reschedule, or escalate for advisor input.




Safety Matrix

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely		Electrical/overheating	Ergonomic strain		
Possible			Third-party model risk		
Unlikely			Unauthorized access		
Rare	Trip hazards				


Signature(s)

By signing below, the advisor and student team confirm that:

They have reviewed the completed Safety Assessment and Risk Management Form, the projects safety procedures, identified hazards and training requirements have been considered, and the project team is approved to proceed under the outlined conditions.

Advisor Name: Peter Messina	Team member signatures:	Date:
Advisor Signature: 		10/16/25
Date: 10/16/25		10/16/25

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		10/16/25
	<i>Aiden Tabrah</i>	10/16/25

Appendix

Notes

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Safety Matrix						
Likelihood / Impact	Insignificant	Minor	Moderate	Major	Catastrophic	
Almost Certain						
Likely						
Possible						
Unlikely						
Rare						

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Glossary

<u>Term</u>	<u>Definition / Explanation</u>
Project Title	The name of the student project. Should be short and descriptive.
Project Overview	A brief description of the goals, purpose, and expected outcome of the project.
Duration	The time period during which the project will be conducted. Can range from a few weeks to multiple semesters.
Team Members	The students and other individuals actively participating in the project.
Roles and Contact Information	Specific responsibilities of each team member and how to reach them (e.g., email, phone).
Project Environment & Location	The physical or virtual spaces where the project will take place (e.g., lab, workshop, outdoors).
Equipment & Materials	A list of all tools, machinery, or substances used in the project.
Safe Use Plan	A description of how equipment and materials will be used safely, including any required training.
Activities and Procedures	A description of project tasks, including what will be done and how.
Step-by-Step Procedures	A detailed sequence of steps required to safely complete each task in the project.
Potential Hazards and Risks	A list of physical, chemical, electrical, or other dangers associated with the project.
Risk Assessment	An evaluation of the likelihood and severity of each hazard. Often uses a risk matrix.
PPE (Personal Protective Equipment)	Safety gear like gloves, goggles, lab coats, or hearing protection required for the project.
Safety Protocols	General safety rules to be followed during the project (e.g., buddy system, signage, cleanup).
Incident Reporting	The process for documenting any accidents, injuries, or near-misses that occur.
Emergency Procedures	What to do in case of fire, injury, or other emergencies. Includes evacuation or shelter-in-place.
Emergency Contacts	People to contact in an emergency—typically includes advisor, EH&S officer, or lab manager.
Required Training	Any training the team must complete before starting (e.g., lab safety, equipment use).
Training Records	Documentation that proves team members completed necessary training.
Offsite Project Safety Considerations	Hazards and safety measures specific to work done away from campus.

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<u>Term</u>	<u>Definition / Explanation</u>
Disposal Procedures	How materials and waste will be disposed of in accordance with safety and environmental regulations.
Recycling and Waste Minimization	Strategies for reducing and reusing materials where possible.
Relevant Laws, Regulations, and Policies	External and university rules that apply to the project (e.g., OSHA, EPA, WAC).
Compliance Measures	Steps the team will take to meet legal and policy requirements.
Permits and Approvals	Any necessary authorizations required before work begins.
Evacuation Routes	Paths used to safely leave the workspace during an emergency.
Contingency Plans	Backup plans in case of unexpected events (e.g., equipment failure, weather delays).
Safety Matrix	A visual tool used to prioritize risks based on their likelihood and potential impact.
Appendix	Supplementary materials added at the end, such as maps, diagrams, SDS, or extra notes.