



**Canberra  
Potters**

Workshop Access  
and  
Health & Safety

ISSUE 5

Abbreviations/terms used in this handbook:

*CPS* - Canberra Potters' Society Inc.  
*the Society* - Canberra Potters' Society Inc.  
*WAC* - Watson Arts Centre  
*the Centre* - WAC  
*WH&S* – workshop health & safety

Comments and suggestions on the content of this handbook are most welcome and should be directed to the Workshop Manager.

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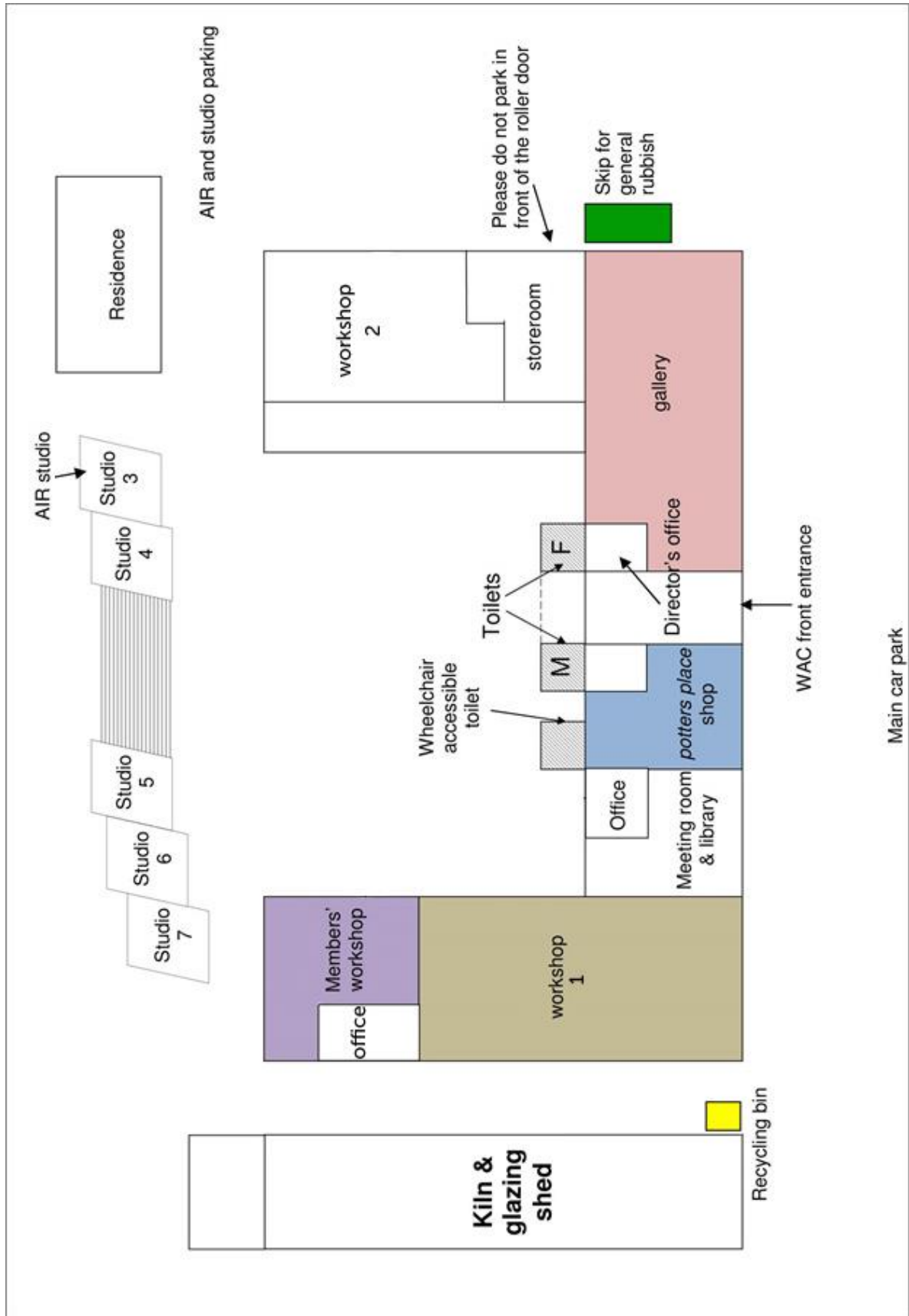
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# SITE MAP



# PART 1 - GENERAL INFORMATION

## INTRODUCTION

This handbook is to inform members, students, and staff about access to the CPS facilities and how to use those facilities safely. CPS reserves the right to disallow access to any member who is not abiding by procedures outlined in this handbook or health and safety directives given by staff or other authorised personnel, either verbally or via workshop or other notices.

The Workshop Manager and other staff are available to assist with technical and WH&S questions during their working hours.

Teachers are available to assist their students with technical and WH&S questions during their classes.

Access to the workshops is available only to financial CPS members who have satisfactorily completed a WH&S orientation or refresher with the Workshop Manager, Technical Manager or other authorised person during the previous 12 months. (See Part 3 for details of access fees.)

CPS Members are required to adhere to all WHS procedures and any health and safety directives given by staff or other authorised personnel, either verbally or via workshop or other notices.

CPS class students who are not financial members, are only permitted access during class times. Special circumstances can be arranged with CPS staff.

CPS has specific regulations regarding access for all people under the age of 18, please see part (3) for more information.

## WORKSHOP ORIENTATION SESSIONS

Members wishing to use the facilities must first satisfactorily complete a workshop orientation and WH&S session, which will then entitle the member to use the facilities.

In order to continue using the facilities an **annual refresher session** must be satisfactorily completed. This ensures that workshop users are aware of new WH&S protocols, equipment, and material use.

Free **Health & Safety Orientation sessions** are held once a month for members wanting to use the facilities. All orientation sessions must be pre-booked. For more details about sessions, or to book a place, please go to the *Workshop Access* page on our website.

## **CONTACT DETAILS\***

### **General Enquiries & Office**

Monday – Friday 10am – 4pm

02 6241 1670

[admin@canberrapotters.com.au](mailto:admin@canberrapotters.com.au)

### **Workshop Enquiries**

Tuesday 11am – 3:30pm

Thursday 9am – 2pm

Friday 12pm-4:30pm

02 6241 7800

[technical@canberrapotters.com.au](mailto:technical@canberrapotters.com.au)

### **Classes Enquiries**

Monday, Wednesday - Saturday

10am – 4pm

02 6241 7800

[classes@canberrapotters.com.au](mailto:classes@canberrapotters.com.au)

### **Gallery Manager**

Tuesday – Thursday 10am –

4pm

02 6241 1670

[gallery@canberrapotters.com.au](mailto:gallery@canberrapotters.com.au)

*\* Note that staff hours cannot be guaranteed as staff may have to be off the premises for various reasons.*

## **PART 2 – EMERGENCY PROCEDURES & INFORMATION**

### **EMERGENCY PHONE NUMBERS**

A telephone is available for emergency use only on the counter in the admin area.

Ambulance, Fire, Police	000
Canberra Hospital	6244 2222
Calvary Hospital	6201 6111
Poison Information Centre	131 126

**STAFF CONTACT NUMBERS ARE LOCATED AROUND THE PREMISIS, INCLUDING THE WORKSHOPS, GLAZE ROOM AND KITCHEN.**

### **EMERGENCIES**

If there is a staff member or teacher on site they will take charge as warden in an emergency. Please be prepared to follow their instructions.

### **SITE EVACUATION PLAN AND PROCEDURE**

Site evacuation plans are located in the tearoom, and in the shop. Please follow instructions given by teachers and staff who are trained to act as wardens in the event of an emergency.

**THE EVACUATION POINT IS THE FRONT CARPARK.** In the event that this is unsafe, proceed to an alternative evacuation point nominated by the warden(s).

### **FIRE EMERGENCIES**

Fire alarms go to the fire service automatically.

The fire alarms can only be turned off by fire service personnel so even if an alarm is a false alarm the fire service will still come to the Centre.

When the fire alarm sounds, you must evacuate the premises, and proceed to the evacuation point. This is regardless of whether you know the severity of the alarm. If there are no staff members on site, please contact a staff member, once you have safely evacuated the premises.

Do not re-enter the building until advised that it is safe to do so by a warden or fire service personnel.

## **FIRE EXTINGUISHERS AND HOSES**

Fire extinguishers are located:

- *water type (not for use on electrical fires)* – in the gallery (2 extinguishers), the members' workshop, shop and studio 1;
- *CO<sub>2</sub> (carbon dioxide) type (for use on electrical, oil & flammable liquid fires)* – in the main workshop, kiln room and foyer kitchen;
- *dry powder type (for use on paper, wood, textile, oil, liquid and electrical fires)* – in the glaze room and kiln room.

**Do not use if you do not feel competent to use an extinguisher safely or if your personal safety would be put at risk.**

Fire hoses are located outside the gallery behind the women's toilet and outside the entrance to the meeting room.

**Do not use if you do not feel competent to use a fire hose safely or if your personal safety would be put at risk.**

## **FIRST AID KITS**

These are located in the main workshop, glaze room and foyer kitchen.

## **PERSONAL & PROPERTY SECURITY**

CPS takes no responsibility for the safety and security of personal items. This is including (but not limited to); All ceramic work and related equipment, personal belongings such as wallets and phones, and any vehicles parked in the CPS society car park.

Please note that staff and teachers should not be forced to wait for you to pack up and clean your space. It is your responsibility to be out of the space at the end of your booking time slot.

Familiarise yourself with the premises and the recommended security procedures and don't be afraid to ask questions of staff if there is anything of which you are unsure.

A '**lost & found**' box is kept in the library area.



## **LIGHTING**

There are security lights under the eaves of the main building, on the front of studios 3 to 7 and on the residence. These light up automatically at dusk and go off at dawn.

There are movement-activated security lights to the rear of studios 3 to 7 and the residence, on the corner of the disabled access toilet block, on the kiln shed veranda, the front of the kiln shed, and on the front corner of the main building by the path from the car park to the workshop door.

Switches for the fluorescent lights on the shed veranda are in the glaze room.

The car park lights (three of them) at the front of the premises come on at dusk and go off at dawn.

Please note, the alcove light above the toilets should never be turned off.

# **PART 3 – ACCESS**

## **HOURS OF ACCESS – MAIN WORKSHOP**

### **Member Access Sessions**

The main workshop is used for the Members Access Sessions on Thursdays, 10am to 1pm, and Fridays 1pm-4pm. These sessions typically run each week of the CPS 9-week terms. The sessions do not run during the school holidays as the workshop is used for the children's holiday classes and seasonal workshops.

These sessions need to be pre booked and paid for prior to attendance, through the Canberra Potters website.

### **Member Workshop**

The Members Workshop can be booked through the website for either a handbuilding or wheel throwing session.

These sessions are subject to availability, and available times are subject to change. Member's workshop sessions are only available when CPS teaching or admin staff are onsite.

If there is a class running in workshop 1, members are not permitted to use or enter the workshop. The external member's workshop door will be unlocked, to allow members to and from the workshop.

During Member Workshop sessions, members are permitted use of the glaze area, however, this is subject to the discretion of any teachers who may be using the area for CPS classes.

## **CONDITIONS OF ACCESS**

Access is only available to members who:

- are a current financial member (i.e., their membership is in date);
- have satisfactorily completed a WH&S orientation or refresher with the Workshop Manager or other authorised person during the previous 12 months
- Have their membership card on them at all times, showing a record of membership.
- Have booked and paid for their session through the website.

Further to these conditions, CPS has the following special requirements for persons under the age of 18:

- Financial Members over the ages sixteen can book in and use spaces, provided they have completed WHS orientation, and comply with WHS requirements.
- Financial members ages 12 – 15 can book in and uses spaces but must have parental supervision from a financial member. Both Adult and child must pay for access sessions and have completed WHS orientation and comply with WHS requirements.
- Children Ages 5 to 11 are only allowed in workshop spaces for CPS classes.
- Due to WHS requirements for high-risk spaces, no Child under the age of 5 is permitted in CPS workshop spaces.

If any Member is found not abiding by any of the procedures outlined above, they will be asked by Canberra's Potter's Staff to immediately cease work, until the above requirements are met.

## **CLAY PURCHASES**

Clay may be purchased from the shop during opening hours (Tues-Sat 10am-4pm and Sunday 11am-3pm) Outside of these times clay is *not* available for purchase.

If you require clay for an afterhours member's session you are welcome to call the shop before 2pm on the day of your booked time so we can put clay aside for you.

This must be paid over the phone, and we will put the clay in the Members Workshop with your name on it.

Teachers are NOT available to sell you clay or tools under any circumstances.

## **FIRED WORK**

CPS offers a firing service for financial members. Prices for firing are determined by weight, and due to the large volume of work processed through CPS, the following conditions must be abided.

- No piece over 30cm x 30cm
- No more than 10kg per member, per week

Due to WHS requirements, under no circumstances are members permitted into the kiln area without having successfully completed a kiln firing course and obtained a kiln license.

All fired work can be collected from the trolleys outside the kiln shed.

## PART 4 – WORKSHOP ETIQUETTE

- If using the members' workshop while a class or activity is running in the main workshop, please **do not interrupt the class or individual students**.
- Canberra Potters teachers are employed to run designated classes and are not available to assist non class participants during their teaching hours.
- Canberra Potters staff are under no obligation to attend to or assist members outside of their designated work hours. Please respect that most Canberra Potters staff are also practicing artists and need time to work on clay as well!
- Please ensure that you clean up after yourself and leave the premises as you would expect to find them - your failure to properly clean up may put someone else at risk.
- If you come in to use a space and it's been left dirty, please let a staff member know.

### SHELF SPACE

Shelf space in the members' workshop is very limited. We ask you to consider other users of the workshop by limiting your use of the shelving.

CPS have a small number of equipment lockers available for hire. If you don't have a locker, please take your tools and equipment home with you.

As soon as your work is dry, please remove it from the shelves – either take it to the shop to be processed for firing or take it home.

Member's shelves are for unfired and bisque work only. Everything must be labeled with your name and the date you made the work. Your work can be stored in these shelves for two weeks, any work more than two weeks old will be thrown out unless under extenuating circumstances and with prior approval from either the technical assistant or workshop manager.

CPS students/classes have designated shelves in the two workshops. These shelves are not available to members who are not currently enrolled in the corresponding class.

All shelving must be clear of work by the end of December to facilitate thorough cleaning of the workshops. This is non negotiable – Canberra Potters will provide a reminder in advance of this happening, but please note anything left behind will be discarded before the new calendar year.

# **PART 5 – WORKSHOP HEALTH & SAFETY (WH&S)**

## **INTRODUCTION**

CPS is responsible for informing all members and students of all appropriate WHS requirements for Canberra Potters spaces, as well as the required cleaning for each area and piece of equipment.

All students and members are expected to follow CPS WH&S procedures and access policies and to undertake annual orientation sessions, according to the guidelines in this handbook.

All members must have demonstrated competency (including leaving the workspace in a clean and reasonable state) before being allowed access to the spaces and equipment.

Any member who is not abiding by the procedures outlined in this handbook as well as to instructions conveyed by CPS staff or other authorised personnel will have their right to access the facilities withdrawn.

## **SMOKING**

Watson Art Centre is an ACT Government facility and is therefore a NON-SMOKING AREA. This includes all buildings and grounds.

## **ANIMALS**

Dogs (and all other animals) are prohibited on the premises with the exception of licensed assistance animals.

## **FIRST AID**

First aid boxes are located in the glaze room, Workshop 1, Workshop 2 and the foyer kitchen

Please advise staff if contents are low or missing.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE must be worn in designated areas and whenever creating a dust hazard.

- **Enclosed sturdy footwear is mandatory at all times on Canberra Potters premises**
- Safety glasses: when using electrical tools such as grinders, Dremel, sanders and cutters.
- Tinted safety glasses: when looking into kilns.
- Dust masks: whenever creating clay dust, mixing glazes or working with ceramic fibre.
- The sanding of bone dry pots is discouraged; the use of a wet sponge is the preferred method to smooth or otherwise alter a dry surface. If sanding is unavoidable, it must be done outside, away from food areas, while wearing a mask and safety glasses, and over a bucket or bowl of water. All sanding must be done away from other people, and any dust must be cleaned up immediately. Wet Sanding of Bisque items follows the same procedures.
- Latex gloves: when immersing your hands mixing or applying glazes and/or oxides. Is this a thing?
- Heat protection gloves: when working with hot kilns, including raku and pit firing.
- Ear protection: when using grinders and cutters.

Members are responsible for ensuring that all PPE requirements are met and that CPS equipment is left clean, functional and in its correct place. It is advisable to have your own apron, towel, dust mask and gloves for general use.

ALWAYS wash your hands when you have finished working and before eating.

## **HAZARDOUS SUBSTANCES**

All chemicals, glaze materials and clay dust should be assumed to be hazardous and care must be taken to prevent inhalation and skin contamination.

## **MATERIAL SAFETY DATA SHEETS (MSDS)**

There is a Material Safety Data Sheet Folder in the Glaze area. Please familiarise yourself with these sheets.

## **SAFE OPERATING PROCEDURES (SOP)**

The following equipment is regarded as low to medium risk. Only students and members who have received instruction from teachers, the Workshop Manager or the Technical Assistant are permitted to use the following equipment:

- Extruder
- Slab roller
- Dremel
- Spray gun
- Compressor
- Bench Grinder
- Pottery Wheels.

The following equipment is for staff use only:

- Pugmill.

## **FOOD AND DRINK**

Eating and drinking is not permitted in any of the workshops, the glaze room or the kiln room.

## **MANUAL HANDLING**

Avoid repetitive strain injuries by taking regular breaks, standing, stretching and moving about. Lift heavy objects with care and avoid sideways twisting. Use lifting and moving equipment to assist where necessary or seek assistance. Sit correctly when using the potter's wheel.



## **REPORTING A SAFETY RELATED INCIDENT OR HAZARD**

Incident/hazard reports are to be filled out for all injuries, accidents and near misses or to notify staff of an identified hazard. Blank reports are kept in a folder in the members' workshop, close to the workshop access folder.

Teachers are responsible for ensuring that Incident Reports are filled out for incidents involving their students.

Once filled out, a report should be handed to the Workshop Manager, the Education Program Manager or the Director.

If these staff members are not present, the report can be left the Workshop Manager's office, (in the members' workshop) but Canberra Potters asks that a staff member is also notified by email.

Reports are reviewed and acted on where necessary, by the Workshop and/or Education Program Managers or Director. All reports are reviewed, and signed off by, the CPS Health & Safety Committee.

If you have any concerns about WH&S please discuss them with the Workshop Manager or Technical Assistant using [technical@canberrapotters.com.au](mailto:technical@canberrapotters.com.au)

## **FAULTY OR DAMAGED EQUIPMENT**

If you find that equipment is faulty or damaged, please inform staff immediately. Do not use damaged or faulty equipment under any circumstances.

Should a staff member be unavailable, fill out an Incident/Hazard report with details of the faulty equipment and your contact details and leave an 'out of order' sign on or attached to the equipment. These signs can be found in the front of the folder containing blank Incident/Hazard Report forms, in the workshop manager's office.

Members are liable for damage to the workshop and to equipment (including damage to kiln shelves) that in the opinion of staff arises from:

- Misuse of equipment and materials.
- Non-compliance with appropriate procedures or instructions.
- Unauthorised adjustments to equipment settings.
- Non-compliance with CPS WH&S procedures.

## **PART 6 - SAFETY PROCEDURES RELEVANT TO WORKSHOP AREAS**

### **WORKSHOP 1 AND WORKSHOP 2**

- Wet sponge and wipe tables, wheels and stools, wedging table and sinks after use.
- Wet mop clay spills.
- Ensure that all tools, bats and equipment are cleaned and returned to the correct place.
- Lock slab roller and extruder after use.
- Place stools under tables to avoid trip hazards.
- Do not leave extension leads on floor.

### **MEMBERS' WORKSHOP**

- Wet sponge and wipe tables, wheels, stools, wedging table and sinks after use.
- Wet mop clay spills.
- Ensure that all equipment is clean and returned to the correct place. Note that NO TOOLS are to be stored in the Members' Workshop.
- Place stools under tables to avoid trip hazards.
- Do not leave extension leads on floor.

### **GLAZE ROOM**

- Wet sponge and wipe tables and benches after use.
- Do not leave brushes in water or wax.
- Ensure that all equipment is cleaned and returned to the correct place.
- Place lids on buckets after use and push bins under tables and benches.
- Wet mop any spills.

### **KILN ROOM (STAFF OR KILN-CERTIFIED AND AUTHORISED PERSONNEL ONLY)**

- Wear PPE as required.
- Only open kilns if authorised to do so.
- Stack shelves and props to avoid trip hazards.
- Keep the floor free from other trip hazards.

### **MATERIALS ROOM (STAFF AND AUTHORISED MEMBERS OR STUDENTS ONLY)**

- Wet mop any spills.
- Wet sponge and wipe tables and benches after use.
- Wear PPE when handling, mixing or measuring glaze and other materials.

### **RAKU KILN**

- No use without training
- Wear PPE as required.
- Secure the gas line.
- Be aware of hot surfaces.
- Ensure that fires in reduction bins are out before you leave the premises. Do not empty reduction bins until the following day, making sure that nothing is smouldering.
- Burner assembly to be put away correctly.
- Area to be left clean and paper free.

### **SPRAY BOOTH**

- Wear PPE as required.
- Wet sponge over-sprayed surfaces.

## **PART 7 - GENERAL STUDIO SAFETY AND HOUSEKEEPING**

- Appropriate PPE is to be worn in all areas as required.
- **NEVER** eat or drink in the workshop, kiln and glaze areas.
- Smoking is **NOT** permitted anywhere on the premises (including the grounds around the buildings).
- Do not use equipment if under the influence of alcohol or drugs or if feeling unwell.
- Report any faulty equipment to the Workshop Manager or Technical Assistant ASAP and, if necessary, put an 'out of order' notice on the faulty equipment. (See Faulty or Damaged Equipment in Part 5.)
- Report any accidents, incidents or near misses to staff ASAP. (See Incident & Hazard Reporting in Part 5.)
- Keep work areas clean/organised and clean spillages immediately.
- Take appropriate care with sharp tools and blades.
- Clean all tools and equipment and return to their correct places.
- **NEVER** clean ceramics tools and equipment in food preparation areas.
- Keep the kitchen, meeting room and library clean and in order. Any dishes used while in the tea room need to go into the dishwasher. If the dishwasher is clean, please unpack it prior to putting your dirty dishes in.
- Turn off electrical equipment when not in use.