

Workshop Access and Health & Safety

ISSUE 10

Abbreviations/terms used in this handbook:

CPS - Canberra Potters' Society Inc.
The Society - Canberra Potters' Society Inc.
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.

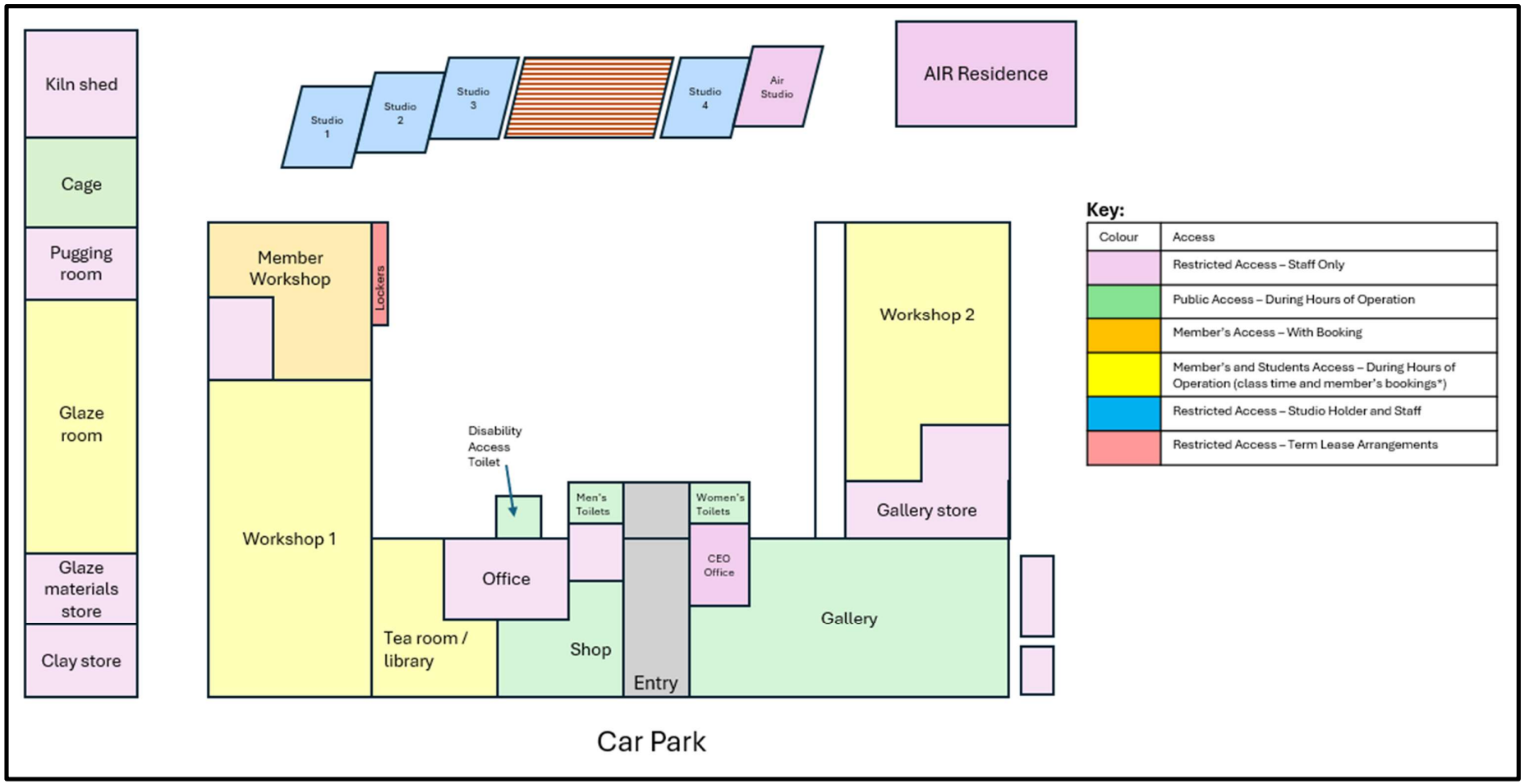
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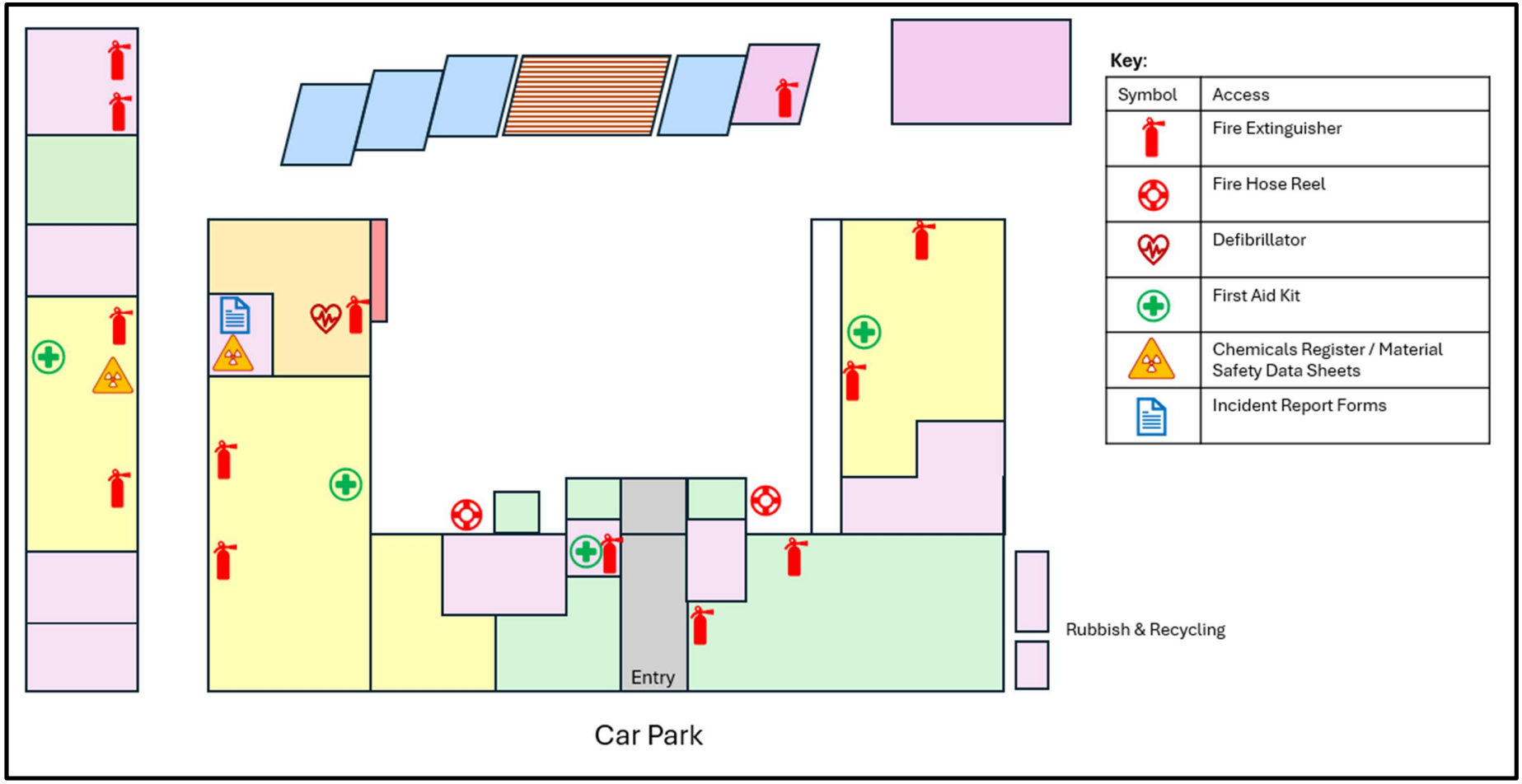
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PART 1 – GENERAL INFORMATION

INTRODUCTION

This handbook is to inform members, students, and staff about the CPS facilities and how to access and 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 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 Member Access sessions is available only to CPS members who have satisfactorily completed a WH&S orientation or refresher with the Workshop Manager, Technical Assistant, or other authorised person during the previous 12 months.

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, through the workshop or any other notices.

CPS class students who are not 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 WH&S Orientation sessions are held approximately twice a month for members wanting to use the facilities. For more details about sessions, or to book a place, please go to the *Workshop Access* page on our website.

An online refresher quiz is available to members who have attended an in-person orientation in the previous 12 months. Any incorrect answers provided on the online quiz will require the member to attend an in-person orientation session.

Contact Information

Workshop
Tuesday and Thursday 9am – 3.30pm
02 6241 7800
workshop@canberrapotters.com.au

Classes
Monday, Wednesday – Friday 10am – 4pm
02 6241 7800
classes@canberrapotters.com.au
education@canberrapotters.com.au

Gallery Manager
Tuesday – Thursday 10am – 4pm
02 6241 1670
gallery@canberrapotters.com.au

Shop Enquiries
Monday, Wednesday – Friday 10am – 4pm
02 6241 7800
classes@canberrapotters.com.au

General Enquiries
Monday – Friday 10am – 4pm
02 6241 1670
admin@canberrapotters.com.au

PART 2 – EMERGENCY PROCEDURES AND GENERAL HEALTH & SAFETY INFORMATION

EMERGENCY PHONE NUMBERS

Staff contact numbers are located around the premises, including in the workshops, glaze room and kitchen.

EMERGENCIES

All staff members and teachers are considered wardens in the event of an emergency. Please be prepared to follow their instructions.

A Site Map showing the location of fire extinguishers, first aid kits, the defibrillator, Material Safety Data Sheets and incident report forms is at Site Map 2 in this Handbook.

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 in the front carpark, in between the three trees and wooden sculpture. This will be pointed out to you during your orientation.

If this evacuation point is unsafe, proceed to an alternative evacuation point nominated by the warden(s).

Please note that in the event of an emergency, you are required to remain with the warden(s) until the site is deemed safe. Do not leave the premises unless advised to do so by emergency staff.

FIRE EMERGENCIES

Fire alarms automatically connect to emergency services, and fire brigade personnel will attend.

The fire alarms can only be turned off by fire service personnel - Personnel will attend regardless of whether the alarm is a known false alarm or not.

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. 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_2 (carbon dioxide) type (for use on electrical, oil & flammable liquid fires)* – in workshops 1 and 2, glaze room, 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.

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

To ensure proper access to fire extinguishers at all times, do not block access or place items within the exclusion zone of the fire extinguishers. The exclusion zone is marked on the floor around each fire extinguisher.

Do not use an extinguisher or hose reel if you do not feel competent to do so, or doing so would put your personal safety at risk.

FIRST AID KITS

First aid kits are located in workshops 1 and 2, the glaze room and the foyer kitchen.

CPS staff must be notified in any event where a first aid kit is required.

DEFIBRILLATOR

The defibrillator is located in the Members Workshop. If you suspect someone is in cardiac arrest and there is a need to use the defibrillator you should first call emergency services on 000.

Staff onsite should be able to assist in the event someone is in suspected cardiac arrest. However, in such instances a quick response and quick treatment is the best approach. Stay calm and call for help. The defibrillator includes instructions on how to use it, and emergency services can provide you with guidance over the telephone until an ambulance arrives.

PERSONAL & PROPERTY SECURITY

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

Please be respectful of staff and teachers when attending your Members Access sessions. You should be finished, cleaned up and leaving the workshop at the end of your booked session. This means you must start cleaning **15 minutes BEFORE** the end of your session so that you can leave on time. 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 by the end of your booking time slot so staff can secure the premises and leave at the end of their class time.

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.

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.

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.

INFECTION / HEALTH PROCEDURES

Canberra Potters Responsibilities:

- We take the health of our staff, students and visitors to our facility very seriously.
- Current health guidelines are strictly adhered to.
- Our teachers may wear masks, should they choose

Facility User Responsibilities:

- DO NOT attend the facility if you are unwell.
- Follow any health-related instruction from staff and teachers.

PART 3 – ACCESS

MEMBERS ACCESS SESSIONS

Workshop 1 is used for the Members Access Sessions on Thursdays, 10am to 1pm, and Fridays, 1pm to 4pm. These sessions typically run each week of the CPS 9-week terms. Workshop 1 is not available at other times, and the tools and equipment in the workshops are for student use, not member use.

The Members Workshop is typically available 7 days a week during term times, however this is subject to change on short notice.

Access to the Members' Workshop may be withdrawn as a result of a member breaching the conditions set out in the Members' Workshop Agreement.

Sessions are non-refundable and non-transferrable.

In the event a session is cancelled by CPS, any bookings will be transferable to another date.

Access sessions do not run during term breaks as the workshop is used for the children's holiday classes, seasonal workshops and any maintenance needed is performed during this time.

All 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 hand building or wheel throwing session.

These sessions are subject to availability, and available times are subject to change.

Members Workshop sessions are only available when CPS teaching or admin staff are onsite.

Members using Members Access sessions are not permitted to use or enter workshops 1 and 2, especially during classes. Teachers are not available to answer members questions during members sessions. The external door to the Members Workshop will be unlocked, to allow members to and from the workshop.

Members are expected to be self-sufficient and must bring their own clay, tools, buckets, cloths, batts and other equipment needed for their session. The access fee paid entitles members to use the workshop space, including benches (if booked), sink, wheels (if booked) and glaze shed (if booked).

The access fee does not include the use of glazes and firing. The weigh and pay glaze/firing service must be paid for separately through the shop.

During Member Workshop booked wheel and hand building sessions, members may be

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. Members who have booked a glaze session are entitled to use the glaze shed during their booked session.

USE OF SHELVING IN MEMBERS WORKSHOP

Members using the Members Workshop can use the shelves in the Members Workshop to store their work for NO LONGER THAN 2 WEEKS. All work must be clearly labelled with your name, phone number and dated. Any works found which are not clearly labelled may be discarded.

Members must be considerate of other Members Workshop users when storing work - be careful not to damage other people's work, do not take up excessive shelf space (choose a batt/board that is an appropriate size for the size of your work), do not use excessive plastic to wrap your work. If your work is on the smaller side, consider using plastic containers to store them in as these can be stacked, are easier to label and help keep your work damp.

Shelves are NOT to be used for storing clay or equipment. If clay and equipment is left on shelves it may be discarded.

Members should consider the use of a wet-box to store and transport their work to and from the Workshop. Not only will it help keep your pieces appropriately wet to work on again, but it will ensure you know where your pieces are and you aren't restricted to a 2 weeks storage period.

DO NOT move shelves in the Members Workshop.

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 a signed and returned Members' Workshop Agreement
- Have booked and paid for their session through the website.
- Guests are not allowed to accompany members to Members Access sessions.

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

- Financial Members over the age of 16 can book and use the Members Workshop or Glaze Shed, provided they have completed WHS orientation, and comply with WHS requirements.
- Financial members ages 12 – 15 can book and use the Members Workshop and Glaze Shed, but must have parental supervision from a financial member at all times. Both Adult and Child must pay for access sessions and have completed WHS orientation and comply with WHS requirements.
- Children Ages 6 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 6 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 after-hours 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 clay or tools to members during member access sessions under any circumstance.

FIRED WORK

CPS offers a firing service for 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 3kg per member, per week

CPS staff aim to keep to a three week turn-around from shop delivery to kiln unpack, however due to the large volume of work processed, no timelines can be guaranteed.

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 kiln shed.

PART 4 – SAFETY PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT (PPE)

While members will not ordinarily be undertaking some of the activities below, they should be aware of the risks within the CPS site and be adequately informed and prepared to mitigate such risks with appropriate use of PPE.

- PPE must be worn in designated areas and whenever creating hazards.
- Enclosed sturdy footwear is always mandatory on Canberra Potters premises.
- Safety glasses must be worn when using electrical tools such as grinders, Dremel, sanders and cutters.
- Tinted safety glasses must be worn when looking into kilns.
- Dust masks or respirators must be worn whenever creating clay dust, mixing glazes or working with ceramic fibre.
- Latex gloves should be worn when immersing your hands mixing or applying glazes and/or oxides.
- Heat protection gloves should be worn when working with hot kilns, including raku and pit firing.
- Ear protection should be worn 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.
- Member's must supply their own PPE, and it is advisable to also bring your own apron and towel.
- Always wash your hands when you have finished working and before eating.

SANDING WORK

Greenware: The sanding of bone dry pots is not to occur on CPS grounds.
A wet sponge can be used to smooth or otherwise alter a dry surface.

Bisque-ware - If sanding is unavoidable, it must only be done on bisque-fired wares and must be done outside, away from food areas, with wet sandpaper over a bucket of water, while wearing a mask and safety glasses. All sanding must be done away from other people, and any dust must be cleaned up immediately.

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, the CEO's office and the technical office (the office in the Members Workshop).
Please familiarise yourself with these sheets. They provide guidance on the proper handling of materials and the measures you should take if exposed to these materials.

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 regarded as medium to high 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:

- Pugmill
- Kilns, both gas and electric

FOOD AND DRINK

Eating and drinking is not permitted in any of the workshops, the glaze room or the kiln room. Food can be eaten in the tearoom, or on the designated outdoor tables. Conversely, no clay is to be used in food and drink areas.

Do not leave food or drink in the tea room as this creates food safety risks and the risk of rodents. Please take your food home with you and properly dispose of rubbish in the bins provided.

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 and stretch regularly.

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 technical office, located in the Members' Workshop and are also available from the main office via the shop (during shop hours only).

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 CEO. During business hours, workshop, office and shop staff should be available to assist members in completing an incident report.

If these staff members are not present, members should seek out a teacher to assist with the

incident report. The report can be left in the Technical Office, (in the Members' Workshop) and an email must be sent to CEO@canberrapotters.com.au.

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

If you have any concerns about WH&S please discuss them with the Workshop Manager workshop@canberrapotters.com.au.

HAZARDS AND FAULTY OR DAMAGED EQUIPMENT

If you notice a hazard in the workshops or on-site:

1. Remove the hazard – but only if it is safe to do so.
2. Isolate the hazard.
3. Report the hazard to a staff member.
4. Complete an incident/hazard report form and provide it to a staff member (Workshop Manager, Education Director or CEO) or email to CEO@canberrapotters.com.au.

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 Technical 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.

CLAY RECYCLING

Canberra Potters recycles clay from the Introduction to Clay and Children's classes only. Due to the significant amount of clay used in our workshops we do not have the capacity to recycle clay for all classes or members.

As such, members, Clay Foundations and Continuing Clay class participants must bring their own bucket to recycle their clay scraps/slops. There are some excellent resources online to learn how to recycle your clay.

DO NOT put clay in rubbish bins as this creates a WH&S risk to our staff.

PART 5 – SPECIFIC WORSKHOP PROCEDURES

CLEANING PROCEDURES

Workshops 1 and 2

- Start cleaning and packing up 15 minutes before the end of your session/class.
- 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

- Start cleaning and packing up 15 minutes before the end of your session/class.
- 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.
- Do not leave clay in the sinks or on surfaces.
- Ensure heat guns are turned off, unplugged and packed away tidily in heat gun holder.

Glaze Room

- Start cleaning and packing up 15 minutes before the end of your session/class.
- Wet sponge and wipe tables and benches after use.
- Wash brushes and return to correct place. Do not leave brushes in wax or water.
- 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.
- Ensure heat guns are turned off, unplugged and packed away tidily in heat gun holder.

Kiln Room (Staff and Kiln certified hirers 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.

Spray booth

- Start cleaning and packing up 15 minutes before the end of your session/class.
- Wear PPE as required.
- Wet wipe down spray booth thoroughly and dry with towel
- Wet sponge over-sprayed surfaces – do not dry fettle
- Keep hands clear from extractor housing/blades when in operation

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.

Soda Kiln

- No use without training
- Wear PPE as required.
- Secure the gas line.
- Be aware of hot surfaces.
- Burner assembly to be put away correctly.
- Area to be left clean and paper free.

PART 6 – 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.
- Behave in a safe manner and always be respectful of staff, teachers and others using the facilities at CPS.