



**Canberra  
Potters**

Workshop Access  
and  
Health & Safety

ISSUE 3

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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# CONTENTS

## SITE MAP

### PART 1 - GENERAL INFORMATION

Introduction.....	1
Workshop Orientation Sessions.....	2
Office contact details .....	2

### PART 2 – EMERGENCY PROCEDURES & INFORMATION

Emergency phone numbers.....	3
Emergencies .....	3
Site Evacuation Plan and Procedure .....	4
Fire emergencies.....	4
Fire Extinguishers.....	4
Fire Hoses.....	3
Personal & property security.....	5
Security lights.....	5

### PART 3 - ACCESS

Hours of access – members’ workshop .....	6
Hours of access – main workshop.....	6
Key holders .....	7
Workshop access folder .....	7
Workshop access fees .....	7
Payment of fees outside staff & shop hours.....	7
Clay purchases.....	7
Fired work .....	8

### PART 4 - WORKSHOP ETIQUETTE

Workshop etiquette.....	9
-------------------------	---

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

Introduction.....	10
Smoking .....	10
Animals .....	10
First Aid.....	10
Personal protective equipment (PPE).....	10
Hazardous substances .....	11
Material Safety Data Sheets (MSDS).....	11
Safe Operating Procedures (SOP) .....	11
Food and drink .....	12
Manual handling.....	12
Reporting a safety related incident or hazard.....	12
Faulty or damaged equipment.....	13

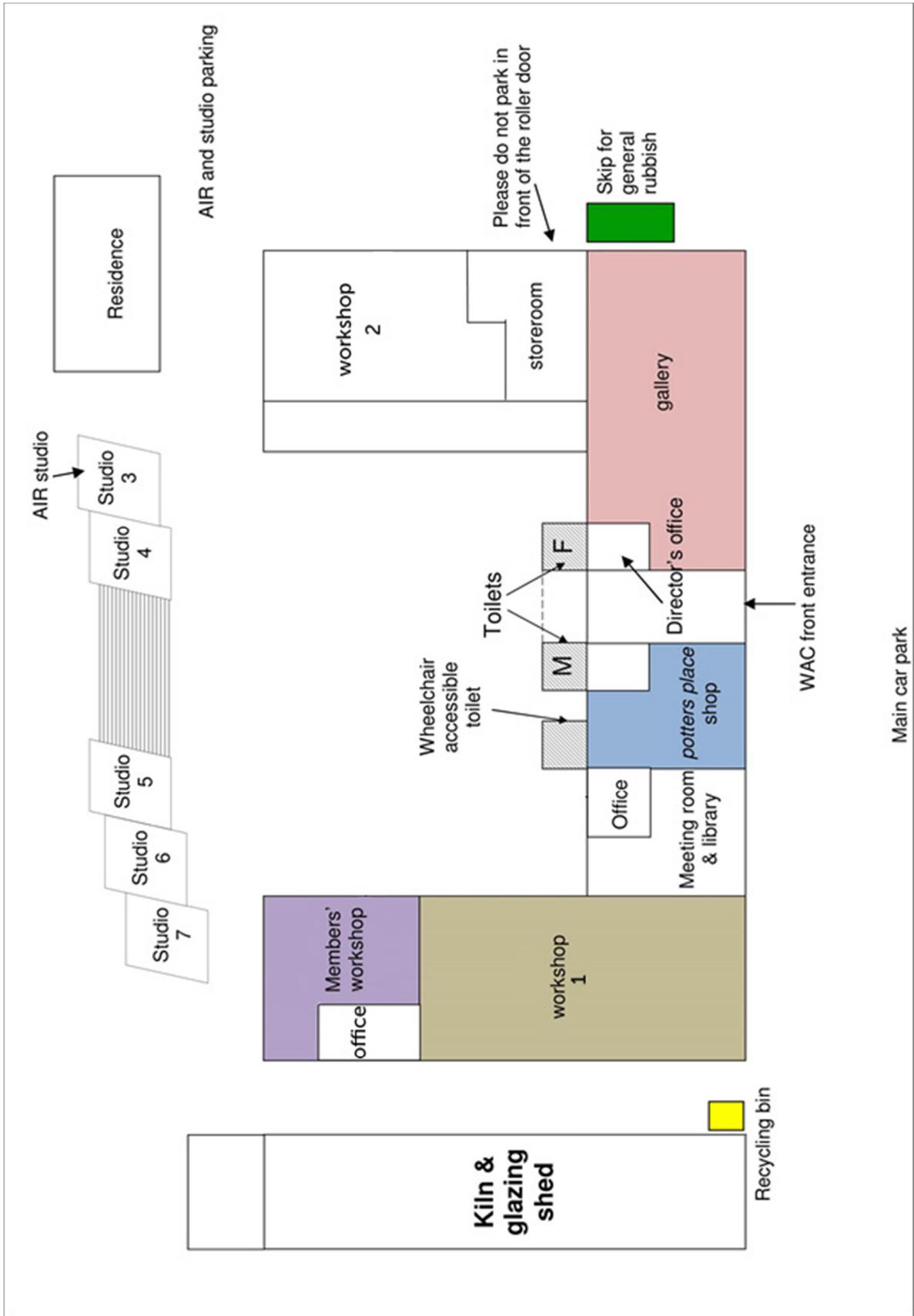
### PART 6 – SAFETY PROCEDURES RELEVANT TO WORKSHOP AREAS

Main workshop/Workshop 2 .....	15
Members’ workshop .....	15
Glaze room.....	15
Kiln room .....	16
Materials room.....	16
Raku kiln .....	16
Spray booth.....	16

### PART 7 - GENERAL STUDIO SAFETY & HOUSEKEEPING

General studio safety & housekeeping .....	17
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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.

**Casual 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 or other authorised person during the previous 12 months. (See Part 3 for details of access fees.)

The exceptions to this are the **Wednesday and Thursday morning 'drop-in' sessions** in the main workshop – these sessions are open to CPS financial members but do not require the completion of a WH&S orientation or refresher as it is a semi-supervised session. Members attending this session are expected to abide by CPS workshop health and safety procedures and any health and safety directives given by staff or other authorised personnel, either verbally or via workshop or other notices. The Workshop Manager will from time to time present to session attendees the same workshop/health & safety orientation that is given to class students.

After holding continuous membership for 6 months, and at the discretion of the Workshop Manager, members may apply for a **workshop key** giving access out of hours. Before a key can be issued an orientation session or refresher must be satisfactorily completed if one has not been done in the previous 12 months and the applicant must demonstrate a sound level of equipment competency and WH&S procedures. *A member's workshop key can be withdrawn if the member 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.* Key holders using the workshops after hours are responsible for securing the buildings and setting alarms according to security protocols if they are the last person to leave the premises. (These procedures will be explained as part of the key-holder orientation process.)

Only children and family members specifically identified on a CPS **family membership** application may use the workshop and must be

supervised at all times by a responsible adult, parent or guardian who is a CPS member and who satisfies the requirements for casual or out-of-hours access. Children must not be allowed to use equipment unsupervised and must not cause a nuisance to other workshop users.

CPS class students who are not financial members only have access during class times or, in specific circumstances, as arranged with their teacher or the Workshop Manager.

## **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. 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, or by appointment at cost to the member. Places on an orientation session 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 9am – 5pm

02 6241 1670

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

### **Workshop Enquiries**

Monday 9am – 5pm

Tuesday 10am – 1pm

Thursday 10am – 1pm

02 6241 1670

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

### **Classes Enquiries & Bookings**

Monday 9am – 5pm

Tuesday – Friday 9am –

12.30pm

02 6241 7800

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

### **Gallery & Shop Enquiries**

Thursday – Sunday 10am – 4pm

02 6241 1670

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

## **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 (Director, Workshop or Program Manager), teacher or shop staff member 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 above the admin area window and in the gallery foyer. Please follow instructions given by teachers and staff, including shop 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.

If you are alone on the premises when the fire alarm sounds, please leave the building and, if possible, phone the Workshop or Program Manager (phone numbers given above). If you cannot contact any of these people, please phone the emergency services on 000 to confirm that the fire service is on its way. Proceed to the car park at the front of the building and await the arrival of the fire service.

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

## **FIRE EXTINGUISHERS**

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**

These 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, glazing room and foyer kitchen.

## **PERSONAL & PROPERTY SECURITY**

Canberra Potters' Society does not take responsibility for the safe keeping of ceramic work, personal equipment or any other items of personal property that members bring onto or leave on the premises. Please safeguard your belongings when you are on the premises. Cars are parked in the car park, and property left in them, at the car driver's risk. Bicycles should be secured.

Your personal security is important. If you are a key-holder and alone on the premises, we recommend that you keep the doors to the outside of the workshop closed and locked and, where fitted, roller blinds pulled down. If you are working in the glaze shed, are in the meeting room/library or taking a toilet break, take your workshop key with you and lock the workshop door behind you. 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 verandah, 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 verandah 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.

## PART 3 – ACCESS

### HOURS OF ACCESS – MEMBERS' WORKSHOP

Whenever there is a class in the main workshop, when staff are in attendance\* or when the shop is open (Thursday-Sunday 10am-4pm and some public holidays).

Check with the admin/enrolments office (see page 2) for details of current classes (particularly holiday classes) or other workshop use.

*\* Note that staff hours as given on page 2 cannot be guaranteed as staff may have to be off the premises for various reasons (e.g. they may be on leave or attending off-premise meetings).*

**You must be prepared to leave the premises when the last staff member (including any shop staff member) is ready to secure the premises and leave.** If you are unsure what time this will be, please check with the staff member when you arrive. Staff members are under no obligation to wait while you finish anything that you may be working on or to tidy up.

### HOURS OF ACCESS – MAIN WORKSHOP

#### Drop-in Sessions

The main workshop is used for the Wednesday (handbuilding) and Thursday morning 'drop-in' sessions (9.30am to 12.30pm). These run each week of the CPS 9-week terms and the week before the start of term. The exception to this is the week before the start of term after the winter school holiday program when there will be no sessions if there is a Winter School of workshops running. The sessions do not run during the school holidays as the workshop is used for the children's holiday program but members may use the members' workshop as per the section above.

#### All other times

At other times the main workshop may be used by members, *with the prior approval of the Workshop Manager or other staff member*, with the exception of these times:

- When a class, workshop or other activity is scheduled.

Whilst most classes are advertised on the website, there are some activities such as 'homeschool' classes and birthday parties that are not advertised, so prior approval must always be sought before coming in to use the main workshop out of drop-in session times.

The exception to the need for prior approval is short-term use of the slab roller, which is acceptable when the main workshop is not otherwise in use.

## **KEY HOLDERS**

In addition to the above, key holders have access to the workshop facilities when the premises are not staffed.

## **WORKSHOP ACCESS FOLDER**

**All** workshop users must register in the Workshop Access Folder every time they use the facility. The date, arrival time and departure time must be recorded. This is important for security and insurance reasons.

## **WORKSHOP ACCESS FEES**

Workshop access fees are based on a 3-hour session or a pre-paid (calendar) month. Check the website or with staff for the current rates. There are no 'part-of' session fees: i.e. an entire 3-hour session must be paid for regardless of whether you are in the workshop for 1 hour or 3.

These fees, as well as other fees such as firing and kiln hire charges, may be paid at the admin/enrolments office or the shop.

## **PAYMENT OF FEES OUTSIDE STAFF & SHOP HOURS**

Outside of staff and shop times we operate on a trust system. *Please do not abuse this trust.* Amounts owing for fees, along with the weight of items left for firing, may be recorded on a member's page in the Workshop Access folder.

**ALL OUTSTANDING DEBTS MUST BE SETTLED AT THE ADMIN OFFICE OR THE SHOP BY THE END OF THE CURRENT TERM, OR EARLIER IF THE AMOUNT REACHES \$50.**

## **CLAY PURCHASES**

Clay may be purchased from the shop, or the admin/enrolments office when the Workshop Manager is in attendance. Outside of these times clay is *not* available for purchase so please ensure that you bring sufficient with you for your session.

## **FIRED WORK**

Whilst it can be frustrating knowing that an item of your work is ready to be removed from a kiln, the kiln room is **only** for authorised personnel, as are the packing and unpacking of kilns.

## PART 4 – WORKSHOP ETIQUETTE

- If using the members' workshop while a class or activity is running in the main workshop, please **don't interrupt the class or individual students**. If you wish to use equipment in the main workshop, e.g. the slab roller, check that it is convenient with the teacher. Please don't be offended if the teacher asks you to wait until the class is finished – most of our classes are very full and students have priority use of workshop equipment during their class time.
- Teachers are present to teach their classes, not to assist members using the workshop facilities.
- The Workshop Manager or Technical Assistant are under no obligation to attend to or assist members outside the hours of 10am-1pm Monday, Tuesday and Thursday.
- Please ensure that you clean up after yourself and leave the premises as you would expect to find them. WH&S issues are the responsibility of all of us – your failure to properly clean up may put someone else at risk. Ensure that you follow the WH&S guidelines and instructions in this handbook, as provided to you during your workshop orientation session and subsequent refresher sessions, or as transmitted to you at any other time either verbally or in writing (including notices on the workshop walls or via email).

### 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. If you don't have a locker we ask that you take your tools and equipment home with you. If work is ready to transfer to the firing trolleys in the shed, please move it there as soon as possible. And if you won't be using the workshop for any length of time, please don't leave your work on the shelves – you may return to find that it has been thrown out.

**Only unfired and bisque work to be glazed is to be stored on the Members' shelves and all work needs to be clearly labelled with your name and the date the piece/s made.** Members have two weeks to store work here. Any work older than two weeks will be discarded unless under extenuating circumstances and with prior approval from the Workshop Manager. Please don't throw out other peoples' work; the Workshop Manager will clear the shelves every **Tuesday** and **Thursday**.

- CPS students/classes have designated shelves in the main workshop. These shelves are not available to members who are not currently enrolled in a class.
- Members not attending classes must use shelving in the member's workshop. It is not permitted to leave storage boxes on the shelves or the floor unless by prior agreement with the Workshop Manager.

All shelving must be left clear of work by the end of January to facilitate thorough cleaning of the workshops.

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

## **INTRODUCTION**

CPS is responsible for informing members about, and teaching its students, how to safely operate studio equipment and how to clean equipment and work areas.

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

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

Any member who is not abiding by the procedures outlined in this handbook or to instructions conveyed to them 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.

- 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.

N.B. 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 then it should be done gently, in an appropriate place away from other people, whilst wearing PPE and, preferably, over a bucket or bowl of water - and the area must be cleaned up properly immediately afterwards. Wet sanding of bisque fired items, if necessary, should follow the same procedure.

- Latex gloves: when immersing your hands mixing or applying glazes and/or oxides.
- 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, disposable dust mask and gloves for general use.

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

Enclosed sturdy footwear is mandatory.

## **HAZARDOUS SUBSTANCES**

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

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

A Material Safety Data Sheet folder is 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/Technical Assistant should use this 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. In this position it is easily accessible to members using the facilities, to teachers, staff and volunteers. Teachers are responsible for ensuring that Incident Reports are filled out for incidents involving their students.

When filled out, a report should be handed to the Workshop Manager, the Program Manager, the enrolments officer or the Director. If these staff members are not present, the report can be left in either the admin/enrolments office (in the members' only workshop) or the main office (off the meeting room). Reports are initially reviewed, and acted on where necessary, by the Workshop and/or 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. Safety issues can also be directed to the H&S Committee using the [safetyissues@canberrapotters.com.au](mailto:safetyissues@canberrapotters.com.au) email

address or by asking the Workshop or Program Manager to raise an issue on your behalf with the H&S Committee.

## **FAULTY OR DAMAGED EQUIPMENT**

If you find that equipment is faulty or damaged, please inform staff as soon as practical. 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.

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**

## **MAIN WORKSHOP (WS 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**

- 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 as soon as possible 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 equipment in food preparation areas.
- Keep the kitchen, meeting room and library clean and in order.
- Turn off electrical equipment when not in use.
- Always ensure that you place work for firing on the correct ware trolley in the glaze room:
  - items for midfire firing go on the trolley colour-coded RED;
  - items for bisque firing go on the trolley that is not colour coded.
- If you are a key holder, be aware of other users, staff and volunteers on the premises and communicate with them about who should be securing the premises when everyone leaves.
- The last key holder to leave the premises is responsible for ensuring that:
  - Electrical appliances and lights are turned off (including the urn in the kitchen and the kiln shed veranda lights).
  - The back foyer, disabled access toilet, meeting room, workshop and kiln shed doors are locked and all windows closed.
  - Security alarms are set.