



Health and Safety Policy

Canterbury Pottery Association (CPA) is committed to ensuring all users of this facility have a safe and enjoyable experience. For this purpose, the club has provided a health and safety policy and will do the utmost to eliminate or minimise risks where possible. It is however, the responsibility of all members to be aware of their environment, follow procedures and report any potential hazards.

CPA asks all members, students and users of the rooms to:

- wear protective equipment when required,
- report accidents, incidents or near misses in the Incident Register (red book) on the plinth outside the office door,
- ensure all users and visitors are aware of the Health and Safety procedures, potential hazards and safe use of equipment,
- record potential safety issues and repairs required promptly, in the message book on the plinth,
- notify the current President of any urgent issues. Contact details are located on the wall above the plinth.

Thank you for your cooperation.

Canterbury Potters Association

Date: Reviewed 01 February 2020

GENERAL SAFETY IN THE STUDIO

Hazards:

- Dust particles from dry clay, clay and glaze additives and ceramic fibres from the kiln
- Hearing loss from machinery e.g. Pug mill, power tools etc.
- Accidents, slips and falls
- Electric shock from using machinery when handling wet materials or using outside
- Strain from lifting heavy objects
- Musculo-skeletal problems can occur from wedging, hand building, throwing or lifting clay
- Dermatitis from prolonged exposure to moisture, wet clays, glazes, soaps or detergents.

Safety precautions:

- Smoking is not permitted at any time in the studio. Eating and drinking away from wheels and kilns at all times.
- Wear suitable footwear and protective clothing
- Wear ear-plugs or earmuffs when working with loud machinery
- Do any work that creates fine dust outside (e.g sanding)
- Use isolating transformers or residual current devices when working with power tools outside or while handling wet materials
- Keep floor space clear and tidy
- Keep cords on benches not across floor space
- Check the weight of an object and use safe lifting practices, keeping the object close to the body and bending the knees
- Avoid repetitive or awkward movements where possible and take regular breaks

- **FIRST AID KIT** is on top of the book shelf between the office and the clay room.
- **EYE WASH** is in the glaze room, on the upper shelf beside the door.

WHEEL WORK

- Hazards:**
- Accidents, slips and falls
 - Dust particles
 - Injury from broken pots or glaze chips

- Safety precautions:**
- Appropriate footwear must be worn at all times
 - Ensure any water or slip around the wheels is cleaned up immediately to prevent falls
 - Use a damp towel to wipe hand and surfaces and a mop for the floors to reduce dust inhalation
 - Remove any broken pots and glaze chips – these can be sharp and should be disposed of in the appropriate bins provided.
 - Slip should be disposed in designated containers only
 - Keep all areas you are using tidy

GLAZE

- Hazards**
- Toxic materials: chemicals used in glazes are harmful if swallowed, and after prolonged contact with skin
 - Inhalation of substances e.g. silica, manganese

- Safety precautions:**
- Wear gloves and a face mask when working with glazes and dry powder and avoid skin contact
 - Take extra care where skin is broken
 - Wash hands carefully after using glazes
 - Ensure materials are well labelled, including if hazardous
 - Use proper equipment for safe ventilation
 - Children and pregnant women should not be exposed to any toxic materials
 - Refer to Potters Beware book (on noticeboard) for more details
 - Refer to material data sheets in the folder in the glaze room

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KILNS

Hazards:

- Burns
- Eye damage from kiln fumes and looking in the bung holes
- Fire risk from electric or gas kilns
- Carbon monoxide poisoning from incompletely burnt gas with gas fired kilns
- Fire from firing near sawdust
- Fire from heated paraffin wax

Safety precautions:

- Ensure all users know where fire extinguishers (powder) are located
- Ensure instructions for firing procedures are clearly displayed
- Dampen any sawdust after pots are removed
- Wear appropriate gloves for unloading kilns to prevent burns
- Do not touch kilns or place anything on top of them when firing to prevent burns and/or fire
- Do not use the kilns when children's classes are running
- Wear appropriate protective eyewear when looking into hot kilns
- Ensure that the air vent/fan is operating during kiln use
- All pots (greenware or bisque) must be sandpapered outside to prevent inhalation and build-up of clay dust in the rooms-
- Only small amounts of wax should be applied to pots prior to firing to prevent fire, cold liquid wax is safest
- Do not go into kiln area, unless asked to. Kilns can be hot on outside, do not touch
- Use fireproof gloves, eye protection and mask when kiln is operating
- Do not operate kilns during class times

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EMERGENCY PROCEDURES

Medical emergency

1. Call 111 and emergency contact person.
 2. Confirm nature of the injury (if known)
 3. Confirm address as **395 Memorial Avenue, Burnside.**
 4. Wait for ambulance, apply first aid if appropriate
- FIRST AID KIT** is on top of the book shelf between the office and the clay room.

Earthquake

If you are inside the building when the shaking starts,

1. Move no more than a few steps,
2. Drop, Cover and Hold.
3. Stay inside until shaking stops and you are sure it is safe to exit
4. Follow evacuation procedure: assemble outside in carpark near the cottage.

If you are outside in studio grounds when the shaking starts:

1. move no more than a few steps (,away from buildings trees, streetlamp and power lines),
2. Drop, Cover and Hold
3. Follow evacuation procedure: assemble outside in carpark near the cottage

Fire

1. Use fire extinguishers - near rubbish bins and by kitchen door
OR
evacuate and dial 111.
2. Confirm the nature of the emergency
3. Confirm address **395 Memorial Avenue, Burnside.**
4. Assemble on carpark near the cottage building.
5. **DO NOT RE-ENTER THE BUILDING** until person in charge or Fire Service advises that it safe to do so.

For detailed resources and templates on emergency procedures, spills and incident reporting:

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/emergency-procedures>

<https://ccc.govt.nz/services/civil-defence/what-to-do-in-an-emergency/>