

## Workshop Health & Safety Guide

**FIRST AID:** There is a first aid kit on the wall in the main work area.

**EMERGENCY NUMBERS:**

Ambulance, Fire & Police	000
POISONS Information Centre	131-126
Toowoomba Hospital	(07) 4616-6000

**Site map:** Is located above the fire extinguisher in the main workroom.

**Site evacuation:** In an event that is unsafe, proceed to the carpark evacuation point.

**FIRE EXTINGUISHERS:**

- There are 2 powder-type fire extinguishers in the club rooms; one in the main work area and the other in the kiln room.
- If you are not familiar with these please contact a board member via email: [toowoombapotters@gmail.com](mailto:toowoombapotters@gmail.com), or speak with a Gallery volunteer (Fri & Sat 10am-3pm) and ask to arrange a briefing.

**CLUB ACCESS:**

- The club is available to financial members only, 24 hours a day.
- There is a pin pad at the top of the ramp to the rear of the building and you will be informed of the pin code soon after becoming a financial member. This code is changed at regular intervals. You will be notified of the change, usually via email.
- ***Access is only available to current financial members, who are over the age of 18 years of age (unless accompanied by an adult).***

**BASICS:**

- **Smoking:** No smoking in the building or grounds.
- **Animals:** Are not permitted on the premises, except for licensed assistance animals.
- **Personal and property:** DDPC does not take responsibility for safety and security of personal items.
- **Food and drink:** eating and drinking are discouraged during workshops.
- **Clay purchases:** Clay can be purchased via the Gallery during opening hours, 10am to 3pm Friday and Saturday.

**SIGN IN:**

- **Register:** Each time you visit the DDPC, please register your name, times and reason for visit in the **record book**, located on the worktable.
- These entries help us understand who is using the space, when and what for, which in turn allows us to invest more in those items which are in demand.

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### LIGHTING:

- **Carpark:** There is security lighting outside the rear entrance of the building.
- **Workroom Light switches:**
  - 1) in the kitchen area
  - 2) beside the first aid kit in the work area
  - 3) beside the stairs leading into the kiln area.

### PERSONAL PROTECTIVE EQUIPMENT (PPE):

- ALWAYS wear closed toe shoes
- NO loose long hair; tie it back please.
- Bring your own apron, towel, mask and gloves, if needed.
- When using a Dremel or grinder, please provide and use your own safety goggles and face masks.
- Wear dust masks when creating clay dust, mixing glazes, or working with plaster of paris (PoP).
- When sanding bone dry pots, please do so outside the building, away from others.
- Wear latex or similar gloves when immersing your hands mixing or applying glazed, slip, PoP.
- **Hazardous materials:** Treat all chemical glazes and clay dust as if they are hazardous; take all protective steps to not inhale or contaminate your skin or eyes
- Always wear the provided heat protection gloves provided when handling hot fired items.
- ALWAYS wash your hands when you have finished working and before eating.

### EQUIPMENT:

- Generally, pottery equipment such as the slab roller and pottery wheels, are considered low risk, but please take care to use these items sensibly and give them your full attention, when in use. If you do not know how to use these items, please ask before using.
- **There is increased risk in the use of the pugmill and kiln. As such, DDPC requires that you undertake specific training before you use the pugmill and kiln, to ensure your safety and longevity of the equipment.**

### KILN USE & FIRING:

- Members must undertake DDPC kiln training before they are able to use the kilns.
- These training sessions are free and offered as needed.
- Currently all firings incur a \$70 fee, to be paid via the gallery or via the DDPC website. There is a booking system. First you need to phone Sam (whose number is on the white board as you approach the kiln area). Please do not alter this board until after you contact the coordinator.
- **Kiln Door:** DDPC has a policy of not opening the kiln door until the temperature on the kiln dial has been checked to ensure that no inadvertent, premature opening occurs.
- Always wear the provided **heat protection gloves** provided when handling hot fired items.

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### MANUAL HANDLING:

- Avoid strain injuries by sitting correctly when using the wheel and taking regular breaks.
- Be careful if there is a need to lift a heavy object; seek assistance. Contact [toowoombapotters@gmail.com](mailto:toowoombapotters@gmail.com) if there is a particular item you need to relocate with assistance.

### WORKSHOP ETIQUETTE:

- Please clean up after using the rooms and any equipment you use.
  - Use wet sponges to clean tables, wheels, stools wedging table, sinks and wall behind the wheel you used and other work surfaces, wet mop the floor and any clay spills.
  - Ensure tool, bats and equipment are cleaned and returned to their storage areas.
  - Use the sinks in the work area for clay, NEVER clean clay equipment or tools in the food preparation or toilet sinks.
- Shelf space is limited at the club, so you are encouraged to consider others as well.
  - When your work is dry enough, we encourage you to move it to the kiln area or take it home.
  - Please make sure you have labelled your work.
  - While every care is taken the club takes no responsibility for lost or damaged work, or clay that is left on site.
- If you intend to sell your work in the gallery you must ensure the work is well finished.
  - Please familiarise yourself with the DDPC Pottery Standards and Gallery Submission Guidelines documents. If you would like a copy of these documents, contact [toowoombapotters@gmail.com](mailto:toowoombapotters@gmail.com) or a Gallery Coordinator.
  - After submitting your work as per these guidelines, place it in the storeroom and the gallery team will review it and display it as appropriate.

**STAY SAFE & ENJOY YOUR CLAY!**