Glaze-Making Policy

Policy Title: Glaze-Making Policy
Policy Owner: The Board
Applies To: All members
Effective Date: 3/3/2026
Review Date: 3/3/2027

Purpose

This policy ensures that all glaze preparation at the Darling Downs Potters' Club is carried out safely, responsibly, and in accordance with health and safety standards.

1. Scope

This policy applies to all members and visitors involved in the preparation, mixing, or handling of ceramic glazes and raw glaze materials within Club facilities.

2. Eligibility

- Only members who have completed approved glaze-making training conducted or endorsed by the Club may make or mix glazes.
- Untrained members and visitors are not permitted to handle or prepare glazes under any circumstances.
- The Club board will maintain a register of trained members authorised to make glazes.

3. Safety Data Sheets (SDS)

- Before using any glaze material, all trained members must read and understand the current Safety Data Sheet (SDS) for each substance.
- SDS documents must be readily accessible in the glaze area at all times.
- Members must follow all handling, storage, and disposal instructions contained in the SDS.

4. Personal Protective Equipment (PPE)

All trained members must wear the following PPE when making or handling glazes:

- **Dust mask or respirator** (P2 or equivalent) when working with powders.
- **Protective gloves** to prevent skin contact with chemicals.
- **Safety glasses or goggles** to protect eyes from splashes.
- **Apron or lab coat**, and **closed footwear** to prevent contamination of clothing and skin.

PPE must be worn correctly and inspected for damage before use.

5. Work Area and Hygiene

- Glaze-making is permitted only in the designated glaze area.
- No eating, drinking, or smoking is allowed in the glaze area.
- Work surfaces must be cleaned after each session using wet-cleaning methods (e.g., damp cloth or mop) to minimize airborne dust.
- Hands must be washed thoroughly after glaze preparation.

6. Materials Handling

- All glaze materials must be clearly labelled with contents, date, and hazard information.
- Handle powders gently to reduce dust creation.
- Spills must be cleaned immediately using damp cleaning methods.
- Waste glaze materials and contaminated water must be disposed of safely following Club environmental and safety guidelines.

7. Supervision and Compliance

- New or inexperienced members may observe glaze-making only under direct supervision of a trained member.
- Any safety issues, damaged equipment, or PPE failures must be reported to the Club board immediately.
- Failure to follow this policy may result in suspension of glaze-making privileges and disciplinary action.

8. Review

This policy will be reviewed annually by the Club board or whenever there are changes to safety standards, materials, or Club practices.

Approved by: Darling Downs Potters' Club Board
Date of Approval: 3/3/2026

Next Review Date: 4/4/2027

For more information:
Safety Data Sheets and training resources are available in the Glaze Room Folder.