DARLING DOWNS POTTERS' CLUB LTD

Kiln Use Policy

Policy Title: Kiln Use Policy
Policy Owner: The Board
Applies To: All members
Effective Date: 3/3/2026
Review Date: 3/3/2027

1. Purpose

The purpose of this policy is to ensure the safe, fair, and responsible operation of kiln facilities at Darling Downs Potters' Club Ltd (DDPC).

This policy supports the Club's obligations under:

- Work Health and Safety Act 2011 (Qld).
- Work Health and Safety Regulation 2011 (Qld).

2. Scope

This policy applies to all financial members using DDPC kilns for:

- Personal ceramic work.
- Approved workshops and classes.
- Authorised club activities.

3. Legislative Framework

Under the Work Health and Safety (WHS) Act 2011 (Qld):

- DDPC has a primary duty of care to provide safe plant and safe systems of work.
- The Club must provide appropriate training, supervision, and maintenance of equipment.

Under the Work Health and Safety Regulation 2011 (Qld), DDPC must:

- Ensure plant is maintained in a safe condition.
- Manage risks associated with heat, electricity, fumes, and manual handling.
- Implement control measures to eliminate or minimise risks.

Members also have legal duties to:

- Take reasonable care for their own health and safety.
- Not adversely affect the health and safety of others.
- Comply with reasonable instructions and club policies.

4. Policy Statement

DDPC kilns are shared club assets. Access to kiln firing is a privilege granted to trained financial members who comply with this policy and associated procedures.

All kiln use must prioritise:

- Health and safety.
- Compliance with WHS legislation.
- Protection of club equipment.
- Fair access for members.

5. Eligibility & Training

- Only current financial, Honorary, or Life members may fire work in DDPC kilns.
- Members must complete approved kiln training before independent use.
- A member's first independent firing must be supervised by a Board-approved experienced member.
- The Board may require re-training where unsafe or non-compliant practices are identified, or when policies and procedures change.

6. Booking & Payment

- Kilns must be prebooked and paid using the designated booking system.
- Kiln logs must be completed accurately.
- The Board reserves the right to amend or cancel bookings.

7. Safe Operation Requirements

Members must:

- Follow all kiln training instructions.
- Use approved firing programs.
- Ensure wares are bone-dry before firing.
- Maintain appropriate clearance from heating elements.
- Operate ventilation systems during firing.
- Observe safe cooling practices.
- Use appropriate personal protective equipment (PPE).
- Immediately report any malfunction, damage, or safety concern to the DDPC Board via toowoombapotters@gmail.com and not to use the kiln until further instructions have been received from the Board.

Failure to follow **safe operating procedures may constitute termination of membership and serious misconduct may have broader implications.**

8. Approved Materials

- Only ceramic clays and glazes may be fired.
- Glazes containing lead are strictly prohibited.
- Organic material is prohibited.
- External (non-member) work is prohibited.

9. Equipment Care & Damage

- Members must clean shelves and remove glaze runs after firing.
- Damage to the kiln or kiln furniture must be reported to the DDPC Board to toowoombapotters@gmail.com
- Members may be liable for repair or replacement costs where damage resulted from negligence or non-compliance.

10. Non-Compliance

Failure to comply with this policy may result in:

- Mandatory re-training
- Suspension of kiln privileges
- Financial responsibility for damage
- Cancellation of membership
- Further disciplinary action as determined by the Board

Serious breaches creating health and safety risks may be managed in accordance with the Work Health and Safety Act 2011 (Qld)

11. Review

This policy will be reviewed every two years or sooner if legislative, operational, or safety requirements change.