Darling Downs Potters' Club

Work Health and Safety (WHS) Policy

Policy Title: Work Health and Safety (WHS) Policy
Policy Owner: The Board
Applies To: All members
Effective Date: 3/3/2026
Review Date: 3/3/2027

1. Purpose

The Darling Downs Potters' Club (the Club) is committed to providing a safe and healthy environment for members, volunteers, employees, tutors, students, visitors, and members of the public who attend the Club's premises or activities. This policy outlines the Club's commitment to meeting its work health and safety obligations and promoting a strong safety culture.

2. Scope

This policy applies to all activities conducted by the Club, including but not limited to:

- Use of studios, workshops, kilns, and gallery spaces.
- Classes, workshops, demonstrations, and events.
- Maintenance, cleaning, and working bees.
- Off-site activities organised by the Club.

3. Legislative Framework

The Club aims to comply with all relevant Australian and Queensland legislation and standards, including:

- Work Health and Safety Act 2011 (Qld.)
- Work Health and Safety Regulation 2011 (Qld.)
- Relevant Codes of Practice.

4. Responsibilities

4.1 Management Committee

The Management Committee will:

- Provide and maintain, so far as is reasonably practicable, a safe environment, safe systems of work, and safe equipment.
- Ensure hazards are identified, risks are assessed, and control measures are implemented and reviewed.

- Ensure appropriate safety policies, procedures, and training are in place.
- Consult with members and volunteers on WHS matters.
- Ensure incidents are reported, recorded, and investigated.

4.2 Members, Volunteers, and Staff

All members, volunteers, and staff must:

- Take reasonable care for their own health and safety and that of others.
- Follow all safety procedures, instructions, and signage.
- Use equipment only if trained and authorised to do so.
- Wear appropriate personal protective equipment (PPE) where required.
- Report hazards, near misses, injuries, and incidents promptly.
- Not wilfully or recklessly interfere with safety equipment or controls.

5. Hazard Identification and Risk Management

The Club will:

- Regularly identify hazards associated with pottery activities, including but not limited to dust (silica), chemicals and glazes, manual handling, machinery, electrical equipment, heat and kilns, slips and trips.
- Assess risks and implement control measures using the hierarchy of controls.
- Review risk controls following incidents, changes to activities, or at regular intervals.

6. Training and Supervision

- Members must complete any required inductions before using Club facilities.
- Training will be provided for the safe use of equipment, machinery, and kilns.
- Appropriate supervision will be provided during classes, workshops, and public activities.
- Visitors and students must always follow the instructions of tutors and authorised Club representatives.

7. Personal Protective Equipment (PPE)

Where risks cannot be adequately controlled by other means, suitable PPE will be provided or required, including:

- Dust masks or respirators when sanding dry clays or kiln shelves.
- Gloves when handling chemicals.
- Closed-in footwear in studio and workshop areas.
- Eye and heat protection where required.

8. Incident Reporting and First Aid

- All incidents, injuries, near misses, and hazards must be reported as soon as practicable to a board member or nominated safety officer.
- A register of incidents will be maintained.
- First aid equipment will be readily accessible and maintained.
- Serious incidents will be managed and reported in accordance with legislative requirements.

9. Emergency Management

The Club will:

- Maintain emergency procedures for fire, medical emergencies, and other foreseeable incidents.
- Clearly display emergency exits and evacuation information.
- Ensure fire safety equipment is accessible and maintained.
- Conduct periodic reviews of emergency procedures.

10. Drugs, Alcohol, and Smoking

- Smoking is prohibited inside Club buildings.
- Alcohol and illegal drugs are not permitted during classes, workshops, or when operating equipment or kilns.
- Any person affected by drugs or alcohol must not use Club facilities.

11. Consultation and Communication

The Club is committed to consulting with members and volunteers on WHS matters and encouraging open communication regarding safety concerns and improvements.

12. Policy Review

This policy will be reviewed:

- At least every two years.
- Following any significant incident or change in activities or legislation.

13. Policy Approval

This policy was approved by the board of directors of the Darling Downs Potters' Club.