



Waikato Society of Potters

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Safe Studio Policy

Tidiness creates a safe and efficient studio environment and is good workshop practice.

No bare feet within the entire studio building, including the kitchen.

First Aid kit is located in the kitchen. Accidents must be reported to the Manager on Duty, no matter how minor it may appear.

In the file beside the wax booth in the main studio:

- Copies of the Safe Studio Policy available for members to take away or consult,
- Accident/Incident forms,
- Studio hazards register,
- Permission to use kilns register,
- Material safety data sheets,

Fire procedures

If the fire alarm rings, everybody must leave the buildings immediately by the closest exit and meet at the northern corner of the carpark. The Manager on Duty is also the fire warden and must account for all people who were in the studio at the time the alarm rings.

Dust

All members/students working in the studio must have their own non-disposable or disposable dust mask (which can be purchased at the office for a nominal fee) which can be worn in any dusty environment, e.g. when grinding, while working with dry ceramic materials not under an extraction fan or sanding, which must be done outside the studio.

Clay dust is a health hazard

- **never use a broom**
- **clean dry dust with a damp sponge**
- **keep all surfaces clean and free of dust**

Glazing

No food in the glaze room, don't eat while working with glaze materials, wash hands after working with glaze and before eating.

Take care when using glaze materials – in their dry state many are dangerous, that is, are a dust hazard and should be avoided breathed in. Barium and Manganese are toxic when ingested, so care and cleanliness is very important. These and others that are toxic to people and the environment are marked with the skull and crossbones stickers.

Always turn on the extractor fans in the wax booth and the spray booth.

Wear masks and disposable gloves, especially if you have any history of respiratory illnesses or skin allergies.

Label glaze containers clearly with the name and ingredients and label toxic if it is so.

Clean up wet spilt areas on the floor immediately before any slips occur, especially clay slip anywhere in the studio (it's not called slip for nothing!) or water on the concrete floor. Wet floor signage should be used until the area has dried.

Kiln Room

Kilns are only to be used after members/students have been instructed in the safe use of the particular type of kiln to be used and signed off by the Manager in the "Safe Studio" file located by the telephone in the main studio.

Appropriate clothing and footwear must be worn in the kiln room at all times. Loose or flammable clothing should be worn with care.

Apply cold running water to burns immediately for at least ten minutes and seek medical help if necessary.

Always light gas kilns with the door open, so there can be no build up of gas that may explode when lighting. Wear dark safety glasses when looking into a kiln above 1000° to protect your eyes from ultra violet light. Remember to wear safety gloves when handling hot bungs, shelves, props and pottery.

Glass shards are like razor blades, never touch broken ceramic edges or shards, and always clean up shards on shelves immediately using appropriate equipment.

Machinery

Members/students are only allowed to use studio machinery after having instruction in its safe use by a tutor or Manager on Duty.

Always wear safety glasses when grinding.

Make sure long hair is tied up when using machinery.

Personal Safety

Lift with care and use a trolley, smaller buckets etc where appropriate.

If you are in the Studio alone at night time, lock all doors.

When throwing on a pottery wheel, use a learned method to support your frame.

Do not attempt to wedge hard clay and wedge with your body not just your arms.

Work in a supported position when sculpting or decorating for long periods of time.

Further information on our "Safe Studio" Policy can be obtained from WSP Manager.