



SAFE STUDIO POLICY

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

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

GENERAL

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 no matter how minor it may appear. An incident form must be completed (located in the hallway on the glazed items shelves).

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

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 evacuate the building immediately by the closest exit and meet on the grass at the northern corner of the carpark. The Manager on Duty is also the fire warden and must collect the sign in sheet and not allow any one back in the building until notified that it is safe.

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 wet sponge or mop**
- **Keep all surfaces clean and free of dust**

GLAZING

- No food in the glaze room, do not eat while working with glaze materials, wash hands after working with glaze and before eating.
- Only the Glaze technician, Artists in Residence and Studio Assistants should be mixing glazes as Dry Glaze material is hazardous.
- Label all glazes carefully.
- If you need to mix glazes, please see the manager and Duty manager first before starting work.
Take care when using glaze materials – in their dry state many glaze materials are hazardous.
- **Notices must be displayed, and Dust masks must be worn when working with dry glaze powders.**
- 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.

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 always be worn in the kiln room. 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.
- Only those people trained in Gas Kiln etiquette are permitted to use the Gas kiln. Please see manager should you wish to be trained in this process and procedure.
- 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 ultraviolet 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.

DOGS AT THE WAIKATO SOCIETY OF POTTERS WORKSHOP

At the Waikato Society of Potters our vision is to create a vibrant inclusive community for clay. Having a dog in the workshop may make it uncomfortable or impossible for some members of the community to safely work in the studio due to phobias and allergies. For this reason we have decided to exclude all animals from the studio except for assistance animals.

The policy

Members are advised that:

- The Waikato society of potters committee recognises there are a range of views on the issue
- Issues will be dealt with case-by-case by contacting the committee
waikatopotters.committee@gmail.com
- We reserve the right not to permit a pet in the studio

Assistance animals

A coat is issued for the dog to wear with an organisation's name on it, and some form of identification for the handler. It is ok to ask what organisation the disability assist dog is certified under.