



WORK HEALTH & SAFETY IN THE CCPS WORKSHOP

Work health and safety is everyone's business.

EMERGENCY PROCEDURES

In case of an emergency, follow instructions to safely leave the building.

PERSONAL PROTECTION

- Wear enclosed shoes in the workshop at all times.
- Wear an apron to protect your clothes from wet clay and clay dust.
- Avoid switching wheels on or off with wet hands.
- Wash all clay from hands before eating.
- Wear a mask when glazing your work or cleaning the workshop.

MINIMISING FINE CLAY AND GLAZE DUST PARTICLES IN THE AIR

- Avoid sweeping the floor; this causes fine dust particles to float.
- Wipe down your workspace with a damp microfibre cloth which is better suited to wiping up fine particles.
- Mop all glaze spills from the floor and work surface before they dry out.
- Wipe the glaze bucket lids and return the buckets under the tables.
- Wipe down your pottery wheel inside and out.
- Mop the floor surrounding the wheel.
- Avoid sanding bone dry pots due to the creation of fine dust. After bisque firing, use wet and dry sandpaper to sand your work over a bowl of water.

GENERAL WORKSHOP CARE

- Bring your own towel and take it home with you.
- Wash and clean all CCPS tools and return them to the correct location.
- Wash your clay hands in the Kiln Room sink. Clay sits in "S" bends and can block pipes.
- Regularly empty the water basin in the Kiln Room sink - away from the back of the building, on the large tree.
- Collect clay lumps and throwing slops in your own container, take them home or place them in the CCPS collection bucket, not down the sink.
- Keep the kitchen door closed and food covered.

LOCKING THE WORKSHOP

- Empty rubbish from the workshop into the respective red (landfill) and yellow (recycling) Council bins.
- Check all fans, heaters and lights are turned off.
- Ensure all windows are closed.
- Ensure the roller door is closed.
- Ensure the library door is locked.
- Ensure the front door is double locked.