



## 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.



## COVID-19 WORKSHOP PROCEDURES

- Only 18 members will be allowed in the workshop at any one time on drop in days
- Members wishing to attend drop in must book in by email or phone the member responsible for opening up the workshop. Once 18 members book in, that drop in session is closed.
- The Duty Managers are the people who record the signing in and out of all members for drop in days listed. Members are advised to let them know when they arrive & are leaving
- Members must use the Hand Sanitiser (supplied) when they enter the building & then report to the duty manager for a temperature check & to be signed in
- Social distancing needs to be observed. Tables & wheels have been marked accordingly
- All members to bring in their own towel for clay work
- All members to bring in their own mug & no sharing of food
- Maximum of 2 members @ one time in the kitchen
- Morning tea to be taken outside with social distancing applied
- Kiln firing drop off at the back entrance & leave
- Masks preferred to be worn by all members (own mask)
- Members to wipe over their table & chair with spray bottle sanitiser & Chux cloth (supplied), before leaving. Place used Chux cloth into bin labelled: "Place Used Chux In Here"
- Members to wipe over any shared workshop equipment that they use with spray bottle sanitiser & Chux cloth (supplied) Place used Chux cloth into bin labelled: "Place Used Chux In Here"
- Every person attending the workshop will have their temperature checked.  
If it is 37.5C degrees or higher you cannot enter.
- **NOTE:** If you have any sign of flu symptoms, temperature or shortness of breath, it is advised by the WHO that you be tested for COVID-19. If you have tested Positive for COVID-19, you need a clearance from your doctor to return to the workshop