

Mt Pleasant Pottery Club Health and Safety Policy

Mt Pleasant Pottery Group is committed to ensuring all users of this facility have a safe and enjoyable experience. The pottery studio has significant potential chemical, physical, equipment and electrical hazards.

For this purpose, the club has a health and safety policy and will do the utmost to eliminate or minimise risks where possible.

Mt Pleasant Pottery Group asks all members to :

- Follow procedures and practices to ensure own and others safety.
- Report any potential hazards.
- Wear suitable clothing, footwear and have hair tied back.
- Wear protective equipment when required.
- Report accidents, incidents or near misses in the Incident Register (red book) in the Sign-in cupboard, and notify the chair person or a committee member.
- Ensure all users and visitors are aware of the Health and Safety procedures, potential hazards and safe use of materials and equipment.
- Carefully monitor and supervise any visitors and children on site.
- When safety issues are identified or when repairs require prompt attention please email the chair person or a committee member.
- If you have a disability, please let the Committee know how they can assist you and make any appropriate adjustments that will ensure you keep safe.
- Due to the numerous risks associated with a working studio, the minimum age for children participating in supervised classes is 5 years.

Mt Pleasant Pottery Club Hazard Register

Hazards	Safety Precautions	Emergency Procedures
<p>Particulates</p> <p>Dust particles from dry clay, clay and glaze additives and ceramic fibres from the kiln can cause irritation to airways and silicosis</p>	<ul style="list-style-type: none"> - Take care to clean your work area. Clean benches thoroughly after use with wet sponge to remove clay and wipe dry with cloth/towel to minimize dust. - Sweep floor then with wet mop. ('dust busting') - Spray air with water disperser to control air bourn clay particles. Plant sprayer labelled H2O ('dust busting') - Do any work that creates fine dust outside e g sanding - Wear a protective mask and gloves. 	<p>Move affected person to fresh air.</p> <p>If breathing difficulty persists, seek medical help.</p> <p>Medical Emergency (see below)</p>

Accidents, strains, slips and falls.	<ul style="list-style-type: none"> - Wear suitable footwear - Keep floor space clear and tidy. - Promptly clean up spills and wet surfaces - Check the weight of an object and use safe lifting practices, - Use good posture when lifting clay, wedging, hand building or throwing to avoid strains and repetitive injuries. 	<ul style="list-style-type: none"> - Assist injured, administer first aid and seek medical attention if necessary. - Prevent further accidents by addressing hazards - Medical Emergency (see below)
Equipment Hazards Injuries from tools, slab roller, extruder	<ul style="list-style-type: none"> - Single person use of roller to avoid injury - Ensure safe practice re cutting with tools - Store sharp objects in designated containers or cabinets when not in use - Safe practice when lifting heavy moulds. 	<ul style="list-style-type: none"> - Assist injured, administer first aid and seek medical attention if necessary. - Medical Emergency (see below)
Wheel Hazards Accidents, slips and falls Tangling of clothing or hair Chips, clay pieces, pots may fly off wheel Electrical hazards	<ul style="list-style-type: none"> - Learn proper wheel techniques and maintain control of the clay - Appropriate footwear must be worn at all times. - Ensure any water or slip around the wheels is cleaned up immediately to prevent falls. Keep all areas you are using tidy. - Clean wheel thoroughly by removing all slurry, sponge with fresh water and wipe dry with cloth/towel to minimise dust - Ensure the electrical connection is secure before you start throwing on the wheel. When finished, turn off power, report any issues 	<ul style="list-style-type: none"> - In case of wheel malfunction, shut off power supply and inform the committee. - Assist injured, administer first aid and seek medical attention if necessary. - Medical Emergency (see below)
Electrical hazards	<ul style="list-style-type: none"> - Keep cords on benches not across floor space. - Regularly inspect electrical cords, outlets, and switches for any signs of damage 	<ul style="list-style-type: none"> - If shocked - turn off electrical supply. if unconscious, commence CPR. - Medical Emergency (see below)

<p>Wheels, heat guns, kilns, electric tool and appliances may cause shocks or fire.</p>	<ul style="list-style-type: none"> - Ensure electrical equipment is properly maintained. Report any faults. - Keep electrical equipment away from water. 	
<p>Chemical Hazards</p> <p>Significant hazards from the toxicity of many glaze materials.</p> <p>They are harmful if swallowed, inhaled and after prolonged contact with the skin</p> <p>Dermatitis from prolonged exposure to moisture, wet clay, glazes, soaps or detergents.</p> <p>Cleaning products are toxic and hazardous</p>	<ul style="list-style-type: none"> - Be aware of Safe Methods of Use for all glaze materials (see MMPG Chemical Inventory folder) - Ensure materials are well labelled and safely stored, especially if hazardous. - Eating and drinking must only be done in the kitchen and food safe areas. - Follow glaze safety and disposal protocols. A mask must be worn when preparing glazes. - Wash hands thoroughly after handling any clay, chemicals, glazes, surfaces. - Avoid inhalation by wearing a face mask when working with glazes and dry powder. Ensure adequate ventilation ie. use glaze booth or outside. - Avoid skin contact. Wear gloves. Take extra care where skin is broken. - Wash hands carefully after using glazes. - Children and pregnant women should not be exposed to any toxic materials. - Only designated members have permission to access glazes and glaze materials, ie, tutors, glaze coordinator. Do not touch glaze materials unless under their direct supervision. - Store cleaning products in their original container, and up and out of sight and reach of young children. 	<ul style="list-style-type: none"> - Eye Contact: Check for and remove any contact lenses. Flush eyes with plenty of water for at least 15 minutes. Seek medical attention if necessary. - Skin Contact: Flush skin with plenty of water. Seek medical attention if necessary. - Inhalation: Move person to fresh air. If breathing difficulty persists seek medical attention. - Ingestion: Do NOT induce vomiting unless directed to do so by medical personnel. Seek medical attention. - National Poisons Centre 0800 764766 - Medical Emergency (see below)
<p>Hot wax hazards</p> <p>Burns from hot wax</p> <p>Fire from heated paraffin wax</p>	<ul style="list-style-type: none"> - To avoid risk of burns and fire, use cold wax if possible. - Handle hot wax with caution and avoid direct contact with skin. 	<ul style="list-style-type: none"> - Rinse the affected area with cool running water for at least 10 minutes. - Administer first aid and seek medical attention if necessary. - Medical Emergency (see below)

	<ul style="list-style-type: none"> - Use appropriate protective gear, such as heat-resistant gloves, when working with hot wax. - Do not leave wax heating pan unattended. Use timer. - Know procedure if wax catches fire 	<p>If wax catches fire, put lid on to smother flame, turn off heat, use dry powder extinguisher (in kiln room).</p> <p>Fire Emergency (see below)</p>
<p>Kiln Hazards</p> <p>Significant hazards from toxic fumes, electrical, burns, glaze materials.</p> <p>Significant electrical, chemical and burn hazards.</p>	<ul style="list-style-type: none"> - Only club designated members have permission to operate the kilns. Firings are only done by those with firing training and a thorough understanding of all kiln functions and safety controls Do not touch them. - Ensure all users know where fire extinguishers (powder) are located. - Do not touch kilns or place anything on top of them when firing to prevent burns and/or fire. - Use fireproof gloves when unloading a kiln. Wear appropriate protective eyewear when looking into hot kilns. - Ensure that the air vent is on during kiln use. - Only small amounts of wax should be applied to pots prior to firing to prevent fire, cold liquid wax is safest. 	<ul style="list-style-type: none"> - In case of kiln malfunction or fire, shut off power supply and evacuate the studio immediately - Administer first aid if necessary and provide information to emergency responders about the incident and any injuries. - Medical Emergency (see below) - Fire Emergency (see below)
<p>Kitchen Hazards</p> <p>Contamination</p> <p>Burn from stove, jug, hot liquids</p> <p>Cuts from knives</p>	<ul style="list-style-type: none"> - Avoid contamination of food and drink by glaze materials. Wash hands thoroughly before food preparation and consumption - Do not wash clay/glaze contaminated hands in kitchen sink. - Care with kitchen utensils, hot water. 	<p>In case of contamination via ingestion Seek medical attention.</p> <ul style="list-style-type: none"> - National Poisons Centre 0800 764766 <p>In case of burns, rinse the affected area with cool running water for at least 10 minutes.</p> <p>In case of injuries, Assist injured, administer first aid and seek medical attention if necessary.</p> <ul style="list-style-type: none"> - Medical Emergency (see below) - Fire Emergency (see below)

		- Prevent further accidents by addressing hazards
Park access Trip hazards on path Injury from dogs Injury from humans including bikes, skateboards	- Tell someone where you are. Use the 'Sign in' book. Have a mobile phone. - Be aware of potential hazards from dogs and humans on path and around the building - Personal safety – use a buddy system. Use a torch when coming, going at night. Lock door. - Report any suspicious or threatening behavior	In case of a dog attack or an aggressive/rushing dog call CCC Animal Control on 03 941 8999 (24/7) for immediate assistance. In case of injuries - Assist injured, administer first aid and seek medical attention if necessary. - Prevent further accidents by addressing hazards - Medical Emergency (see below)

Medical Emergency

- Call 111.
- Confirm nature of the injury if known.
- Confirm address as 140 Main Road Te Raekura Park Redcliffs
- Wait for the ambulance, apply first aid if appropriate.

FIRST AID KIT is below kitchen sink
 National Poisons Centre 0800 764766
 The nearest defibrillator is at the Anglican Church

Fire Emergency

- Use the fire extinguisher by the main door and inside kiln room
- Evacuate and call 111.
- Confirm the nature of the emergency.
- Confirm address 140 Main Road Te Raekura Park Redcliffs. Assemble on the path in the front of the building.

Earthquake and Tsunami

- Drop, Cover and Hold.
- Stay indoors until the shaking stops and you are sure it is safe to exit.
- If quake long or in response to tsunami alarms, then move to higher ground in case a tsunami follows the quake