

Nelson Community Potters Incorporated

Health and Safety Policy

Nelson Community Potters Incorporated is committed to maintaining a safe workplace to protect the health and safety of all members, visitors, contractors and any other users of the premises, known as The Nelson Community Potters.

The goals of the Nelson Community Potters health and safety policy are to:

- Protect all members, visitors, contractors, and any other users from workplace hazards
- Identify and eliminate, minimise or isolate hazards
- Minimise the risk of hazards, accidents or injuries through education and training.

NCP asks all members, students and users of the rooms to:

- Wear protective equipment when required.
- Report accidents, incidents or near misses in the Workplace Injury and Investigation Log Book alongside the Health and Safety Folder on the shelf in the kitchen.
- Ensure all users and visitors sign in and out of the sign in book in the front porch and are aware of the Health and Safety procedures, potential hazards and safe use of equipment.
- **Record potential safety issues and repairs required promptly, in the message book on the shelf in the kitchen.**
- Notify the current President of any urgent issues. Contact details are located on the wall inside the kitchen.
- Please also read the booklet **Potters Beware** which contains detailed information on health and safety issues for potters and **Pregnancy in Clay**. These are located in the **Health and Safety Register** on the kitchen shelf.
- **Material Data Sheets for Chemicals** which advise composition, hazards, handling, and first aid measures are located on the shelf in the kitchen.
- **Dogs and other animals are not permitted in the pottery. There is an exception for guide and support dogs.**

Thank you for your cooperation.

Nelson Community Potters Inc.

Date: Reviewed 28 August 2021

GENERAL SAFETY IN THE STUDIO

- Hazards:**
- Dust particles from dry clay, clay and glaze additives and ceramic fibres from the kiln.
 - Hearing loss from machinery e.g. wheel, kilns, power tools etc.
 - Accidents, slips and falls.
 - Electric shock from using machinery when handling wet materials or using outside.
 - Strain from lifting heavy objects.
 - Musculo-skeletal problems can occur from wedging, hand building, throwing or lifting clay.
 - Dermatitis from prolonged exposure to moisture, wet clays, glazes, soaps or detergents.

- Safety precautions:**
- Smoking is not permitted at any time in the studio.
 - Eating and drinking away from wheels and kilns at all times.
 - Wear suitable footwear and protective clothing.
 - Do not use kitchen utensils or electric jug for anything to do with clay or glaze – kitchen use only!
 - Wear ear-plugs or earmuffs when working with loud machinery.
 - Do any work that creates fine dust outside (e.g sanding).
Fine clay dust can stay suspended in the air for 2 days. Do not blow dust off the piece, use a soft brush and a damp sponge to take off the rest. Also use the brush and sponge to take dust off clothes and wash hands and arms with soap and water.
 - Never sweep – always use a wet mop on the floor. A bucket of warm water and a clean cloth should be used to thoroughly clean down all workspaces. Dry with a clean towel (use urn in kitchen for hot water).
 - Use isolating transformers or residual current devices when working with power tools outside or while handling wet materials.
 - Keep floor space clear and tidy.
 - Keep cords on benches not across floor space.
 - Check the weight of an object and use safe lifting practices, keeping the object close to the body and bending the knees.
 - Avoid repetitive or awkward movements where possible and take regular breaks.

- **FIRST AID KIT** is located in the kitchen in the cupboard above the bench.
- **EYE WASH** is in the kitchen with the first aid kit.

WHEEL WORK

- Hazards:**
- Accidents, slips and falls
 - Dust particles
 - Injury from broken pots or glaze chips

- Safety precautions:**
- Appropriate footwear must be worn at all times
 - Ensure any water or slip around the wheels is cleaned up immediately to prevent falls
 - Use a clean damp cloth to wipe hands and surfaces and dry with a clean towel, mop the floors to reduce dust inhalation
 - Remove any broken pots and glaze chips – these can be sharp and should be disposed of in the appropriate bins provided.
 - Slip should be disposed in designated containers only
 - Keep all areas you are using tidy

GLAZE

- Hazards**
- Toxic materials: chemicals used in glazes are harmful if swallowed, and after prolonged contact with skin
 - Inhalation of substances e.g. silica, manganese

- Safety precautions:**
- Wear gloves and a face mask when working with glazes and dry powder and avoid skin contact. You may find it advantageous to apply a barrier cream to your hands before starting work. (Barrier cream should not be used when about to handle bisque; it leaves greasy marks that transfer onto the ware and blocks glaze)
 - Take extra care where skin is broken
 - Wash hands carefully after using glazes
 - Ensure materials are well labelled, including if hazardous
 - Use proper equipment for safe ventilation
 - Children and pregnant women should not be exposed to any toxic materials
 - Refer to Potters Beware and Pregnancy and Clay in Health and Safety File on Kitchen Shelf for more details
 - Refer to material data sheets.

- **FIRST AID KIT** is located in the kitchen in the cupboard above the bench.
- **EYE WASH** is in the kitchen with the first aid kit.

KILNS

- Hazards:**
- Burns
 - Eye damage from kiln fumes and looking in the bung holes
 - Fire risk from electric or gas kilns
 - Carbon monoxide poisoning from incompletely burnt gas with gas fired kilns
 - Fire from firing near sawdust (Raku)
 - Fire from heated paraffin wax

- Safety precautions:**
- Ensure all users know where fire extinguishers (powder) are located
 - Ensure instructions for firing procedures are clearly displayed for kiln operators.
 - Dampen any sawdust after pots are removed (raku)
 - Wear appropriate gloves for unloading kilns to prevent burns
 - Do not touch kilns or place anything on top of them when firing to prevent burns and/or fire
 - Do not use the kilns when children's classes are running.
 - Wear appropriate protective eyewear when looking into hot kilns
 - Ensure that the air vent/fan is operating during kiln use
 - All pots (green ware or bisque) must be sandpapered outside to prevent inhalation and build-up of clay dust in the rooms
 - Only small amounts of wax should be applied to pots prior to firing to prevent fire, cold liquid wax is safest
 - Stay clear of the kilns unless you are a kiln operator. Kilns can be hot on outside, do not touch
 - Use fireproof gloves, eye protection and mask when the kiln is operating and unloading and cleaning the kiln shelves.
 - Do not operate kilns during class times
 - Do not touch the ceramic fibre used in kilns unless you are qualified to make repairs. Ceramic fibre must be handled very carefully, as like fibreglass batts it produces fine particles that are naked to the invisible eye and dangerous if inhaled. A mask and gloves must be used when handling.

- **FIRST AID KIT** is located in the kitchen in the cupboard above the bench.
- **EYE WASH** is in the kitchen with the first aid kit.

EMERGENCY PROCEDURES – Note the location of Exits clearly marked and Fire Extinguisher by side door to shared driveway.

Medical emergency

1. Call 111 and emergency contact person.
2. Confirm nature of the injury (if known)
3. Confirm address as **136 Rutherford Street, Nelson.**
Wait for the ambulance, apply first aid if appropriate **FIRST AID KIT** is in the kitchen cupboard

Earthquake

If you are inside the building when the shaking starts,

1. Move no more than a few steps.
2. Drop, Cover and Hold.
3. Stay inside until shaking stops and you are sure it is safe to exit.
4. Follow evacuation procedure: assemble outside on the footpath by Tony's Tyre Service carpark 138 Rutherford Street.

If you are outside in studio grounds when the shaking starts:

1. Move no more than a few steps (away from buildings, trees, streetlamps and power lines).
2. Drop, Cover and Hold.
3. Follow evacuation procedure: assemble on the footpath by Tony's Tyre Service 138 Rutherford Street.
4. **If evacuation is required please take the sign in book, Health and Safety Register /Accident Report Book and material data sheet folder with you.**

Fire

1. Use a fire extinguisher – near the side door to the shared driveway. DON'T use water for an electrical fire.
OR
Evacuate and dial 111.
2. Confirm the nature of the emergency
3. Confirm address. **136 Rutherford Street, Nelson.**
4. Assemble on the footpath by Tony's Tyre Service 138 Rutherford Street.
5. **If evacuation is required please take the sign in book, Health and Safety Register /Accident Report Book and material data sheet folder with you. (Located in shelf in Kitchen)**
DO NOT RE-ENTER THE BUILDING until the person in charge or Fire Service advises that it is safe to do so.

Power Board Mains switch is located: On the wall between the cubbies and front window.

Water main is located: Under the manhole cover on the front pavement.

Report accidents, incidents or near misses in the Workplace Injury and Investigation Log Book on the shelf in the kitchen

CLASSES: In the event of an emergency during a class, follow the instructions of your tutor.

Health and Safety Procedures

Hazards Register

Any member who identifies a hazard can ask for it to be considered and entered onto the Hazard Register

All identified hazards shall be assessed by the NCP Committee against the matrix below.

		Potential Severity of harm			
		A Insignificant	B Minor	C Moderate	D Serious
Likelihood of harm occurring	1 Improbable	Below threshold	Below threshold	Below threshold	Below threshold
	2. Unlikely	Below threshold	Low 2B	Low 2C	Medium 2D
	3. Possible	Below threshold	Low 3B	Medium 3C	High 3D
	4. Probable	Below threshold	Medium 4B	High 4C	Extreme 4D

The NPC Committee shall consider what control measures can be established to eliminate, minimize, or isolate the hazards and any resulting actions required.

The Committee shall:

- Ensure that all hazards are recorded on the Hazards Register
- Discuss the status of all actions at monthly meetings.

The Hazards Register shall be available in the Health and safety yellow clear file in the kitchen shelf.

Induction, Training and Culture

All new members shall as part of their induction have

- The Hazard Register shown to them in the kitchen.
- The process for having any new hazards they identify assessed explained.

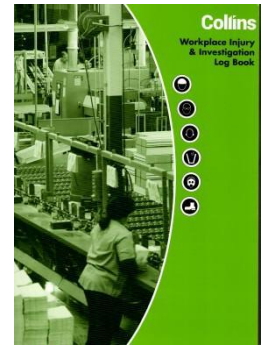
Members hosting visitors to the rooms shall be responsible for explaining all relevant hazards and safety procedures to their guests.

Any new hazard identified that needs specific procedures to be followed shall have these procedures documented and appropriate training provided to members.

The NCP committee shall make themselves available to discuss Health and Safety issues with all members and provide advice and training as necessary.

Accident and Incident management system

The Workplace Injury & Investigations Log Book (“the Log Book”) is kept on the kitchen shelf where it is available to all members.



Accident and Incident management system procedure

This procedure only applies to significant accidents or near misses, minor cuts and bruises requiring little more than a plaster or simple first aid do not need to be recorded.

The Log Book contains detailed flow charts that describe the procedures to be followed in completing the Accident and Investigation forms.

Step 1 Report

Any member having a significant accident or near miss is required to complete an Accident Form in the Log Book.

Once completed the form shall be detached from the book, leaving the copy behind in the book. The detached copy shall be handed to any member of the NCP committee.

The WPA committee member shall hand the form on to the Communications Secretary.

Step 2 Investigate

The Communications Secretary shall log the accident or incident in the Accident Register which is a spreadsheet held in the NPC Google drive (NCP > Health and Safety > Accident Register).

The incident number from this register shall be written onto all the paperwork generated during the investigation.

The Communications Secretary shall then initiate an investigation with the NCP Committee who will appoint a suitable person to investigate.

The investigator shall:

- talk to all involved parties
- produce a report
- complete the Accident Investigation Form
- detach the top copy of the Accident Investigation Form from the Log Book.

Step 3 Recommend and Action

The nominated person shall report the results of the investigation to the next NCP committee meeting. That meeting shall discuss the report and decide upon any plan of action that needs to be implemented,

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The Communications Secretary shall keep a file of

- The Accident Form
- The Accident Investigation Form
- All notes collected during the investigation
- The report from the investigation
- The decisions and action plan decided upon by the NCP committee

Reporting and Review

Health and Safety shall be a standing item on the agenda at all NCP Committee meetings.

This policy and procedures shall be reviewed and reapproved by the NCP Committee annually at the November meeting of the NCP Committee.

APPENDIX

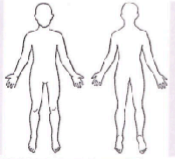
NELSON COMMUNITY POTTERS HAZARD REGISTER

No.	Hazard	Harm	Assessment Without Controls			Controls in place	Assessment with Controls			Further actions and responsibilities
			Likelihood	Severity	Rating		Likelihood	Severity	Rating	
1	Fire	Death or serious injury	Possible	Serious	3D	Emergency procedures in place	Possible	Minor	3B	
2	Dust	Long term health hazard	Likely	Serious	4D	SOP	Unlikely	Serious	2C	
3	Kiln Fumes	Breathing irritant	Possible	Moderate	3C	Extraction fan SOP	Unlikely	Moderate	2C	
4	Ceramic Fibre	Breathing irritant	Possible	Moderate	3C	SOP PPE	Unlikely	Moderate	2C	
5	Glaze chemicals Some are highly toxic	Death from Prolonged exposure	Possible	Serious	4D	Specific chemicals (Barium, Lead and Cadmium) are banned from use	Highly Unlikely	Serious	1C	
6	Dry Glaze Chemicals handling	Serious long term harm from dust	Possible	Serious	4D	SOP PPE	Unlikely	Serious	2C	

Use spreadsheet in Google Drive Health and Safety Folder to update then copy to Health and Safety Policy document.

Reporting and Investigation Forms

ACCIDENT FORM

<p>Name of organisation: _____</p> <p>Address: _____</p> <p>Branch/Department: _____</p> <p>1. Accident Details</p> <p>Date of accident: / /</p> <p>Time: _____</p> <p>Location: _____</p> <p>Date reported: _____</p> <p>2. Injured/Involved Person Details</p> <p>Name: _____</p> <p>Date of birth: / /</p> <p>Contact Number: _____</p> <p>Length of employment: _____</p> <p>Hours worked before accident: _____</p> <p>3. Type of injury:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Amputation</td> <td><input type="checkbox"/> Bruising</td> <td><input type="checkbox"/> Burn/Scold</td> </tr> <tr> <td><input type="checkbox"/> Chemical Reaction</td> <td><input type="checkbox"/> Dislocation</td> <td><input type="checkbox"/> Foreign Body</td> </tr> <tr> <td><input type="checkbox"/> Fracture</td> <td><input type="checkbox"/> Internal</td> <td><input type="checkbox"/> Laceration/cut</td> </tr> <tr> <td><input type="checkbox"/> Property Damage</td> <td><input type="checkbox"/> Scratch</td> <td><input type="checkbox"/> Strain/Sprain</td> </tr> </table> <p>Other (specify): _____</p> <p>Injured part of body:</p> <div style="text-align: center;">  </div> <p>Comments: _____</p>	<input type="checkbox"/> Amputation	<input type="checkbox"/> Bruising	<input type="checkbox"/> Burn/Scold	<input type="checkbox"/> Chemical Reaction	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Foreign Body	<input type="checkbox"/> Fracture	<input type="checkbox"/> Internal	<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Scratch	<input type="checkbox"/> Strain/Sprain	<p>4. Damaged Property</p> <p>Property/equipment/materials damaged: _____</p> <p>Description of damage: _____</p> <p>Object/substance causing damage: _____</p> <p>5. Accident Details</p> <p>Describe what happened: _____</p> <p>What caused the accident? _____</p> <p>Could this accident happen again? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What actions could be taken to prevent another accident occurring? _____</p> <p>5. Treatment & investigation</p> <p>Type of treatment given: _____</p> <p>Name of involved First Aider(s): _____</p> <p>Investigated by: _____</p> <p>WorkSafe advised? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<input type="checkbox"/> Amputation	<input type="checkbox"/> Bruising	<input type="checkbox"/> Burn/Scold											
<input type="checkbox"/> Chemical Reaction	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Foreign Body											
<input type="checkbox"/> Fracture	<input type="checkbox"/> Internal	<input type="checkbox"/> Laceration/cut											
<input type="checkbox"/> Property Damage	<input type="checkbox"/> Scratch	<input type="checkbox"/> Strain/Sprain											

ACCIDENT INVESTIGATION FORM

As part of the PCBU's due diligence responsibilities, officers must take all reasonable steps to respond/investigate in a timely manner an incident or accident reported to them. You can include your organisation's Health and Safety Representative or work committee in your investigation.

Event number: _____

Date of investigation: _____

Investigator Name: _____

Who the investigation included (Worker/other persons): _____

Information details: _____
(Interview notes from injured persons, witnesses, observations, photos, notes, current procedures)

Describe what information you have collected about this event: _____

DESCRIBE WHAT NEEDS TO BE INVESTIGATED
(Summarise the event)

ANALYSIS

Describe what key factor[s] contributed to the event:
(Consider tasks, people factors, system, environmental factors, equipment, culture (how we do things here), weather conditions etc.)

WHAT ARE THE HAZARDS AND RISKS?

Does our hazard and risk register need to be updated/changed? Yes No

Updated on: _____

ACTION DETAILS

Describe what needs to be actioned to fix the situation:
(What changes are required (think about training documents/instructions, procedures), who approves them, who needs to be informed about them)

Action plan assigned to: _____

Date action due: _____

Date action completed: _____

SIGNED OFF BY

Has this event triggered an HSWA "notifiable event/death/injury/illness or incident"? Yes No

If so, has WorkSafe been informed? Yes No Date advised: _____

Time of call or email sent: _____

Name and job title of person at WorkSafe: _____

Incident/Accident Number: _____

Signature: _____ Date: _____

Title: _____ Contact number: _____

NELSON COMMUNITY POTTERS ACCIDENT REGISTER

Accident Form				Investigation Form		
Incident Number	Date	Person	Brief Description	Investigated By	Committee Meeting Date	Action and Completed Date
1						
2						
3						
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20						

Other Resources

Some other websites

- <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>
- <https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/safety-data-sheets/>

The booklet *Potters Beware* by Rosemary Perry is available in the NCP Health and Safety Folder in the kitchen or go to her website:<https://pottersbeware.nz> updated 2020

Pregnancy And Pottery Information from Clay Times edition Monday, November 15, 2021 is available in the NCP Health and Safety area in the kitchen or click on the following link [:http://www.claytimes.com/reference-guide/health-safety.html#:~:text=Potting%20While%20You%27re%20Pregnant%20If%20you%20or%20a.birth%20defects%2C%20even%20when%20ingested%20in%20trace%20amounts.](http://www.claytimes.com/reference-guide/health-safety.html#:~:text=Potting%20While%20You%27re%20Pregnant%20If%20you%20or%20a.birth%20defects%2C%20even%20when%20ingested%20in%20trace%20amounts.)