

Canberra Glassworks Workshop Regulations

The aim of this document is to provide pertinent information to all Users of the Canberra Glassworks (CGW) regarding workshop conduct. It is essential that all Users adhere to these regulations. This document outlines the expectations of professional and appropriate behaviour within the facility.

1. The Facility

- i. You must be inducted before entering any non-public area of CGW, unless accompanied by a person who is inducted.
- ii. Users must not interfere with or alter the facility or equipment without prior consent or approval.
- iii. Any accident/incident causing damage to the facility and equipment must be reported to CGW staff as soon as possible.
- iv. Individuals must abide by CGW regulations, policies and procedures and Code of Conduct.
- v. Individuals must at all times respect and not damage other people's property, workspace or work in progress.
- vi. Individuals must follow instructions given by staff members regarding usage of equipment, safety and the facility.
- vii. In case of emergency in the building you must follow and abide by the following emergency procedure:
 - a) In case of an emergency, an emergency alarm will sound. The first emergency sound is "beep beep" and is to inform you that there is a potential problem that is being investigated.
 - b) The second sound is a "whoop whoop." This is the evacuation alarm and all people must evacuate to the emergency assembly point.
 - c) Follow the fire egresses (the walking areas within the red lines) that are clearly marked on the floor and/or corridors outside and to the assembly point.
 - d) The assembly point is located through the artist's entrance/exit in the car park at the back of the building near the Chapel.
 - e) When you are safely out of the building and at the assembly point, you must inform the CGW staff that you are present.
 - f) More in-depth emergency procedures are covered in our induction process.

2. First Aid

You must follow, abide by and report incidents in accordance with the following first aid procedures:

- a) A first aid officer must be called for all serious cuts, all burns, all near misses or accidents.
- b) CGW deems a serious cut to be one that requires more than one band-aid.
- c) In the event of a burn the individual must immediately place the burn under running water and the first aid officer must be called by another individual.
- d) There are various phones located throughout the buildings. The relevant phone numbers you need are posted next to the phone. To dial "000" press 000.
- e) Most of CGW staff members are first aid officers, please become familiar with the current certified first aid CGW staff members, which are listed on the first aid boxes throughout the building.

3. Drugs and Alcohol

- i. Smoking is not permitted in the building at any time. There is also a 15mtr smoking exclusion zone around the perimeter of building.
- ii. No Alcohol or drugs are to be taken before or during work or classes. CGW reserves the right to ask you to stop work and/or leave the premises if you are thought to be intoxicated and/or a risk to yourselves or others.
- iii. Each person has the responsibility of informing CGW staff immediately if you observe that an individual is intoxicated.

4. Safety

- i. All individuals have a mutual obligation to ensure the safety of yourself and others in the CGW as per the Work Safety Act 2011.
- ii. Do not attempt to lift or move objects beyond your capacity. Users are responsible for arranging the safe loading and unloading of personal artwork, materials, equipment or any other items.
- iii. All individuals are required to leave the facility when given instruction to by a member of CGW staff. CGW reserves the right to close the facility to Users in the event of a safety issue or adverse conditions (such as extreme heat or unhealthy air quality).
- iv. Users must wear the appropriate PPE according to the activity they are doing, this includes eye, ear and respiratory protection and suitable clothing, preferably no synthetics. Users are responsible for the supply, fitting, care and maintenance of their own PPE. Refer to PPE Procedure and signage in each area/machine.
- v. Completely covered shoes are a requirement in all workshop areas.
- vi. Information on safety notices must be followed at all times.
- vii. You must not use the facility if you are impaired for any medical reason which could be a risk to yourself or others.
- viii. Users must keep work areas clear of extraneous material. Personal property left in unhired areas may be removed by staff without warning according to the Personal Property section of CGW's User Agreement.
- ix. CGW has the right to ask Users to stop work if found doing a job in an unsafe manner.
- x. Users must operate machines from a position where the stop buttons are easily accessible and footing is secure.
- xi. All work injuries or near misses, must be reported immediately to a CGW staff member.
- xii. Users must seek prior permission to bring hazardous materials into the building. This requires providing the CGW with safety documentation including Safety Data Sheets.
- xiii. All flammable materials must be clearly labelled with your name and stored in the shared hazardous chemical cabinets, NOT in lockers, shelves or studios. These items must be stored in the proprietary packaging and be accompanied by an SDS information sheet.
- xiv. You must not bypass safety systems on any pieces of equipment.
- xv. Do not direct any compressed air at yourself or others or use to dust off clothing.
- xvi. You must use tools and equipment with correctly fitted and adjusted guards.
- xvii. Any potentially hazardous situations or cases where a User is at risk of being in breach of any of the above must be reported to CGW staff immediately.

5. Cleaning Up

- i. All common work areas, both in the studio and the workshop, must be left in a clean and tidy state.
- ii. All machinery must be left in a clean and tidy state.
- iii. All tools must be cleaned and placed in their storage areas immediately after completion of your work.

6. Electrical Tools

- i. All electrical equipment brought into the facility by the User must be inspected by the Canberra Glassworks technical staff and tagged before it may be used within the facility.
- ii. Leads must not be placed on the floor where they can easily be crushed or damaged or become a trip hazard.
- iii. All personal electrical equipment must not be used in wet areas.
- iv. You must not use hand tools for other than their intended use.