

# ~ FABRICATION ~



CERAMICS

## OPERATING INSTRUCTIONS

INTRODUCING



CERAMICS

*the*



# PLASTER ROOM H&S



### Access Levels

- Level 1 – Student Use AFTER Induction
- Level 2 – Student Use WITH Supervision
- Level 3 – Student Use WITH Counter-Signed PASSPORT of Supervisor or Instructor

### PPE Basic

- Suitable work coat
- Stout footwear
- Hair tied back

### How to use area

- No EATING or DRINKING
- No RUNNING
- MUSIC HEAD PHONES must NOT be worn
- Know where EMERGENCY STOPS are
- Know where EMERGENCY EXITS are
- ALWAYS use the correct PPE for your application
- Only use equipment AFTER RECEIVING TRAINING from a member of staff
- If you are unsure or have forgotten how to use machinery/equipment correctly please seek advice first
- REPORT ANY FAULTS to a member of staff
- READ ADVICE LABELS of chemicals and store correctly in the chemical cupboard
- TIDY UP all mess after you have finished, by WIPING DOWN with a damp cloth to AVOID CREATING DUST
- PUT AWAY all tools that you have used REGARDLESS of whether you got them out or not
- DO NOT block gangways or fire exits
- WORK WITH fellow peers and COMMUNICATE WITH one another about what you are doing

- **STORE WORK** on the shelving provided
- **Students MUST NOT** bring in their own chemical compounds or materials **UNLESS** they have been cleared as 'safe' for storage within the existing storage cabinets and an appropriate Data File on the material is held by the department

### Using the extraction

- **Bring the EXTRACTION ARM** over as **CLOSE TO** where you are mixing your materials to get maximum air being drawn from 20-40cm away
- **VISUALLY CHECK** that the valves are open in the head of the extractor arm
- **SWITCH ON** the extractor at the wall isolation box
- **PRE-MIX** your mixtures
- **Once finished completely TIDY UP** your area and switch extractor **OFF**

### Fire Safety

- **Familiarise yourself with all fire exits**
- **Familiarise yourself with all fire alarm points**
- **In the event of a laser cutting fire, lift the lid and hit the red emergency stop button**
- **Raise the alarm**
- **Do not tackle a fire that is out of hand**
- **Do not use fire extinguishers unless trained or absolutely necessary**
- **Evacuate the building using the closest fire exits**
- **Do not alter your route in order to collect belongings**
- **Encourage others to leave and guide visitors**
- **Assist those with sensory/mobility impairment**
- **Close doors behind you**
- **Move a safe distance away from any building**
- **Stay out until told it is safe to re-enter**

### Other

- **Please notify a member of staff if you are experiencing other medical concerns, ie asthma, eczema, pregnancy, back problems**

Date

I verify that I have read and understood the information detailed within this document

Name

Signature