Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | Using an Electric Kiln  |
| **Electric Kiln**  | **Potential Hazards:** Electrical, crush and burns hazard with the potential to cause harm through impact and cutting, exposure to heat, pinch points, fumes, dust and sharp objects. |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [x]  | [ ]  | [ ]  | [ ]  | [x]  | [ ]  | [x]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation/Task:* Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Ensure all fired pieces are removed from the kiln.
* Ensure the temperature is set appropriately.
* Put all pieces to be fired in the kiln.
* Close the kiln door securely, being careful of the pinch points.
* Ensure the kiln has appropriate ventilation.

2. Operation/Task:* Turn on the kiln and keep hands clear of it whilst in operation.

3. POST-Operation/Task:* When the firing process is finished, wait until kiln has cooled prior to opening the door.
* Wear gloves to prevent burns and cuts from damaged ceramics.
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| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
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