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 protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **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. | | | | | | | | | | | |
| **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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