

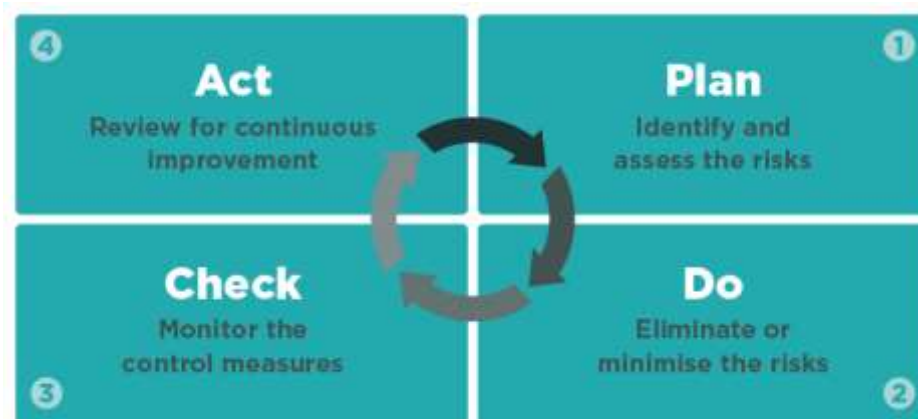
## KING STREET ARTWORKS

### Health and Safety Policy

King Street will work in accordance with The Health and Safety at Work Act 2015

King Street Artworks is committed to the safety of participants and staff. There are a number of potential hazards at the workshop and this policy aims to minimise the risk of harm to people who are using the workshop.

- The Board has overall responsibility for the effective management of health and safety, and requires the Coordinator and Studio Manager (Health and Safety Officer) with staff responsibility to implement this policy.
- The Board will receive monthly Health and Safety reports from the Health and Safety Officer (Studio Manager)
- Health and safety issues will be raised at the both 15 minute staff meetings and the weekly staff meetings (where they will be documented).



- King Street Artworks must:
  1. Maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards
  2. Review and monitor the hazard management programme to take account of changing conditions and circumstances within the workplace, and ensure appropriate records are kept
  3. Ensure all employees and Artists have the opportunity to participate in the development of health and safety practices, and that all relevant documentation relating to health and safety issues is made available
  4. Ensure that all employees and Artists are trained, supervised and provided with information to undertake their work safely
  5. Ensure all personal protective equipment needed to secure health and safety is provided to employees and that they are adequately trained in its proper use, maintenance and storage
  6. Actively support the safe and early return to work of injured employees.

7. Encourage all staff to set a high standard of health and safety management by personal example
- The Coordinator and Studio Manager must:
    1. Comply and ensure compliance of their staff with all relevant health and safety legislation, standards and codes of practice
    2. Ensure that all equipment, substances and work systems used are suitable for their intended purposes and take all reasonable and practicable steps to meet safety requirements
    3. Ensure that adequate training, information, instruction and supervision is provided
    4. Ensure that contractors and visitors are made aware of safety procedures
    5. Ensure a prompt response to any health and safety issues brought to their attention
    6. Ensure that all accidents and incidents are investigated and reported promptly and accurately
    7. Ensure any notifiable event is reported to WorkSafe
      - **Phone:** 0800 030 040 (24/7)
      - **Online forms:** <https://worksafe.govt.nz/notify-worksafe/>
    8. Ensure that health and safety objectives and responsibilities are included in individual role descriptions and are reviewed annually
    9. Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities
    10. Ensure all electronic devices are checked and certified by a qualified electrician annually

**Employees in a workplace MUST:**

- take reasonable care of their own health and safety and reasonable care that others are not harmed by something they do or don't do
- follow any reasonable health and safety instructions given to them by the business, as far as they are reasonably able to.
- cooperate with any reasonable business policy or procedure relating to the workplace's health and safety that they have been told about.
- immediately report all accidents and incidents to the Studio Manager/Coordinator
- learn, understand and abide by King Street Artworks Health and Safety rules and procedures
- undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities

**Artists MUST-**

- take reasonable care of their own health and safety and reasonable care that others are not harmed by something they do or don't do
- follow any reasonable health and safety instructions given to them by the business, as far as they are reasonably able to.
- cooperate with any reasonable business policy or procedure relating to the workplace's health and safety that they have been told about.

- immediately report all accidents and incidents to a staff member
- learn, understand and abide by King Street Artworks Health and Safety rules and procedures
- undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities

**Please refer to the “How to work safely in King St” folders prominently displayed in each department.**

### **King Street Artworks Health and Safety Guidelines**

#### **General Workshop**

**Artists should be made aware of the “How to Safely Work in the Workshop Area” Information sheet before starting work in the main workshop area.**

- Appropriate shoes must be worn
- King Street will hold regular clean-up sessions (every three months) to reduce the build up of objects and materials that may create obstacles to moving around
- All passageways will be kept clear during the day so that people can move freely around the workshop. This includes people who are moving around in wheelchairs
- All machinery and equipment will be regularly maintained
- The fire extinguisher and fire alarm is in a clearly visible and easily accessible area
- A first-aid kit is clearly identifiable in cabinet by front door and is regularly restocked. A smaller emergency (Resuscitation kit is readily available on the workshop floor.)
- Floor free of obstacles
- Any spills on the floor to be cleaned up immediately
- Tables wiped down each day
- Adequate storage for artworks provided for each artist as required
- Sink area free of obstacles, liquid soap and roller towels maintained
- Hand sanitizer is provided throughout the workshop
- If Artists are sick they will be asked to leave until they have fully recovered (Refer Stay home if you are sick policy)
- All exits will be unlocked when the studio is open.

#### **General Workshop Tools**

##### **Knives**

- Knives will be kept maintained and kept in office
- Steel rulers with appropriate cutting mats must be used when cutting
- Blades must be retracted when not in use

##### **Guillotines**

- will be kept in the storeroom

##### **Glue Guns**

- Must be electrically certified annually
- Must not be left unattended

- Must be unplugged and put away safely once cooled
- Faulty glue-guns must be removed and replaced immediately

#### Hair drier

- Must be electrically certified annually
- Must not be used so much that they overheat
- Must not be used near water

#### Kitchen

- Bench wiped down daily
- Cups/plates are washed in the dishwasher
- Tea towels washed weekly
- Oven and microwave to be cleaned as and when required
- Water cooler to be filled by staff only and cleaned by supplier every 6 months.
- Water filter replaced every 12 months
- Large knives will be kept in storeroom

#### Staffing

- Health and safety training given to all new staff
- There must be at least one staff member on each day who is a key holder and has a current first aid certificate

#### Office

- Work-stations appropriate and ergonomic
- All shelving units fixed to the wall
- Adequate ventilation and heating maintained
- Floor free of obstacles
- Materials and equipment storage kept to a minimum

#### Storage and use of toxic substances

- The use of toxic substances such as meths, turps and glue will be kept to a bare minimum but when not required they are kept away from general population and locked in the storeroom
- Information sheets regarding those toxic substances will be kept with the substances

#### Toilets

- Soap is provided in all toilets. Roller towels are provided for drying hands
- A rubbish bin is provided at each toilet
- A specialised sanitary pad bin is provided in all toilet
- Toilets to be cleaned twice a week
- Gloves, mop and disinfectant readily available for cleaning

## Woodwork Area

**Artists should be made aware of the “How to Safely Work in the Woodwork Area” Information sheet before starting work in the Woodwork area.**

There are risks when working with tools and materials in the woodwork area. We are constantly working to eliminate or reduce risks associated with working in this area.

You can also reduce or eliminate risks to yourself and others by following the advice below-

### Workshop Environment-

- Make sure the work area is free of clutter, dry and well lit
- Please clean up any mess immediately
- We try to use non-toxic water based glues, paints and varnishes when possible. On the rare occasion materials are used that smell or are hazardous we will ask that it be done outside.
- All hazardous materials are locked away and tutors only have access to these
- Store any ongoing work under the tables, take any finished work home

### Power Tools-

**All Power Tools except the Battery Drill are to be used by STAFF ONLY after hours and with another staff member present.**

#### 1: Protecting yourself when using tools-

- Tie long hair back
- No loose clothing
- Always wear eye protection, ear protection and solid shoes
- If there is any airborne dust wear a dust mask

#### 2: Protecting others when you are using tools-

- Tell everyone what you are doing and how long it is going to take
- Ensure those around you are wearing ear protection

#### 3: Tools with power cords-

- Tools should be unplugged at all times unless in use
- Connect to mains through a RCD safety cut off
- Keep cords behind the tools, never use a power tool with a damaged cord
- Make sure there is enough length in the cord for free movement
- Ensure cord is not trailing across floor (This is a ‘tripping’ hazard)
- Ensure cord is not trailing across through or near water (This is an Electrocution Hazard)

### Jigsaw-

- **STAFF ONLY - after hours**
- Refer sections 1, 2, and 3
- Always cut away from yourself, clamps or vice
- Keep work secure with G-clamps
- Be aware of what is underneath the wood you are cutting

**Drill (Battery and Power)-**

- **STAFF ONLY - after hours**
- Refer sections 1, 2, and 3
- Always clamp work
- Be aware of what is underneath when drilling through
- Use the appropriate 'Drill Bit' for the material you are drilling through
- Throw away any broken drill bits and let a tutor know you have done so

**Dremel-**

- **STAFF ONLY - after hours**
- Refer sections 1, 2, and 3
- Always clamp work
- Don't be tempted to grind Paua with it as it is particularly poisonous and is best worked on underwater

**Grinder/Polisher.**

- **STAFF ONLY - after hours**
- Refer sections 1, 2, and 3
- Do not remove safety guard

**Drop saw**

- **STAFF ONLY - after hours**
- Refer sections 1, 2, and 3
- Do not remove safety guard

**Artists and Staff use of Hand tools-**

- Always wear eye protection, ear protection and appropriate shoes
- If there is any airborne dust wear a dust mask
- Keep work secure with clamps or vice
- Use the right tool for the right job- eg. don't use a chisel as a screwdriver. Ask a tutor if you are unsure
- Ensure tool is fit for use- report any broken or damaged tools to tutor
- Always cut away from yourself, clamps or vice
- Do not leave any tools near the edge of the bench
- Keep tools in a neat row to avoid accidents when reaching out
- Do not throw tools
- When using sharp tools do not run, turn around suddenly or make large gestures
- Put tools away immediately you have finished working with them

**Pottery area**

**Artists should be made aware of the "How to Safely Work in the Pottery Area"  
Information sheet before starting work in the pottery area.**

There are risks when working with clay and glazes. Particularly with clay-dust and the chemicals in glazes. We constantly work to reduce or eliminate risk by keeping the pottery area as clean as

possible, keeping glazes secure, regularly washing aprons and having a separated Kiln room that is vented.

You can also reduce or eliminate risks to yourself and others by following the advice below-

- Never inhale or ingest clay dust
  - Always wear protective clothing (ie Apron)
  - Don't sand green-ware use a wet sponge to smooth
  - Do not sweep tables, chairs or floor- Wipe areas down with a damp cloth or sponge
  - Regularly wash your hands
  - Do not wipe hands on clothes or aprons
  - Wash all tools and bats after use
  - Do not eat in the pottery area
  - No loose clothing when working on the wheel and tie long hair back
  - Shoes must be worn in the workshop at all times
  - Please don't put tools, pencils or brushes in your mouth.
  - Keep aisles clear of bags, walking sticks and walkers.
- The kiln will be fired over night and only operated by a staff member; this includes opening it after a firing
  - The Kiln room is off limits to Artists
  - Plain language health and safety signs posted

### **Sewing Area**

**Artists should be made aware of the "How to Safely Work in the Sewing Area" Information sheet before starting work in the sewing area.**

There are risks when working in the sewing area. Particularly with the sewing machine, iron and pins and needles. We constantly work to reduce or eliminate risk by keeping the area as clean and as organised.

You can also reduce or eliminate risks to yourself and others by following the advice below-

- The sewing machine must be locked when not in use- please ask a staff member for the key
- Immediately unplug the iron when not in use
- Check work benches and floor for pins and needles before and after use. Return any loose pins/needles to the pin cushion provided
- The sewing scissors are very sharp and are kept in office- ask a staff member before use and return them to a staff member...Hold them by the closed blades, and pointing down, when moving through workshop and do not run with scissors
- Stacked materials are a 'falling' hazard, please return any unused materials folded and safely stowed in cubby holes

### **Informing participants about the health and safety policy**

- "How to work safely at King Street" information folders are placed in visible/accessible points throughout the workshop.
- Regular updates about health and safety are provided at participants meetings

- Participants are encouraged to report any threats to participant/staff health and safety

### **Notifiable events-**

Under the Health and Safety at Work Act 2015 (HSWA) you must notify WorkSafe when certain work-related events occur, including:

- a death
- a notifiable injury or illness
- a notifiable incident.

Under HSWA, you are required to:

- notify us as soon as possible, when a notifiable event occurs
- preserve the site of the incident until a WorkSafe inspector arrives, or you are otherwise directed by the regulator or the Police.
- keep records of all notifiable events.

Notifications must be done by phone or in writing, and must be given by the fastest means possible in the circumstances.

**Phone:** 0800 030 040 (24/7)

**Online forms:** <https://worksafe.govt.nz/notify-worksafe/>

### **What is a notifiable injury or illness?**

A notifiable injury or illness includes:

- Any of the following injuries or illnesses that requires a person to have immediate treatment (other than first aid):
  - the amputation of any part of the body
  - a serious head injury
  - a serious eye injury
  - a serious burn
  - the separation of skin from underlying tissue (such as de-gloving or scalping)
  - a spinal injury
  - the loss of a bodily function
  - serious lacerations.
- An injury or illness that requires (or would usually require) a person to be admitted to a hospital for immediate treatment.
- An injury or illness that requires (or would usually require) a person to receive medical treatment within 48 hours of exposure to a substance.
- A person contracts a serious infection (including occupational zoonotics) to which the carrying out of work is a significant contributing factor, including any attributable to:
  - working with micro-organisms
  - providing treatment or care to a person
  - contact with human blood or bodily substances
  - handling or contact with animals, their hides, skins, wool or hair, animal carcasses or waste products
- Any other injury or illness declared by regulations to be a notifiable injury.

### **What is a notifiable incident?**

A notifiable incident is an unplanned or uncontrolled incident in a workplace that exposes a worker, or any other person, to a serious health or safety risk arising from an immediate or imminent exposure to one of the following categories of events:

- a substance escaping, spilling or leaking
- an implosion, explosion or fire
- escape of gas or steam



- escape of a pressurised substance
- electric shock (from anything that could cause a lethal shock)
- the fall or release from height of any plant, substance, or thing
- collapse, overturning, failing or malfunction of, or damage to, any plant that is required to be authorised for use under regulations
- the collapse or partial collapse of a structure
- any other incident declared in the regulations to be a notifiable incident.

Notifiable incidents do not include controlled activities that form part of the business or undertaking.

**Disaster Management** – (refer the risk management plan and Major incident plan)

King Street Artworks disaster management policy is to be prepared for any emergency that may arise

### **Fire**

- Fire extinguishers strategically placed and regularly maintained, i.e. woodwork room, main workshop and kitchen
- The fire alarm/ smoke alarms are checked by an independent verifier (Building WOF every 6 months)

### **Steps to take in case in fire-**

- Alert people by triggering the alarm
- Dial 111 for fire service
- Evacuate immediately through identified fire exits
- If a small fire, and it is safe to do so, use a fire extinguisher
- Staff to check toilets, kitchen and storerooms
- Staff safely posted at each exit to stop anyone walking into building
- In case of fire alarm everyone is required to evacuate the building and assemble at the front of the carpark under the large sign and away from the entrance exits
- Designated fire warden to take diary and check everyone has been evacuated

### **Pandemic:**

**Refer Pandemic Policy**

### **Civil Defence Procedure (In case of a natural disaster)**

- Staff will direct people to the nearest cover (The main cover will be the large tables in the main studio.)
- When it is safe to move staff will instruct participants to assemble at the front of the car park
- Staff will check building for remaining people and then posted in sight of entrances to prevent others walking into a hazard
- Using daily diary those present will be checked off and noted
- First aid equipment kept in cabinet by the front door and restocked regularly

**We will continue to work with Artists to support best health and safety practices.  
However repeated disregard of health and safety procedures will result in them being  
unable to participate in the workshop.**

*Also refer Pandemic Policy. Infection Control Policy, Death/Tangihana Policy ,  
Major incident & Emergency Plan*