

**OH&S: Workplace safety.** Learn about the tools and materials you might use in the art centre studio. Your art centre will have specific needs depending on materials you use.

**EQUIPMENT: What you might need**



Safe power points



Disposable Gloves



Safety Signs



**EYE PROTECTION MUST BE WORN**

Eye protecting goggles



**HALF FACE MASK RESPIRATORY PROTECTION MUST BE WORN**

Face mask



Ventilation Box



Fire  
extinguisher



Rubbish Bin



Heavy Gloves



Wet mop and bucket



Dust pan and Brush



Broom



Rags



Messy wet area sink



Good lighting

## SAFETY: How to stay safe

- Do not breathe the fumes. Fumes sometimes smell bad or strong. Sometimes they don't smell.
- You must be careful of anything which has a sign on it that shows you it is poison, or that tells you not to breathe it.
- Always try and use art materials which are safe, and which are gentle on your skin.
- If you need to use toxic substances (poisons) like turps or contact adhesive, wear disposable rubber gloves and work outside.
- Never leave food or food containers in the same area as studio materials or tools.
- Make sure there is a good first aid kit, and that several people know how to use it properly, especially eye wash, band aid and badages.
- Make sure there are always ventilation masks, disposable gloves, broom, wet mop and dust pan near by.
- Keep the fire extinguisher serviced and ready for action.
- Have a fire blanket ready for action.
- No smoking near the studio, materials, food or art work.
- No smoking near customers.
- Provide effective grounding for all electrical equipment.
- Avoid a tangle of electric cables. Keep cords off floors, away from machinery and water.
- Repair or replace frayed cords or exposed wires.
- Improve daylight conditions by properly moving work space into better natural light.
- Improve general artificial lighting. Provide spot lighting. Avoid fluorescents or use 'daylight tubes'.
- Eliminate glare or reflections that can cause eye strain.
- Only buy properly labeled products.
- Label all hazardous substances.
- Enclose dust-producing machines or put them in a workspace away from other people.
- Completely enclose sources of hazardous gases or vapours. Seal all containers.
- Use protective eye goggles, face shields, masks, ear muffs, safety footwear, helmets and gloves when using tools or substances that require them.

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- Regularly monitor and maintain protective equipment.
  - Store heavy items at a convenient and safe height.
  - Provide training in safe lifting techniques, ie use legs rather than back when lifting.
  - Use work tables of the right height for sitting at to avoid too high or too low hand positions.
  - Provide chairs or benches of the correct height or make seat height individually adjustable.
  - Choose the seat surface and cushion for comfort and support.
  - Provide chairs with a backrest of proper size which provides lower back support.
  - Use safety cans or kettles for solvent storage.
  - Keep a separate storage cabinet for flammables.
  - Choose tools of appropriate size and shape for easy and safe use.
  - Make sure that tools are maintained and repaired properly and that no faulty tools are used.
  - Take frequent rest breaks from repetitive work.
  - Vary tasks to avoid overuse injuries.
  - Avoid overlong working hours.
  - Take short breaks as well as longer breaks for meals.
  - Provide sufficient toilet facilities close to the work area.
  - Provide safe drinking water and other beverages.
  - Put materials within easy reach, using racks or shelves if necessary.
  - Keep dangerous tools and equipment in a safe storage area.
  - Try keeping children and dogs out of the workspace.

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## GLOSSARY: Words you need to understand

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There are lots of words in the safety list which might need to be translated. It is important that you know about workplace safety, so ask someone to teach or explain to you how your studio safety rules work.

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## Looking at Health and Safety in the studio

### First Aid Kit – Shopping List

Check your first aid kit and keep it well stocked. Here is the stock list for a first aid kit to reach standards for a workplace in the Northern Territory, 1-25 people.

#### Kit NT Workplace 4

First Aid Booklet Trafalgar	1
Safety Pins Pk12 Assorted	1
Resusi-Safe FAC Shield Disposable	1
Sharps Container 100ml	1
Tape Paper 2.5cm x 5m Porous [Poly Bag)	1
Forceps S/S Fine 12.5cm	1
Kidney Dish Plastic Green 160mm	1
Dressing Strip Fabric 72mm x 1m FAC	1
Splinter Probe FAC Pk10 Disp	1
Crepe Medium Bandage FAC 10cm x 2m	1
Conforming Bandage FAC 2.5cm x 1.8m	1
Non Adherent 5 x 7.5cm Single	1
Non Adherent 7.5 x 10cm Single	1
Scissor S/S 12.5cm Sharp/Blunt	1
Register Of Injuries & Pencil FAC	1
Wound Dressing No 13	1
Wound Dressing No 14	1
Tweezers	1
Sodium Chloride 500ml 0.9%	1
Gallipot Disposable	1
Cotton Buds 7.5cm Pk100 FAC	1
Healaid Cream 25g	1
Strips Plastic 50 19 x 72mm Sheer FAC	2
Cool Spray Trafalgar 250gm	1
Combine Dressing 10x20cm	1
Magnifier Plastic	1
Box ABS Wall Mount Large TRAFALGAR	1
Conforming Bandage FAC 5cm x 1.8m	2
Conforming Bandage FAC 7.5cm x 1.8m	2
Wound Dressing No 15	2
Triangular Bandage Disp. FAC 110 x 155cm	2
Gauze Pieces 7.5cm Pk 5 Sterile	4
Eye Pad Single FAC	5
Gloves Latex Pair Lge--Pre Packed	5
Plastic Bag 125x205 Med Clip Seal Plain	12
Trafalgar Sticker Serviced By	1

## Training in First Aid

Make sure you have people in the art centre who have their first aid certificate.

These are some of the courses you can obtain:

- St John Ambulance First Aid Level 1-4.
- Remote Area First Aid.

## Fire prevention and plan

Have fire extinguishers serviced regularly and make sure you have them handy to the studio.

There is a small fee for these to be regularly checked by a visiting inspector. It is illegal to have them out of date or not working.

Make sure you have a plan of what to do if there is a fire.



## Task – Health and Safety audit and action plan

Do a risk assessment by listing all the materials and processes used in your practice. Then write down what might be done to handle, store and use each one safely.

Decide what is harmful and think of ways to make your workplace safer. Collect material data safety sheets about any chemicals you use.

Write up as a summary of safety in your studio space and the plan of action to make your workplace safer.

### Design a studio layout for safety

Create a best practice studio layout noting the need for ventilation, lighting, access to water, fire hazard reduction and the removal of hazards and obstacles etc.

Think about the environmental pollution issues.

Draw your studio layout clearly showing best practice OH&S principles.

### Storage

- Use safe storage cupboards or shelves.
- Keep containers sealed.

## TIPS: Addresses for more information

These are the addresses for web sites that provide information about standard requirements in your state.

Northern Territory Work Health Authority <http://www.nt.gov.au/>

Worksafe Western Australia <http://www.safetyline.wa.gov.au/>

South Australia Workcover Authority <http://www.workcover.com/>

Queensland Division of Workplace Health and Safety <http://www.detir.qld.gov.au/>