

LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE :	LAST REVISION:
All Schools	L. Carriere, C. Bates, C. Muir, D. Knight	School Principal	Dec 27, 2017	New

EQUIPMENT	HAZARDS
 All motors, belts and electrical components must be guarded/covered.	 Rotating wheel can cause entanglement in long loose fitting sleeves, hair, cords from sweaters and hoodies, jeweler, etc.

HAZARDS PRESENT	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
• Fire • Electric shock • Flying debris • Entanglement (hair) from moving/spinning parts. • Back injury – lifting/ moving the unit into place. • Awkward positions while turning. • Production of silica dust from clay	• Enclosed footwear – Shoes must be fully enclosed, no open toes. E.g. sandals • Plastic/water proof aprons must be worn or lab coat • Safety glasses /face shield • Remove strings hanging from pullovers/ sweaters. • Long and loose hair must be tied back. • Jewelry and loose fitting clothing must be removed.	• Teachers must have previous training from a trained and qualified instructor prior to using. • Students must receive an equipment orientation and Teacher Instruction prior to use and must be supervised at all times while using the machine.

SAFE WORK PROCEDURE

DO NOT use this machine unless a teacher has instructed you on its safe use and operation and has given permission.

PRE-USE INSTRUCTIONS:

1. Don't eat, drink, or store food in work areas, and wash your hands thoroughly before eating to prevent ingestion of metals and other contaminants from working with clay.
2. There is a **ZERO TOLERANCE** policy for dry sanding clay products, dry wiping or sweeping. Doing this releases silica particles into the air and they can stay airborne for days. Breathing these particles leads to serious illness. ALL sanding/wiping/sweeping must be done using wet methods.
3. Do not perform repetitive activities (wedging, throwing, and trimming) in long sessions as this can

cause ergonomic injuries.

4. Do not overload the wheel head with clay or force it to stop. Maximum clay weight should not exceed recommended weight for your wheel.
5. Foot pedal must be fully depressed backwards "off" before turning wheel on.
6. When cleaning the wheel, inspecting parts, and between periods of use, always turn off the on/off switch and confirm that the power indicator light is off. Then unplug the wheel from its power source.
7. Do not leave wheel running unattended.
8. Repairs and modifications must be made by a qualified technician only.
9. Do not attempt to move or hold the wheel during operation, or while the power is on as this could cause serious injury.
10. Never operate the wheel with the belt guard removed.
11. Do not let the wheel stand in water or sludge.
12. Ensure all guards are in place and all moving parts on pottery wheels appropriately guarded.
13. Ensure the power cord is free of frays and damage.
14. Ensure the foot pedal cable is connected to the wheel.

OPERATING PROCEDURE:

1. Place the wheel on a flat, dry, even surface away from other objects. Equipment is heavy and must be lifted by two people, never attempt to lift the wheel by yourself.
2. Plug the wheel into a grounded (3-prong) 110 or 230 volt AC wall outlet. Extension cord use is not allowed.
3. Place a low seated chair up against the pottery wheel.
4. Be cautious of other people working in the immediate vicinity.
5. Ensure water and sponges and all additional materials are placed within reaching distance around the wheel.
6. Don a plastic apron and safety glasses/face shield to protect your clothes/eyes from flying debris/water. Ensure all jewellery and loose fitting clothing has been removed and long loose hair has been tied back before starting the wheel.
7. Prepare the clay by wedging or kneading to remove any air bubbles (12 times/rotate - rotate 3 times to completely remove all of the air bubbles). If air bubbles remain, slam and turn the clay onto a hard surface multiple times until the air bubbles disappear.
8. Knock/roll/shape the clay, with your hands, into a sphere.
9. Move to the pottery wheel and sit with legs on either side of the wheel. Ensure aprons are tucked away and down around the wheel.
10. Slam the clay down into the centre of the wheel. Slam the clay hard enough to ensure it adheres to the surface of the wheel. The clay must be in the middle of the wheel. If it is not, use your open hand to knock it into the middle of the wheel.
11. Squeeze a full sponge of water over the clay and onto the pottery wheel and return the sponge to the bowl of water.
12. Tip the foot pedal towards you in the "off" position and toggle the on/off switch into the "on" position and the pilot light will come on.

HAZARD: do not operate any switches with wet hands, as this may cause electric shock.

13. With the foot pedal tipped back, the wheel head should not rotate. As the foot pedal is pushed forward, the speed should increase smoothly, up to a maximum of 240 rpm. Once you have reached the desired speed remove your foot from the pedal.

Note: To reverse the wheel direction, tip the foot pedal toward you in the "off" position. When the wheel stops, move the FWD/REV toggle switch to Reverse. Always allow the motor to come to a complete stop before changing directions of the wheel head.

14. Wet both hands in the sponge bowl right up to the wrist.
15. Place your elbows onto your lap to form a triangle and place your chin above the centre of the clay on the wheel.
16. Place your hand into a cup shape and make an "x" with your thumbs and cup your hands around the spinning clay and begin to centre and shape the clay into a cylinder. Add more water as needed.
17. Once the clay is centred, gently remove your hands and rewet. Hands should be really wet to help reduce the friction.
18. Continue shaping and wetting hands until the desired shape is achieved.
19. Remove all the water from inside the clay using a wet but wrung out sponge. Failure to do so will cause the clay to saturate and when it dries it will crack and start pulling apart.
20. Once your shape has been achieved, gently remove your hands and turn off the wheel by tipping the foot pedal towards you into the "off" position and toggle the on/off switch into the "off" position.
21. Use a toggle clay cutter to release the clay from the top of the potter's wheel. Do not try to remove it with your hands as the clay is soft and doing so will damage your work. Scrape the clay cutter across the top of the wheel to release the clay.
22. Lift the clay up on an angle from the wheel. Lifting straight up will cause suction and will damage the clay piece.

CLEAN UP:

- All work surfaces must be scrubbed and squeegeed clean with a sponge at the end of every class.
- Use a damp sponge and water, do not use solvents and do not use a hose.
- Clean-up is a team work, communal task with students assigned a specific task on a rotating basis.

HAZARD: Never dry wipe/dust or sweep/vacuum dry clay. Clay contains silica and is an inhalation hazard. Wet wipe/mop then rinse and repeat until it's "clean."

- Clean the wheel after each use as follows:
 - Use a damp sponge and wipe down the surface of the wheel.
 - Use a scraper or clay knife to scrub off any remaining clay and wipe with a rinsed/clean sponge each time.
 - Wipe the lower area (water/clay mixture) with a clean sponge into the splash pan. Continue rinsing the sponge between each wipe until completely clean.
 - Remove the splash pan and emptying contents into water bucket.
 - Sponge down table and legs, rinsing between each wipe until clean.
 - Clean floor of any surrounding water and wet clay.

REPAIRS:

1. Should you need clarification or help troubleshooting before calling a technician, call AMACO/Brent first at 800-925-5195, ext. 1303 for help and technical support.

If and emergency situation occurs while conducting this task or there is an equipment malfunction, shut the equipment off immediately and unplug it.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR / SUPERVISOR IMMEDIATELY

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Regulations 217/2006,
 - Part 2, Safe Work Procedures
 - Part 16, Machines/Tools and Robots
- CSA Standard Z432 Safeguarding of Machinery
- Manufacturers User Manual
- How to throw on the potter's wheel - DVD