



Inc No A0112777S

Festival of Glass Safety Policy & Procedures

Policy Statement

The Festival of Glass Committee has prepared this policy and procedures to ensure all reasonable measures have been taken to ensure the safety of all participants, visitors and members of the public attending activities managed by the Festival of Glass.

All attendees and workshop presenters/event organisers at Festival of Glass activities and events will be required to ensure they have read the applicable procedures relevant to the activity in which they are taking part and will act upon them. These procedures will be made available as relevant to all participants.

The Festival of Glass Committee will have oversight for the operation of this policy and the procedures, ensuring it is updated to reflect all activities it manages.

Limitations and Obligations

The Festival of Glass has nominated the following number of participants can attend each type of workshop at the studio excluding the presenter:

- Mosaic - 11
- Glass Beading - 11
- Torch Work - 7
- Enameling - 11
- Kiln Work, Microwave Kiln (Slumping, Fusing & Casting) - 11
- Leadlight - 11
- Leadlight with soldering - 11

The approved age range of any participants attending workshops or off site installations is 16 – 85 years of age.

The Festival of Glass leases the studio from the City of Greater Geelong and is thereby obligated to operate within certain requirements nominated by Council. These obligations may change from time to time and therefore we will ensure our policy will reflect any changes in our documentation and operations.

The Festival of Glass studio is located within the Drysdale Community Hub and therefore day to day operations including emergency evacuation procedures and primary assembly area are determined by CoGG and included in the Operations Manual which is available in the FoG studio. All users of the studio have the emergency evacuation procedure explained to them as part of their induction.

We are obligated to operate our group activities under the applicable health guidelines of both the the Victorian or Federal Government which may impact at times on our events program delivery. Any modifications or changes will be notified to workshop or event attendees in advance as appropriate. Current health advice can be found at <https://www.coronavirus.vic.gov.au/health-advice>

A first aid kit that meets current health and safety guidelines will be maintained and available at the studio and at all offsite installations.

Accident/Incident Notification Forms

Copies of accident/incident notification forms are available in the FoG studio Information folder which can be found on the top of the bench next to the sink in the studio. Copy attached.

Procedures

The following procedures one (1) to seven (9) will be made available to participants at each event or workshop as applicable to the workshop they are attending and all attendees will be inducted to them prior to commencement by the Presenter.



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Safety Policy Procedure (1)

Hot Weather

Studio Activities/Workshops

- The Festival of Glass studio has air conditioning which will be operated as appropriate for all group activities.
- Should the outside temperature reach 27 centigrade then the Festival of Glass may at its discretion cancel any booked event or workshop.

Offsite/Outdoor Installation Projects

- Working outdoors will not be undertaken should the temperature rise above 26 centigrade.

Hot Glass Workshops

- The studio will be kept well ventilated by opening windows or running air conditioning.
- Should the temperature rise above 26 centigrade and/or the air conditioning system not be able to maintain this temperature or below then the Festival of Glass reserves the right to cancel the workshop.

Participants Responsibilities

All participants will be reminded at the induction prior to commencement of a workshop to take the following steps in ensuring their wellbeing throughout their attendance:

- Take regular cooling off or rest periods - we will remind you.
- Drink water regularly even if you don't feel thirsty. Please bring a water bottle you can fill at your convenience.
- Wear light breathable appropriate clothing. All participants undertaking hot glass workshops must wear non flammable material.
- Learn to recognise the symptoms of heat stress (see below)
- You may wish to bring a cold pack that can be kept in our freezer. Cool yourself down by applying cold packs/ice packs strategically against the pulse point on your wrist, neck, chest, or temples and/or press something cool against the back of your neck.

How to recognise symptoms of heat stress such as but not exclusive to:

- pale, cool, clammy skin
- rapid breathing and shortness of breath
- a rapid or weak pulse



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Safety Policy Procedure (2)

Safe Tools, Equipment Use and Management

Tools and Equipment Maintenance

All equipment owned by the Festival of Glass and used in the delivery of workshops including kitchen equipment on site at the FoG studio or off site at installations will be checked for safety and good condition in accordance with instructions for use and warranty requirements. All electrical items owned by the Festival of Glass will be tested and tagged.

Tools & Equipment Provided by Presenters

Since the presenter is required to provide their own equipment with the exception of installed/fixed gas supply equipment they will be requested to confirm that the equipment has been maintained and serviced in accordance with the equipment instruction manual and warranty and is fit for purpose prior to being used within the studio.

Tools and Equipment Used By Workshop Participants

At the start of all workshops all attendees will first be given instruction on how to use the equipment appropriately and safely for themselves and others. Workshop presenters will be required to observe, react and rectify the use appropriately in all cases where tools are being used incorrectly.

Hot Glass Tools and Equipment

All attendees wishing to book for a glass workshop must either have first attended a beginner's class and have met the requirements of the beginners workshop re tools and equipment safe management or show evidence of familiarity with the safe management of tools and equipment as nominated by our FoG Hot Glass Specialist.

An attendance register of all who have attended a Festival of Glass beginner's workshop will be kept in order for them to be accepted onto a future Festival of Glass hot glass workshop.



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Safety Policy Procedure (3)

Hot Glass Workshops

This procedure covers the following:

- Torch Work
- Slump Work
- Kiln Work
- Enameling

Identified Risks & Safety Measures

- Burns, be vigilant around the torch and maintain a safe distance when you are not using it and all times while it is cooling down.
- Be familiar with the access point for cold running water in case of burns.
- Follow designated procedures for placement of hot tools and glass.
- Orange-yellow light, infrared and UV radiation from hot glass and from kilns can cause eye strain and fatigue, so always wearing appropriate safety glasses not everyday glasses when using torches and kilns
- Cuts, band aids available.
- Inhalation of glass powders, enamels and dusts from kiln shelf product so always wearing appropriate face masks when working with these materials.
- Burns from hot glass and ambient heat from within the Kiln, so always wearing appropriate Kiln gloves when removing hot glass from a kiln.

Prior to the start of the Workshop, the Presenter shall Provide an Induction Including:

- Emergency evacuation procedure and assembly point
- Safe management and use of all applicable tools and equipment
- Specific risk issues associated with the specific activity type being presented
- Location of First Aid including cold running water for burns
- Location of Amenities
- Check to ensure that all attendees are dressed appropriately and safely for the specific workshop including eyewear and shoes.

Ventilation

At all times the studio will be well ventilated by opening windows and/or use of the air conditioning system.

Tools and Equipment Used By Workshop Participants

All workshops will commence with an induction for all attendees to the safe management and handling of all equipment and tools appropriately and safely for themselves and others.

Workshop instructors will be required to observe and react appropriately in all cases where tools are being used incorrectly.

Responsibility of Presenters Regarding all Festival of Glass Tools & Equipment

The following items of equipment owned by the Festival of Glass are available for use and workshop presenters are responsible for ensuring all equipment provided on the day is in good condition and fit for purpose. Any equipment that is found to be broken or in need of repair should be removed from use and notification given to a FoG Committee member to arrange replacement or repair asap.

- Torch – up to 9 Torches
- Oxygenator – Currently 1
- Gas Bottle – Currently 1
- Kiln – Currently 1
- Microwave for Enameling and Fusing – Currently 5

Gas & Torch Management

Prior to the workshop the Committee will confirm we have a current written authority from CoGG for the use of bottled gas on site.

Where mains gas is installed to the studio a double safety valve for turning off and on the gas will also be installed.

Attendees will be given guidance on the number of people who should be in close proximity of the torch or kiln at any given time to prevent incidents.

Prior to a torch work session:

- All torches will be appropriately clamped to the tables used for flame work.
- All hoses will be checked to ensure sure no cracks have developed and replaced if necessary.
- All hose joins will be tested for tight connections using the 'Soap and Water' technique.

Once the hoses are all connected and fitted properly, gas and oxygen will be turned on and off in the appropriate order. 1. **Propane On** 2. **Oxygen On** 3. **Oxygen Off** 4. **Propane Off**

At the completion of each session a check will be made to ensure all gas and oxygen valves are in the **Off** position.

For demonstrations or events where there are observers, a barrier will be created in front of the torch to ensure an observance of safe distance is maintained. Two signage poles on heavy stands will be placed either side of the area the torch is pointing with each of the signs having a "Warning keep Your Distance" alert statement in red capitals.



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Safety Policy Procedure (4)

Mosaic Workshops

This procedure covers the following:

- Tile Mosaic
- Glass Mosaic

Identified Risks & Safety Measure

- Shards of tile or glass in eyes, all participants to wear prescription or safety glasses or both
- Tile or glass cuts, care when holding the tile or glass between thumb and forefinger, use of tweezers to extract small shards from work. Band aids available.

Prior to the start of the Workshop, the Presenter shall Provide an Induction Including:

- Emergency evacuation procedure and assembly point.
- Safe management and use of all applicable tools and equipment.
- Specific risk issues associated with the specific activity type being presented.
- Location of First Aid.
- Location of Amenities.
- Check to ensure that all attendees are dressed appropriately and safely for the specific workshop including eyewear and shoes.

Ventilation

At all times the studio will be well ventilated by opening windows or/and use of the air conditioning system.

Tools and Equipment Used By Workshop Participants

At the start of all workshops all attendees will first be given instruction on how to use the equipment appropriately and safely for themselves and others. Workshop instructors will be required to observe and react appropriately in all cases where tools are being used incorrectly.

All workshops will commence with an induction to the safe management and handling of all equipment and tools. This will include but not be limited to:

- Safety Glasses
- Glass Cutters
- Various cutting tools
- Adhesives

Personal Safety Requirements

I. Clothing

- Wear closed toe shoes; have a pair of “studio shoes”.
- Use a lab coat, cotton or leather apron, Kevlar sleeves or a long-sleeved shirt.
- Long hair should be tied back. Do not wear loose or hanging jewellery.

II. Hygiene

- Wash hands before eating and after leaving the studio.
- Wipe surfaces down with a damp disposal wipe to prevent movement of frit dust, and small pieces of glass. Dispose of wipe.
- Ensure the burn cream is easily at hand when you are working with the glass grinder or relevant equipment.

III. Habits

- Keep glass organized.
- Use safety glasses when cutting glass or using the glass grinder
- Use a face mask when using the glass grinder.
- Keep bench top organized.
- Drink lots of water to prevent dehydration.
- Stretch and/or move around periodically.
- Do not use any equipment without a facilitator present in the studio.

IV. Special Conditions (chronic illness, pregnancy, etc.)

- Please discuss risks with your doctor before attending a workshop involving hot glass.



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Safety Policy Procedure (5)

Off Site/Outdoor Installations (Glass Trail Projects)

Some of the Festival of Glass installations of glass art are installed in public and community spaces. The following needs to be taken into account when planning these activities.

Prior to any outdoor activities taking place the Hot Weather Procedure (1) will reviewed and the long range forecast checked for the relevant area and acceptable temperature.

Identified Risks & Safety Measures

- Falls or trips in outlying areas such as the Bellarine Rail Trail, Strong walking shoes or in other places full shoes, First aid kit
- Heat Exposure, Preventative step - Hot weather procedure, water supplies

Community Spaces

Before starting a project it must be confirmed that written permission to proceed has been given by any relevant authority or property owner and they understand what is being installed.

To be considered or provided:

- Estimated time the project will take.
- Accessibility to site.
- First aid kit.
- Mobile phone charged and available.
- Known location (if working on the rail trail for emergency services).
- Each person has appropriate sun protection, clothing and footwear.
- Each person has a drink/water bottle and any food required.
- All equipment and tools are in good order.
- All items for installation have been prepared ready in the studio.



Safety Policy Procedure (6)

Workshop Presenters/Tutors

The Responsibilities of the Presenter/Tutor

All Presenters are required to enter into a written agreement with the Festival of Glass to present a workshop and comply with the terms of that agreement prior to presenting a workshop at the studio. Under this agreement the Presenter is required to provide a certificate of currency for public liability insurance for \$20 million and confirm that any helpers are also covered under this insurance.

The Presenter is required to supply all equipment and materials required to provide the workshop unless otherwise agreed for them to use Festival of Glass equipment such as gas connections.

The Presenter is required to provide their own equipment they will be requested to confirm that the equipment has been maintained and serviced in accordance with the equipment instruction manual and warranty and is fit for purpose prior to being used within the studio.

Workshop Safety Management

Workshop presenters will ensure that the studio is arranged to prevent the risk of trip hazards or obstacles that could cause injury while working with any of the equipment during the workshop.

Attendees to Sign In on Arrival

The Presenter is required to ensure that all attendees have signed in on arrival to the studio. This sign in list will be required in case of emergency and for FoG administration purposes.

Attendees Records

The Presenter shall be required to have a copy of the names, addresses and emergency phone numbers of all booked and paid participants in case of emergency during the workshop.

Safety Induction of Attendees

All attendees and workshop presenters will be required to ensure they have read the applicable procedures relevant to the activity in which they are taking part and will act upon them. The relevant procedures will be made available to all participants.

Prior to the start of the Workshop, the Presenter shall Provide an Induction Including:

- Emergency evacuation procedure and assembly point
- Safe management and use of all applicable tools and equipment
- Specific risk issues associated with the specific activity type being presented

- Location of First Aid
- Location of amenities
- Check to ensure that all attendees are dressed appropriately and safely for the specific workshop including eyewear and shoes.

Clean Up Following Workshop

The Presenter is required to clean down tables, equipment and sweep the floor following a workshop. All waste products to be placed in the large kitchen bin for removal by FoG. Glass shards are to be wrapped well in newspaper for safety before placing in the bin. All mugs and crockery are to be placed in the dishwasher and switched on. If there is not a full load it can be left for FoG to manage.

ADD MERCEDES PRESENTER'S RESPONSIBILITIES.



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Safety Policy Procedure (7)

Workshop Attendees

All attendees attending a workshop at the Festival of Glass studio have a responsibility to read the appropriate Safety Policy Procedure and if unsure about any part to request further information from either the workshop presenter or Festival of Glass committee.

Out of consideration to others we ask that you turn your mobile phone off during sessions. Being startled by a mobile phone ringing could cause an accident when others are working with cold glass or hot glass.

Conditions of Workshop Attendance

- That you will not willfully put yourself or others, through action or inaction, in a dangerous or hazardous situation.
- That you will not willfully use or misuse any equipment or facilities.
- To make yourself aware of and abide by all studio rules, regulations, policies and procedures.
- That no tools or equipment will be used until instructed and safe working has been demonstrated by the presenter or relevant FoG Committee member.
- To wear appropriate clothing and footwear (full shoes) at all times and that all loose clothing, long hair and jewellery is secured or removed while working.
- That you are responsible for your own equipment and personal belongings.
- That you keep all bags etc under the tables to prevent trip hazards.
- To return all tools or equipment to the presenter prior to leaving the session.
- Report any accidents or injuries to the presenter immediately and where relevant complete an accident/incident form to be given to a FoG Committee member for action.

The Festival of Glass wants all members, volunteers, visitors and participants to feel safe and respected when participating in Festival of Glass activities and workshops.

Therefore we ask that you have consideration for the following:

- Treat everyone you meet with respect and have a fair and reasonable expectation of them
- Strive to ensure all participants feel part of the workshop experience
- Listen respectfully to others we all learn at a different pace
- Consider your impact on others
- Address behavior that can lead to bullying, harassment or discrimination and if you are feeling vulnerable while at a workshop speak to the presenter
- Let us know in a respectful manner when you think we could have done things better



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Safety Policy Procedure (8)

Microwave Kiln Workshops

This procedure covers the following:

- Slump Work
- Kiln Work
- Enameling
- Glass Mosaic

Identified Risks & Safety Measure

- Shards of glass in eyes, all participants to wear prescription or safety glasses or both
- Glass cuts, care when holding the glass between thumb and forefinger, use of tweezers to extract small shards from work. Band aids available.
- Burns, be vigilant around the use of the microwave kiln and maintain a safe distance when you are not using it and all times while it is cooling down.
- Be familiar with the access point for cold running water in case of burns.
- Follow designated procedures for placement of hot glass and use of microwave kiln.
- Orange-yellow light, *infrared and UV radiation from hot glass and from kilns can cause eye strain and fatigue*, so always wearing appropriate safety glasses not everyday glasses when using kilns.
- Inhalation of glass powders, enamels and dusts from kiln shelf product so always wearing appropriate face masks when working with these materials.
- Burns from hot glass and ambient heat from within the Kiln, so always wearing appropriate Kiln gloves when removing hot glass from a kiln.

Prior to the start of the Workshop, the Presenter shall Provide an Induction Including:

- Emergency evacuation procedure and assembly point.
- Safe management and use of all applicable tools and equipment.
- Specific risk issues associated with the specific activity type being presented.
- Location of First Aid including cold running water for burns.
- Location of Amenities.
- Check to ensure that all attendees are dressed appropriately and safely for the specific workshop including eyewear and shoes.

Ventilation

At all times the studio will be well ventilated by opening windows or/and use of the air conditioning system.

Tools and Equipment Used By Workshop Participants

At the start of all workshops all attendees will first be given instruction on how to use the equipment appropriately and safely for themselves and others. Workshop instructors will be required to observe and react appropriately in all cases where tools are being used incorrectly.

All workshops will commence with an induction to the safe management and handling of all equipment and tools. This will include but not be limited to:

- Safety Glasses
- Glass Cutters
- Various cutting tools
- Adhesives
- Microwaves for Enameling and Fusing

Personal Safety Requirements

I. Clothing

- Wear natural fiber clothing.
- Wear closed toe shoes; have a pair of “studio shoes”.
- Use a lab coat, cotton or leather apron, Kevlar sleeves or a long-sleeved shirt.
- Long hair should be tied back. Do not wear loose or hanging jewellery.

II. Hygiene

- Wash hands before eating and after leaving the studio.
- Wipe surfaces down with a damp disposable wipe to prevent movement of frit dust, kiln paper and fiber dust. Dispose of wipe.
- Ensure the burn cream is easily to hand when you are working with hot glass and relevant equipment.

III. Habits

- Keep glass organised.
- Keep bench top organised.
- Use appropriate gloves when removing Kiln from Microwave.
- Use safety glasses when cutting glass or using the glass grinder
- Use a face mask when using the glass grinder.
- Drink lots of water to prevent dehydration.
- Stretch and/or move around periodically.
- Do not use any equipment without a facilitator present at the Studio

IV. Special Conditions (chronic illness, pregnancy, etc.)

Please discuss risks with your doctor before attending a workshop involving hot glass.



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Safety Policy Procedure (9)

Gardening at the Drysdale Community Hub

This procedure covers the following:

The Festival of Glass has a joint responsibility to maintain the Drysdale Community HUB gardens. An agreement was reached via the HUB Stakeholder Committee that the Festival of Glass membership will take part in a shared approach with the Drysdale & District Seniors membership (who are joint licence holders) for the upkeep of the front garden. However maintenance of the back garden has been divided equally into two areas since each user group will be creating different garden installations and therefore the garden maintenance requirements will differ.

The joint garden group will meet to maintain the front garden one day each month for no more than two hours. The Festival of Glass members will maintain the allocated back garden area according to the specific requirements. The majority of work is weeding garden beds and light pruning of shrubs however there are diosma hedges in the front garden that need clipping twice a year.

The following needs to be taken into account when planning these activities:

- Prior to any outdoor activities taking place the Hot Weather Procedure (1) will be reviewed and the long range forecast checked for the relevant area and acceptable temperature.
- A plan for the works to be undertaken will be assessed to ensure the correct tools are available and attending members capabilities can be assessed for each of the tasks.
- First Aid kit available

Identified Risks & Safety Measure:

- Falls or trips in garden areas, full shoes or boots to be worn, First aid kit.
- Heat Exposure, Preventative step - Hot weather procedure, sunscreen, water supplies.
- Hats and garden gloves to be provided by members for own use.
- Electrical Hedge Clippers, tested and tagged and instructions for use to be available on site, not to be used while standing on ladders.
- Garden tools in disrepair or broken, any brought by members to be in good condition.
- Garden tools not to be left on the ground, to be placed in a central area away from the work site when not in use.
- Back injury, long armed tools such as hoes to be used to prevent unnecessary bending.
- Rubbish pick up/contamination, gloves and long arm pick up scissor action tools to be used.
- Garden waste only to be disposed of in green bins.

Prior to the start of gardening tasks should be allocated to Members:

The following should be considered or provided:

- Estimated time the project will take.
- Ability of each member, working solely or in a team.
- Mobile phone charged and available in case of emergency.
- Each person has appropriate sun protection, clothing and footwear.
- Each person has a drink/water bottle or access to fresh water.
- Easy accessibility to locations within the garden works area.
- All equipment and tools are checked to be in good order and appropriately allocated for each task.

Anticipated Tools and Equipment To be Used By Workshop Participants:

- Trowel
- Secateurs
- Buckets
- Hoe
- Kneelers
- Yard brush
- Rake
- Hedge Clippers manual
- Hedge Clippers electrical
- Spade
- Scissor action pick up sticks