Art Room Safety

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

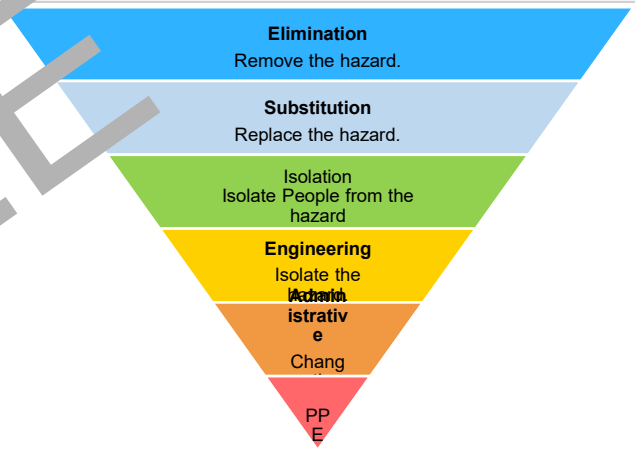
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work *(2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. WHS Governance, Roles and Consultation	• Unclear WHS responsibilities for art room supervision, kiln operation and use of heat tools • Inadequate consultation with staff, students and HSRs regarding art room risks and control effectiveness • Lack of integration of art room risks into the organisation's broader WHS management system • Failure to monitor and review WHS performance indicators for the art area (injury trends, near misses, property damage) • Inadequate resourcing for safe operation of kilns, ventilation and specialised art equipment • Insufficient induction of relief / casual teachers and visiting instructors into art room safety requirements	4A	• Establish and document clear WHS governance for the art department, including defined PCBU, officer, worker and supervisor responsibilities under the WHS Act 2011 • Include art room risks (kilns, chemical use, heat tools, sharps, manual handling) in the organisation-wide WHS risk register and annual WHS planning process • Implement formal consultation mechanisms (WHS committee, HSRs, regular staff meetings) that specifically include art room safety as a standing agenda item • Require written position descriptions for art staff that include obligations for supervision, hazardous chemicals management, plant (kiln operation, and emergency response • Provide structured WHS induction for all new, relief and visiting art staff, including local rules, emergency procedures, and restricted equipment access requirements • Set measurable WHS performance indicators for the art area (incident rates, completion of inspections, training compliance, corrective actions closed) and review at management meetings • Ensure adequate budget allocation for maintenance of kilns, extraction systems, electrical safety testing, spill kits and replacement of safety equipment • Conduct periodic management reviews of art room safety systems (at least annually), documenting findings and improvement actions	2M
2. Art Room Layout, Design and Traffic Management	• Congested workspaces leading to trip collisions and accidental contact with hot or sharp equipment • Inadequate separation between kilns, heat guns / blow torches and general student work areas • Poor placement of storage, leading to working at height on chairs or unstable surfaces • Blocked or poorly signed emergency exits due to art projects, storage racks or trolleys • Insufficient clear space around electrical kilns for heat dissipation and safe access • Inadequate access for emergency responders and fire-fighting equipment	4A	• Develop and implement an art room layout plan that specifies minimum clearances around kilns, electrical panels, exits and high-risk equipment in line with relevant Australian standards and building codes • Designate and clearly mark 'hot zones' around kilns and areas where heat guns or blow torches may be used, restricting access to authorised users only • Ensure dedicated kiln room or separated kiln area with controlled access, appropriate fire separation and ventilation, and no general storage within restricted zones • Install clear, durable floor markings for walkways, emergency exit paths and exclusion zones around hazardous equipment • Provide purpose-built, stable storage solutions and step platforms for accessing higher shelves, prohibiting the use of chairs or makeshift ladders • Implement a room capacity limit and class size management system to reduce overcrowding in practical sessions • Include art room traffic flow and exit route checks in routine WHS inspections and pre-term readiness checks • Ensure that wall-mounted and 3D student work does not obstruct exits, emergency equipment, or clearances around kilns and electrical boards	2M

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3. Plant and Equipment Management – Kilns (Electric and Pottery)	• Failure of kiln safety devices (thermostats, timers, door interlocks) leading to overheating or fire • Inadequate preventive maintenance causing electrical faults, exposed wiring or element failure • Use of kilns beyond manufacturer specifications (overloading, incompatible materials) • Uncontrolled access to kilns by untrained staff or students • Lack of documented commissioning and decommissioning processes for kilns • Inadequate records of inspections, maintenance, and defect rectification	4A	• Develop and implement a plant management procedure specifically for kilns, aligned with WHS Regulations and relevant Australian Standards for electrical equipment and heat-producing appliances • Maintain an up-to-date asset register for all kilns, including make, model, serial number, location, safe operating parameters and maintenance requirements • Ensure kilns are installed, modified or relocated only by suitably qualified persons, with commissioning documentation and electrical certificates retained • Implement a planned preventive maintenance schedule for kilns (including inspection of elements, wiring, thermostats, door seals, controllers and ventilation) and record all works completed • Specify that only trained and authorised staff may operate kilns, with controlled key or access systems (e.g., locked isolation switches or restricted control access) • Develop and enforce written kiln operating rules (maximum load, approved materials, firing cycles, cooling periods, and display them prominently near the kiln • Introduce a formal defect reporting and tag-out system for kilns, requiring isolation and prohibition of use until assessed and repaired by a competent person • Ensure kiln rooms have suitable structural fire protection, non-combustible surfaces nearby, and appropriate clearances from combustible materials, with compliance checked periodically	2M
4. Electrical Safety and Power Supply Management	• Overloaded power circuits from multiple high-load devices (kilns, heat guns, blow torches with electrical igniters, heaters) • Use of damaged plugs, power boards or extension leads • Inadequate RCD protection or failure to test safety switches • Unauthorised modification of electrical equipment or use of non-compliant appliances • Inadequate segregation of power sources near water (sinks, wet clay areas, wash-out zones)	3H	[redacted]	1L
5. Fire and Thermal Hazard Management (Kilns, Heat Guns, Blow Torches)	• Ignition of combustible materials near kilns, heat guns or blow torches	4A	[redacted]	2M

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	• Uncontrolled use of heat guns or blow torches by inadequately trained staff or students • Lack of documented safe operating parameters for temperature, duration and proximity to flammable surfaces • Inadequate monitoring of kilns during firing cycles and cool-down periods • Insufficient fire detection and suppression capability in kiln rooms and art spaces • Inadequate storage for flammable gases or aerosols associated with art activities		[redacted]	
6. Ventilation, Fumes and Indoor Air Quality	• Accumulation of kiln emissions (fumes from glazes, clay binders, combustion by-products) in enclosed spaces • Inhalation of fumes from hardeners applied to paints, adhesives, plastics or resins • Inadequate general and local exhaust ventilation in kiln rooms and heat-tool workstations • Poor management of dust from clays, plaster, sanding and dry cleaning of work surfaces • Failure to consider vulnerable occupants (asthma, respiratory conditions) in planning activities	4A	[redacted]	2M

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			[redacted]	
7. Hazardous Chemicals and Art Materials Management	• Use of art materials containing hazardous substances (e.g., some glazes, solvents, fixatives, resins) without risk assessment • Inadequate labelling and decanting practices leading to misuse or incompatible mixing • Improper storage of chemicals near kilns or heat sources, increasing fire or fume risk • Lack of SDS access or failure to consider health effects (sensitisation, chronic exposure) • Inadequate waste management for contaminated rags, glaze residues, and solvent containers	4A	[redacted]	2M
8. Safe Systems of Work for Heat Tools (Heat Guns and Blow Torches)	• Inadequate system for authorising supervising and documenting us[redacted] heat guns and blow torches • Lack of clear criteria for suitability of materials and environments where heat tools may be used • Absence of a standard pre-use check or maintenance system for heat tools • Use of heat tools in proximity to flammable vapours, loose papers or student projects • Inappropriate storage and transport of gas canisters for blow torches	3H	[redacted]	1L

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			[redacted]	
9. Training, Competency and Supervision	• Art staff operating kilns or heat tools without formal training or understanding of associated risks • Inadequate supervision ratios for classes undertaking high-risk activities (ceramics firing, heat-tool work, chemical use) • No documented competency assessment for staff responsible for kiln programming and maintenance checks • Assumption that general teaching qualifications equate to competency in specialised art processes • Failure to provide refresher training when equipment, processes or legislation changes	4A	[redacted]	2M
10. Student Behaviour, Access Control and Age-Appropriate Activities	• Uncontrolled stude[redacted]ess to kiln control panels, heat guns, blow torch[redacted] and chemical storage • Age-inappropriate tasks [redacted] younger students to elevated thermal, chemical or mechanical risks • Inadequate behavioural expectations leading to horseplay around hot or fragile equipment • Lack of clear rules for access to kiln rooms outside class time • Failure to consider individual behavioural or learning needs in planning higher-risk activities	3H	[redacted]	1L

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			[redacted]	
11. Manual Handling, Storage and Housekeeping Systems	• Unsafe lifting and carrying of heavy clay boxes, kiln shelves, moulds and artwork • Poor storage systems causing overreaching, awkward postures or falling objects • Excess clutter from materials and projects increasing slip, trip and impact risks • Inadequate systems for managing wet floors near sinks and clay preparation areas • Unplanned moving of kilns or heavy equipment without manual handling assessment	3H	[redacted]	1L
12. Personal Protective Equipment (PPE) Management	• Over-reliance on PPE instead of hi er order controls for kiln, chemical and heat-tool risks • Incorrect selection of PPE for thermal, chemical or particulate hazards present in art activities • Inadequate systems for distribution, cleaning and replacement of PPE • Lack of enforcement of PPE policies, particularly for occasional users or visitors • Failure to consider comfort and size ranges leading to non-use of PPE	2M	[redacted]	1L

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			[redacted]	
13. Emergency Preparedness and Response (Fire, Burns, Chemical Exposure)	• Inadequate emergency planning for kiln fires, electrical faults, gas leaks, burns and chemical exposures • Lack of staff confidence in using fire extinguishers, fire blankets and emergency isolation switches • Insufficient first aid resources for burns and eye exposures in art spaces • Emergency evacuation procedures not accounting for kiln rooms and specific art room hazards • Failure to notify and investigate incidents, leading to repeat events	4A	[redacted]	2M
14. Contractor, Supplier and Visitor Management in Art Areas	• Contractors working on kilns, ventilation or electrical systems without understanding local hazards and controls • Suppliers delivering heavy materials (clay, plaster, equipment) without safe access arrangements • Visitors entering kiln rooms or observing high-risk art activities without adequate information or controls • Lack of verification that external kiln technicians and service providers are competent and insured	3H	[redacted]	1L

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			[redacted]	
15. Documentation, Recordkeeping and Continuous Improvement	• Outdated or missing procedures for kiln operation, heat-tool use and chemical management • Inconsistent recordkeeping for maintenance, inspections, training and incidents in the art area • Lack of systematic review of risk controls following incidents, audits or regulatory changes • Inability to demonstrate compliance with WHS Act 2011 and WHS Regulations during inspections or legal proceedings	3H	[redacted]	1L

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work