

Potential Hazard Review

Chemical Hazards

- Inhalation
- Skin contact
- Absorption
- Ingestion

Physical Hazards

- Fire/explosion
- Flying object/struck by

Related Safe Work Practices

- Electrical Safety
- Hazardous Substances
- Housekeeping

Personal Protective Equipment

- Varies depending on task

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This Safe Work Practice (SWP) addresses the hazards of arts and crafts, and is organized into the following areas:

- A. General (applies to all situations)
- B. Hot Glue Guns
- C. Kilns
- D. Stained Glass

This SWP is dedicated to helping you avoid an injury or illness from known hazards and their consequences - Inflammation of the lungs, respiratory failure, burns, allergic reaction, dermatitis, irritation, overexposure, burns, laceration, cut, puncture, foreign object in eye, abrasion.

You are advised to follow these recommendations, read and follow this SWP and any related SWPs, complete any required or recommended training, and to obtain advice from a Qualified Person if you have any questions.

A Qualified Person is a person **designated** by the employer; and by reason of **training**, experience, or instruction who has demonstrated the ability to perform safely all assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

All tasks require that you:

- Use the equipment in accordance with the guidelines set forth by the manufacturer. This includes following all signs and labels, and reviewing any manufacturer's operating manuals.
 - If the instructions provided in the operating manual conflict with this SWP, then follow the instructions in the manual. The manufacturer's instructions prevail over this SWP.
- Review the safety data sheets (SDSs) for each chemical.
- Be trained on this SWP and those listed above as related. Training on SWPs must be completed before initial assignment. It is also recommended that you complete refresher training every two years.

A. GENERAL

1. Know the materials employed in your craft. Read labels and SDSs to identify potential health hazards and employ safety precautions as recommended.
 - Use only "asbestos free" talcs.
 - Use only "lead free" glazes.
 - Use only moist, premixed or liquid forms of pigments, glazes, and colorants. Powdered forms create dust issues in mixing and storage.
2. Use products that are appropriate for the individual users. Children in grade six and lower and adults who may not be able to read and understand safety labeling or directions should use only non-toxic materials.
3. Avoid products which are hazardous or invite misuse. "Super-glues" for example, should not be used in any case, as alternatives of much less risk are readily available.
4. Do not use products which have passed their expiration dates.
5. Do not transfer art materials to other containers if you will lose valuable safety information on product packaging.

6. Design and/or keep work areas well ventilated.
7. Acquire and use appropriate safety equipment when working with potentially hazardous materials, such as gloves, safety glasses, goggles, etc.
8. Store and keep potentially hazardous products out of the reach of children.
9. Do not eat, smoke, or drink while using art and craft materials.
10. Never use a product or equipment that you are not thoroughly knowledgeable in its hazards and safe use.
11. Never use products for skin painting or food preparation unless product labeling specifically indicates that the product is meant to be used in that manner.
12. Never put brushes, pens, pencils, etc. into your mouth when working with arts and craft supplies.
13. Keep work areas clean and avoid clutter on floors or work surfaces. Good housekeeping can help avoid spills, trips and falls, and reduce follow-up housekeeping.
14. Wear protective clothing, gloves, or eyewear and assure appropriate ventilation is available and operational as needed.
 - Assure gloves or clothing is impermeable to whatever product you are using. Disposable nitrile gloves will provide basic protection for incidental contact with many products; but product labels and MSDSs should be consulted.
15. Store and keep products out of reach of children.
 - Do not store large or heavy items on high shelves.
 - Assure shelving units are appropriately bolted down to walls or floors (earthquake fall prevention).
16. Launder work clothes frequently and separately, depending upon nature of materials used.

B. HOT GLUE GUNS

17. To avoid burns, avoid the use of glue guns if you can use an acceptable, safer alternate product (such as tacky glue, wood glue, etc.).
18. Inspect glue guns before use for intact electrical cording and proper function. Remove and take defective equipment out of service immediately.

19. Use smaller rather than larger glue guns, as they are often more responsive than larger ones and thus may reduce dripping and mess.
20. Prohibit use of glue guns for children in grade six and lower.
21. Assure glue gun stand is functional or other heat-resistant surface is used to rest the glue gun on during use.
22. Never leave a glue gun plugged in and unattended.

C. KILNS

23. Know your equipment. Read and understand instruction manuals.
24. Have operating instructions or manuals posted near the equipment or readily available nearby.
25. Install kilns only in areas where: there is no contact or close proximity to combustible materials, access to the kiln can be restricted, and appropriate venting and ventilation is present/available. Kilns should be placed on and around heat tolerant, non-combustible materials (brick, concrete, metal sheeting, etc.) only.
26. Inspect equipment before each use:
 - Electrical cord and connections in good condition (extension cords prohibited)
 - Safety and control devices operational
 - Absence of clutter or combustible material around equipment.
 - Required ventilation is installed and functions properly.
27. Identified equipment problems are corrected immediately, or the equipment taken out of service and tagged as such until appropriate repairs can be made.
28. Use proper safety precautions for handling powdered materials and heat sources.
 - Wear heat resistant gloves to handle products which are still warm. Do not remove materials in the kiln when they or the kiln are still hot. Let them cool first.
29. Kilns should only be fired when they are supervised by personnel trained in their operation and use. Firing any kiln during night, weekend, or any other unattended or unsupervised hours is NOT permitted. The use of a timer does not change this prohibition.
30. When kilns are in use, the area surrounding the kiln should be secured to prevent access or contact. A sign should be posted which reads, in general:

CAUTION: KILN IN USE! HOT!
DO NOT ENTER/ACCESS
Authorized Personnel Only

31. The kiln should be permitted to cool before accessing or removing materials inside.

D. STAINED GLASS

32. Eating, drinking and smoking in the area where work on leaded stained glass is occurring is prohibited.

33. Personal protective equipment should include:

- a. Long pants
- b. Closed toed shoes.
- c. Goggles (while cutting and grinding glass).
- d. Disposable “dust masks” and latex/rubber gloves are optional.

34. Store flammable or poisonous chemicals (e.g. solder, flux) in a ventilated cabinet.

35. Handle sheets of glass with both hands, and do not pick up by the corner.

36. Use an air purifier while soldering.

- a. Replace the filters as recommended by the manufacturer.

37. Clean up:

- a. Dispose of unused lead came pieces into a marked container. These can be disposed of when full (see the Hazardous Substances SWP for how to handle waste).
- b. Do not dry sweep or vacuum.
- c. Use wet paper towels to wash the work area. Do not use re-usable sponges.

38. Wash hands well when done working.

For any questions, please contact EHS at 415-831-2780.