



## Safe Operating Procedures

SOPs are designed to help employees identify hazards, limitations, PPE, & safety training for specific equipment/tasks.  
Environmental Health and Safety, 414 J.M. Smith Hall

	<b>Equipment/ Task Name</b>	Operating Potter's Wheels
	<b>Departments Impacted</b>	Art & Architecture Department
	<b>Purpose</b>	A potter's wheel is a machine used in the shaping of round ceramic ware. The wheel may also be used during the process of trimming the excess body from dried ware, and for applying incised decoration or rings of color.
<b>TASK</b>	<b>HAZARDS</b>	<b>CONTROLS</b>
<b>1. Inspect work area.</b>	Slip, trip, and fall hazard.	Make sure the floor of the work area is free from materials, cords, equipment, and debris.
	Electric shock hazard.	Visually inspect the cord to make sure it is in good condition.
<b>2. Place clay on the center of the wheel head.</b>	Slip hazard.	<ul style="list-style-type: none"> <li>Clean up all spills immediately.</li> <li>Place the clay bucket near the potter's wheel to minimize spills.</li> </ul>
	Accidental start hazard.	To prevent accidental starting, make sure the potter's wheel is turned off.
	Overexertion hazard.	Position your body around the potter's wheel, keeping elbows in and not over-exerting or slumping your body over the work.
<b>3. Turn on the power switch.</b>	Electric shock hazard.	Do not operate any switches with wet hands, as this may cause electric shock.
	Entanglement hazard.	Tie back hair and do not wear loose clothing.
	Eye injury hazard.	Wear safety glasses or goggles to prevent clay from getting into the eyes.
<b>4. Change the direction of the wheel head.</b>	Projectile hazard.	Only use the change of direction switch when the wheel has come to a complete stop to prevent projectile hazards.
<b>5. Stop the potter's wheel.</b>	Repetitive muscle strain hazard.	Step the foot pedal all the way down to stop the wheel. Practice stretching exercises to minimize hazards associated with muscle strain.
	Accidental start hazard.	To prevent accidental starting, make sure the potter's wheel is turned off.
<b>6. Clean up the potter's wheel and work area.</b>	Entanglement hazard.	Before cleaning the wheel with a damp cloth, make sure it is turned off.
	Slip, trip and fall hazard.	<ul style="list-style-type: none"> <li>Sweep the floors and clean up any spills.</li> <li>Remove all materials from the floor of the work area.</li> </ul>
	Back injury hazard.	Use proper lifting techniques when handling materials.



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Required Training:		Required Personal Protective Equipment (PPE)			
1. Operating a potter's wheel.		1. Safety glasses			
SOP ID	A013	Related Documents	<a href="#">Art Shop Manual</a>	Creation/Revision Date	11/2018

Suggestions, questions, or comments? Please contact EH&S