

# Health and Safety Induction



**NATIONAL  
SCULPTURE  
FACTORY**



## BEFORE COMMENCING WORK AT THE NSF:

- All artists must read and sign NSF Safety Statement and NSF Licence Agreement. These documents must be read and agreed upon with the technical manager.
- All Artists must provide their own Safety Statement to the technical manager.
- All residents of the National Sculpture Factory must undertake a health and safety induction with the Technical Manager.
- For health and safety, and insurance reasons all NSF residents and assistant staff must sign up for annual membership of the NSF.

# Artist's Personal Protective Equipment

- PPE, as below, must be worn on the factory floor.
- Dust Protection and breathing apparatus must be worn where appropriate.
- Eye and ear protection must be worn where appropriate
- Goggles which completely enclose the wearer's eyes must be worn when working with chemicals.
- Steel toe cap boots are mandatory.



Hard hat



Eye protection



Dust mask



Ear protection



Protective  
clothing



Face Shield



Gloves



Safety footwear



Harness



Welding mask

# Equipment

- Equipment brought to site must be in good order, and artists must be suitably experienced to bring same equipment.



# Noise Hazards and Welding Areas

- Advise other studio-holders before you commence loud work.
- Be vigilant when noise level is high.
- When welding, be sure to screen off work-area for the safety of others.

# Incident and Near Miss Reporting

**All Accidents, Incidents & Near Misses must be reported immediately to Technical Manager**

- All incidents will be investigated and prevention methods installed to prevent recurrence.
- Remember if you do not report it immediately we won't be able to improve our processes.

# Keyholder Policy

- Only those resident for a duration of one month or more will receive a key to the factory.
- Studio Holders of a period of 1 month or more have access: Monday – Saturday from 7.30am – 10.00pm.
- Studio Holders of less than one month may only access the factory when staff are present, Monday-Friday 9.30-17.00.
- Any exemptions to this must be discussed with the technical manager



# Security and Opening/Closing Procedure.

- The technical manager will provide all residents with Alarm Procedure and codes on induction.
- Lock-Up:
  - Ensure all lights and heaters are off.
  - Close all fire doors on Mezzanine Level
  - For H&S and security reasons please ensure you are the last person to exit the building.
  - Opening and closing times are fixed for security reasons, entry to the factory outside of the agreed times may set-off the security alarm and residents may incur a charge.
- All artists working on floor with a resident, including technical crew and assistants must be introduced to and approved by the technical manager and must sign up for membership.
- Rear doors to be closed at 5pm.
- All cars to be removed by 5pm as NSF cannot guarantee cars will not get locked in.



# Fire Extinguishers

## Fire Extinguishers are located:

- Two near front door in the kiln area.
- Two in woodwork area
- Two mid-way centre aisle
- Two at rear of factory on centre aisle



# Fire Extinguishers

## KNOW YOUR FIRE EXTINGUISHERS LABEL COLOUR CODES

WATER	DRY POWDER	CO <sup>2</sup> CARBON DIOXIDE	AFFF FOAM	VAPOURISING LIQUIDS BCF/HALON
✓ SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC. 	✓ SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC. 	✓ SAFE FOR USE ON FLAMMABLE LIQUID FIRES 	✓ SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC. 	✓ SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC. 
 DO NOT USE ON LIVE ELECTRICAL EQUIPMENT	✓ SAFE FOR USE ON FLAMMABLE LIQUID FIRES 	✓ SAFE FOR USE ON ELECTRICAL FIRES 	✓ SAFE FOR USE ON FLAMMABLE LIQUID FIRES 	✓ SAFE FOR USE ON FLAMMABLE LIQUID FIRES 
 DO NOT USE ON FLAMMABLE LIQUID FIRES	✓ SAFE FOR USE ON GASEOUS FIRES 	 DO NOT USE ON WOOD, PAPER, TEXTILES ETC.	 DO NOT USE ON LIVE ELECTRICAL EQUIPMENT	✓ SAFE FOR USE ON GASEOUS FIRES 
 DO NOT USE ON FLAMMABLE METAL FIRES	✓ SAFE FOR USE ON ELECTRICAL FIRES 	 DO NOT HOLD HORN WHEN OPERATING	 DO NOT USE ON FLAMMABLE METAL FIRES	✓ SAFE FOR USE ON ELECTRICAL FIRES 

ONLY TACKLE A FIRE IF YOU ARE TRAINED TO DO SO  
AND ARE NOT PUTTING YOURSELF AT RISK BY  
DOING SO!!!

# First Aid Kits

- First Aid Points are located at the front and back right of the Factory floor.



# Assembly Points

- In case of fire/ emergency the designated Assembly Areas are:
  - The main entrance of the office Building
  - The rear of the National Sculpture Factory Yard.

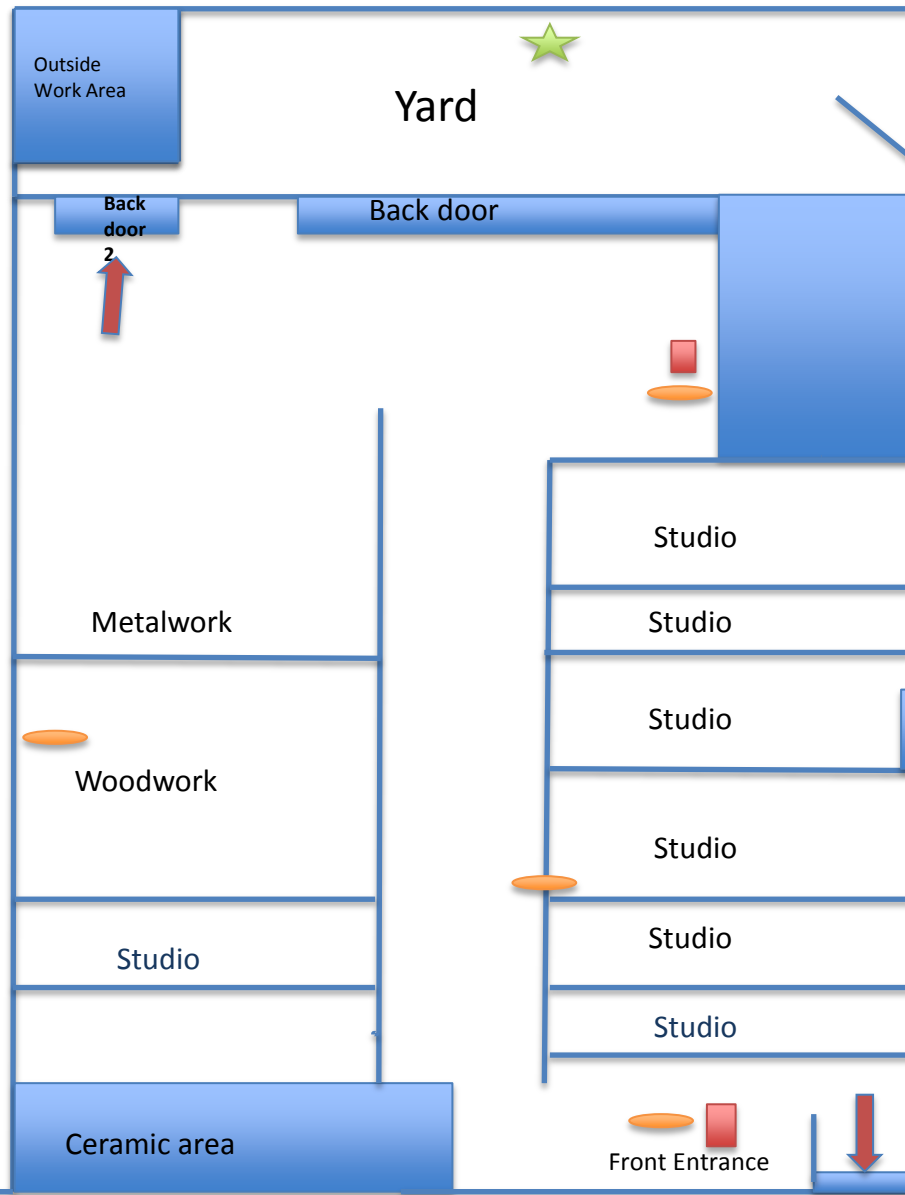


- Emergency Contact: Donal Dilworth **086 8727441**

# Emergency Contacts


- Emergency Contact: Donal Dilworth 086 8727441
- South Infirmary: (021) 492 6100
- Anglesea Street Garda Station:(021) 452 2000
- Fire Station: (021) 496 6333

# Factory Floor Plan



Key:

 = First Aid Kit

 = Fire Extinguisher

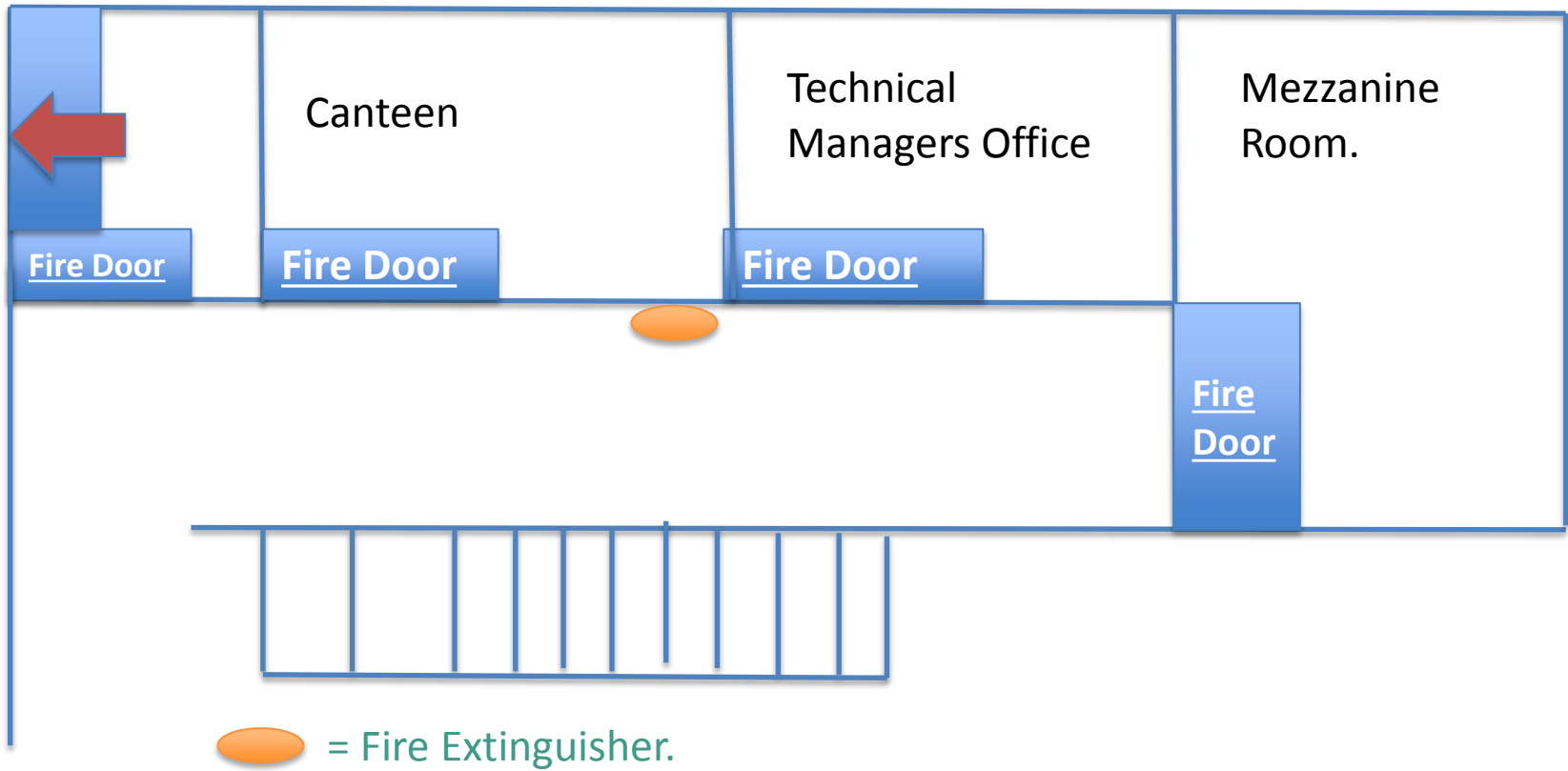
 = Assembly Point

 = Fire Exit

Office



## Mezzanine Level



# Equipment Safety

The equipment listed below is locked at all times. Permission to use this equipment must be agreed and arranged with the Technical Manager:

- Guillotine
- Overhead Crane
- Table Saw
- Chop Saw
- Rollers.

Artists will be allowed to work with machinery, tools and equipment only when the technical manager deems they are skilled and capable of doing so safely.

Equipment faults or deterioration must be reported immediately to the technical manager to enable us continually improve our studios.



# Kiln Policy

- Use of Kilns is organised and agreed upon in conjunction with Technical Manager.
- Kilns are locked during all firings.
- Kiln Contract Firing Form must be signed

# Other Facilities

- The Canteen and Mezzanine are common areas; please keep them clean, tidy and free of hazards.
- Disabled Toilets are located at the rear right of the factory.