

LMCS POTTERY INDUCTION CHECKLIST



- Ensure general induction is completed.
- Safety first – discuss hazards, these items are covered in more detail in the Pottery SWP (available online).
- Silica in clay and raw elements in dry/powdered glazes.
- Faulty equipment, report to Supervisor.
- **Do not** touch the kiln unless trained and authorized.
- Explain general process – buying clay, use of PB103, hand building and wheel throwing, bisque fire, glazing, glaze fire and pricing.
- Show Plus One and Area Owners posters. Explain the importance of cleaning and tidying up (all areas).
- Explain the sinks (different uses) and that glaze equipment is to be washed outside. Hose is under the sinks.
- Add member(s) to WhatsApp (Anna Earnshaw will approve).
- Provide a printed brochure **if desired** (consider the environment). Documents are also available online.

System Updates

- Email membership@LMCS.org.au with member name and phone number (or member number if available).
- Add member to Pricing App (if they have a member number):
<https://www.lakemongershed.org.au/addmember.html>
- Demonstrate how pricing works.