

Firestation Print Workshop Induction Procedure 2026



SUPERVISOR.....

INDUCTEE.....

Supervised Access Session \$90 PAID? YES / NO

Read the FPS Users Manual YES / NO

1 hours OH&S & 2 hours print observation

On completion of the required 3 hours Supervised Access Session and when using the workshop independently, a new member may only use those print processes supervised during their Supervised Access Sessions. For example, if a new member printed using one drypoint and linocut processes during their Supervised Access Sessions, then they are authorised to use only those same processes independently upon completion of those sessions. Failure to observe this workshop rule will result in an immediate ban from the Print Workshop.

Studio Access prices information for successful inductee:

Single session access - \$38.50 per day / concession - \$27.50 per day

10 session access - \$325/ concession - \$220

6 month access - \$550 / concession - \$363

Please tick all issues covered during your sessions to confirm understanding of each, If you are unsure of any points made below please refer to your supervisor for clarification.

Issues	Tick
The light switches, power sockets, heater, the location of fire extinguishers , floor plan and exits	
Log Book , sign in and out, date, time and phone number	
LIFE DRAWING CLASSES - do not enter via push button door into back studio on Tuesday nights during Life Drawing (5pm - 9pm) Arrive before 5pm.	
Kitchen, Bathroom and Parking facilities	
<p>The Acid Room and all of its Health and Safety requirements (all new members MUST be shown the procedures relating to what to do in case they come into contact with acid:</p> <ul style="list-style-type: none"> ● The location of protective clothing (Goggles, Aprons, Gloves and Visor). ● Correct use of sinks (Right sink for Acid only, and the left only for washing) ● The procedures relating to coming into contact with acid (I.e. placing one's head between the two taps of the Eye-Bath for a solid 20 minutes). ● Ferric Chloride Acid Bath is for copper plates ONLY ● Red metal bin in the Acid Room is for oiled, flammable cloths 	

<ul style="list-style-type: none"> ● Smoking of plates can be done in the acid room above the flammable cupboard, Tongs are hanging to hold the plate in place. A board must be placed over the window when smoking and paper or a towel put on top of the cupboard to catch any wax. 	
<p>Use of Other Chemicals:</p> <ul style="list-style-type: none"> ● No solvent (Turps or Metho) in the workshop Solvents CAN be used in the Acid Room under the exhaust fan or just outside back door on the bench near the bins ● SPRAY PAINT can be used outside, there is a cardboard box in the acid room to stop the spray dispersing. Alternatively this can be done in the sink under the exhaust fan, newsprint or newspaper should be used to contain the spray paint. ● The Flammables cupboard in the acid room is for FPS materials ONLY and any materials brought in by members should be taken away once they have finished printing. 	
<p>The Presses:</p> <ul style="list-style-type: none"> ● How to adjust each of the rollers ● The position in which the bed should be left on completion of use (I.e. the roller off the bed. The Norris Press - Blanket wedge ● Cleaning the acetate ● Drying of the roller and bed, MUST be completely dry to prevent rust. 	
<p>Printing Blanket:</p> <ul style="list-style-type: none"> ● The location of the blankets ● Size of the blanket should be bigger than the plate/block. Blankets are all labelled with the press number they are cut for. ● No sharp edges or too much pressure. Use Newsprint to prevent ink getting on the blankets ● Contact the Firestation manager to discuss replacement or washing in the event of marking or ripping of blanket 	
<p>Hot Plate:</p> <ul style="list-style-type: none"> ● How to turn on and off ● Ensure it is not on too high a setting ● Do not leave too hot 	
<p>Cleaning:</p> <ul style="list-style-type: none"> ● Ecowash in the spray bottle and Windex provided ● Clean work bench and press thoroughly after use ● Empty green bins in the workshop into the council bins ● Paper with ink cannot be disposed into the recycling bins ● Wipe the floor if wet to ensure safety for others ● Sweep mess near your area. ● Antiseptic spray your bench and wheel (pink spray) ● Clean where you have been 	

<p>Drying Racks and Boards:</p> <ul style="list-style-type: none"> ● Leave your name, contact number and date of collection with your prints ● Treat other members' prints with care and respect, though all prints are left at the owner's risk 	
<p>Paper Bench:</p> <ul style="list-style-type: none"> ● The table next to the Middle Press is for paper ONLY. No inky paper, plates or similar materials may be placed here. 	
Store away large bags/items and valuable personal belongings	
<p>Minor Issues:</p> <p>Leave a message under the office door if outside office hours, and send an email.</p>	
Incident Report Forms are used to report incidents or disputes	
<p>Hazard or Emergency:</p> <p>Call 000 and or the Police Station on (03) 9520 5200 Security Phone no: National Protective Services ph. 1300 659 800 City of Stonnington Maintenance ph. 0410 504 994</p>	
The Key System: Functions (code etc.) and rules	
<p>The Bookings System:</p> <ul style="list-style-type: none"> ● How to book a time ● How to pay for it (passes): Contact info required- name, time, contact number, press required 	
<p>The Exiting Checklist</p> <ul style="list-style-type: none"> ● Refer to the list on the glass door ● Refer to Members Folder near the 'sign in' book ● Don't forget to sign out 	

Date Complete: _____

Inductee Name: _____

Address: _____

Process: _____

Contact No: _____

Email Address: _____

Test **PASSED / FAILED**

In Signing this form I acknowledge I have read and understood the requirements of the code of conduct and members manual and abide by the rules and regulations of the studio.

Signature of Supervised Access Inductee:

Signature of Supervised Access Supervisor:

Please return to the office for filing. Thank you