

POTTERY STUDIO RULES AND SAFETY GUIDELINES

Everyone using the studio must cooperate in maintaining the studio and following the procedures outlined in this guide to keep the program functioning smoothly.



HEALTH AND SAFETY RULES

1. When chemical purchases are made approved products (AP) must be considered as a priority. Avoid purchasing cautionary labeled (CL) materials and dry chemicals.
2. Only premixed glazes may be used in the studio.
3. Read the material safety data sheet (MSDS) for hazardous materials that you use.
4. All chemicals must be labeled with the name of the substance, required hazard warnings and the name of the manufacturer.
5. Shoes must be worn in and around the studio, (no open toe shoes).
6. Cover all open cuts, especially on your hands and wear gloves when working with hazardous materials.
7. When working or storing work, do not block doors and passageways.
8. Children are not allowed access into the studio.
9. No eating, drinking or smoking in the studio.
10. All spills should be sponged / mopped up immediately. A wet floor is a safety hazard.
11. Hair must be tied back and loose clothing must not be worn that might be caught in revolving parts / machinery.
12. Wash your hands with soap and water before leaving the studio.



CONDITION OF ROOM

1. The room is scheduled to be mopped (NEVER swept) once a week by a janitorial service. Further cleaning is necessary after each class to keep the room clean in between.
2. Tables are to be wet wiped clean, wheels cleaned after use and walls next to the wheels cleaned of splatter.
3. Clay scraps to be deposited in appropriate bin or in slip containers, do not mix high fire clays with low fire clays.
4. Throwing slip must not be poured down sink drain, put slip in appropriate pail.
5. Shelves are to be marked for
 - a. works in progress
 - b. drying
 - c. kids clay
 - d. hand-building, etc.
6. Sinks should be wiped out and counters wiped off and dried. Do not leave tools or equipment in sink area.



WHEELS

1. Wheel heads and pans will be cleaned after each use.
2. Floor around wheel areas must be cleaned of any splatter or water.
3. Wheels are to be turned off after each use.
4. Masonite batts are to be cleaned for the next use and returned to proper use.
5. Large plaster batts are to be stored on the bottom shelf of the rolling carts.
6. Do not wash off plaster batts, let dry and scrap off.
7. Batts pins are to be stored in a plastic container on the window sill.
8. Rectangular plaster batts are to remain on top of the rolling cart for throwing scraps.



GLAZING

1. Glazes must be applied by brushing or dipping. Spraying, air brushing and dusting is not permitted.
2. Proper instruction of students in using glazes to prevent contamination of glazes.
3. Check pieces to make sure glazes are wiped on bottom before loading in kiln and that they are not over glazed.
4. Clean up glaze area when finished. Rinse all brushes, bowls, pouring cups, stirrers, and etc. in the large bucket at the end of the glaze table.
5. Check to ensure that glaze names on lids match their buckets.
6. Encourage students to have their own set of brushes to avoid glaze contamination.
7. Inform the instructor or studio manager if the glaze bucket is empty or low.
8. Make certain all the equipment is thoroughly cleaned of glaze before returning equipment to proper storage area.
9. Wet wash table tops.



KILN

1. Pottery Instructors are responsible for firing their students work, unless arrangements have been made, do not fire other students work.
2. Instructors are to schedule firings; a firing schedule should be posted.
3. The kilns ventilation must be switched on during the firing process to release gases and fumes to the outdoors.
4. Looking into the glowing kilns is not permitted.
5. Shelves and furniture will be stacked neatly in the appropriate places after firings.
6. When kilns are not in use, leave the lids open.
7. Students are not allowed to load, unload or operate kilns.
8. All firing should be done at night. Glaze items should be fired in the more efficient kiln. Bisque firing should be done in the older kiln.



CLAY

1. Only premixed clay may be used in the studio.
2. Hand grinders and Dremel tools must be used to remove dripped glaze from pottery. Bench grinding is not permitted. Use a wet grinding wheel if one is available.
3. All grinding (except wet grinding) must occur outdoors and eye protection must be worn.
4. Finished ceramic ware must be appropriately labeled if it cannot be used for food use (leaching).
5. Boxed clay is stored in the locked cupboards and storage room.
6. Students are to purchase clay only from the Art Center for classes. No one is allowed to bring in clay of any kind.
7. There is no outside work fired at the art center. Only work from enrolled students is to be fired.
8. Students are not allowed to operate the pug mill.
9. Empty clay boxes are to be broken down and taken to trash bin.
10. Follow instructions when using the slab roller; ensure loose clothing and hair will not get caught; keep fingers away from roller.



CLOSING PROCEDURES

1. Check all faucets are fully turned off.
2. Check that wheels are turned off.
3. Check that the back Emergency Exit is secured closed.
4. Turn thermostat up to 80 degrees.
5. Check that all equipment is in their proper places, and tables are wiped and glazes are covered.
6. Turn off lights and lock the door.



INSTRUCTORS

1. Instructors must be member of the Art Center.
2. Instructors must successfully complete Ringling's environmental health and safety training.
3. Instructors must educate the students for the chemical and physical hazards relevant to the studio and the relevant controls.
4. Instructors must ensure students understand the studios rules and safety guidelines and sign them to abide by them.
5. Instructors coordinate schedules with the administrator.
6. Instructors are responsible for the condition of the studio.
7. Be prompt for classes; let the administrator know ASAP if there are any problems.
8. Instructors may not use the studio for their own uses.

9. Instructors are given reclaimed clay for demonstration purposes. Those pieces are the instructors' property.
10. Instructors are to reclaim the clay in the pug mill.
11. Instructors are to teach students to be responsible for returning tools and respecting the Art Center's Equipment.
12. Notify studio manager of supplies to order.
13. No donations of equipment or chemical to the studio can be accepted without approval from the Center Manager/Director.

I have read these rules and safety guidelines; I understand them, and I agree to abide by them.

Name

Signature

Date