

## Ceramics Studio Health & Safety Policy

Students working in the Ceramics studios need to abide by the following health and safety guidelines. All students using the ceramics studio will meet with their instructor at the beginning of the semester to review health and safety guidelines. To be granted the privilege of using this facility you are required to be familiar with and to observe, these safety regulations governing its use. Violation of any safe working methods may cause the loss of privilege or disciplinary action.

1. Good housekeeping, cleaning and orderly work areas and equipment are fundamental to accident and fire prevention. Assigned work areas and equipment are to be cleaned and placed in order by each user at the end of each work period.
2. You are not to operate machinery to which you have not been trained or assigned. You will be trained in the use of potentially hazardous equipment.
3. Studio facilities may not be used after class time in the evenings or on the weekends if the studio monitor, or their delegate, are not on duty. After hours the shop must be supervised by a studio monitor/worker. If a studio monitor is not to be found the ceramics faculty must be notified.
4. Do not bring friends, family or children into the studio for extended periods. It is disruptive to others as they work in our limited space, and causes safety concerns. Guests are also prohibited from using studio equipment (i.e. wheels)
5. All accidents, including minor scrapes or cuts, should be reported immediately to the ceramics faculty or studio monitor.
6. Eye protection should be worn at all times when it is appropriate. Clay mixing, glaze mixing using the grinder or breaking bricks all require eye protection.
7. Jewelry, ties and clothing, which, in the opinion of the studio monitor or faculty, seem hazardous, must not be worn while working on the potter's wheel, using kilns or making clay. Close toed shoes are required, no sandals in the ceramics studio. Long hair should be tied back when operating machines with moving parts.
8. Clean-up of work areas should be done with a wet sponge twice. Avoid sweeping in the ceramics studio as it raises dust that will remain air born for days. Water is the best solution for cleaning. Be aware of floors that may be slippery.
9. Dust masks must be worn when making clay or glazes. Rubber gloves should be worn when making glazes that contain heavy metals.
10. No Smoking or drinking in the ceramics studio. Do not come to the ceramics studio or the kilns, or operate and equipment if you are under the influence of

alcohol. This presents a very dangerous situation. Violation of this rule results in an immediate loss of privileges and severe disciplinary action.

11. If you have allergies or are pregnant please inform your instructor. Working in the ceramics studio could be hazardous to your health.
12. No eating food in work areas.
13. All containers must be labeled or they will be discarded. All glazes in the glaze room are to have a computer-generated label with a list of ingredients and a description of the glaze and fired test tile. You are not to make personal glazes and keep them in the glaze room. Always check with an instructor before making glazes.
14. No work left on common tables overnight. If it is left it will be discarded the next morning at the start of class.
15. No firing of kilns unless you have been checked out for safety and trained by the ceramics faculty. All kiln firings must be approved by the faculty and utilize the firing schedule. Initials from a faculty person on this schedule are required. Firings that commence without approval will be shut off and result in an immediate loss of firing privilege
16. Kiln logs must be kept for all firings. No kiln log will result in the firing being shut down.
17. All artwork must be labeled.
18. The First aid kit is located next to the phone.
19. If there is an accident in the studio, notify your instructor, studio facilities coordinator or the Art department office in Tyler 202B right away. For an emergency situation or injury, contact University Police 315-312-5555 immediately. (police@oswego.edu)

### SPRAY BOOTH

1. Exhaust fan on.
2. Mask worn.
3. Air pressure set to a minimum.

### Glazing

1. Ventilation system on.
2. All glaze materials must be kept in the glaze area.
3. No dry sifting of materials unless it is in the spray booth or outside.
4. Masks and gloves should be worn if using heavy metals.
5. Glaze area should be kept clean.
6. If you have questions about a glaze ask your instructor.
7. Glazes should stop ¼” – 1/8” from the bottom of a piece. All pieces should be “dry footed”, no glaze on the bottom.

### Clay Making

1. Permission must be obtained from an instructor
2. Clay must be made during your class time.
3. Exhaust fan must be on and a mask must be worn.
4. Hair should be tied back.
5. Raise as little dust as possible.
6. All mixers should be cleaned after each use, mixing room floor must be hosed down each time clay is made,
7. Pug mill should be covered with plastic.
8. Empty clay bags should be taken to the dumpster.

### Clay Mixers

1. NEVER put your hands into a running clay mixer or pug mill. If the lid is opened and the mixer does not immediately shut off and instructor should be made aware immediately.
2. NEVER use a clay mixer without complete instruction by the faculty.

### Potters Wheels

1. No Bare feet or flip-flops. Close toed shoes at all times.
2. Flywheel must be stopped before getting on and off.
3. Wheel must be cleaned after each use.
4. Do not get electric wheel foot controllers wet.
5. Electric wheels should be turned off after each use.

### Kilns

1. Permission and initials on the kiln schedule must be obtained.
2. Gloves must be worn when checking the kiln or removing a spy brick
3. When kiln is unloaded all shelves must be cleaned, rewashed and bricks stacked neatly in the appropriate place.
4. A faculty member must check you out for safety before using a kiln of any kind.
5. When looking into a hot kiln eye protection must be worn.
6. The instructors will cover specifics of each kiln.

### Pottery Etiquette

1. Clean the wedging table after each use.
2. Clean the wheel after each use.
3. Bats and wear boards should be returned after they have been used.
4. Molds must be stored in the appropriate place.
5. Clay must be kept in lockers or in designated areas.

6. When pieces are completed they should be put in the green ware area to be bisqued.
7. Plaster is to be kept separate from wet work areas. You may only use plaster in the designated areas.
8. Do not move or disturb other people's artwork. If something needs to be moved, ask an instructor.
9. In general, leave your work area cleaner than you found it and be considerate of others.

I have read and understand the Ceramics Studio Health & Safety Rules. I understand practices with hand and power tools and chemicals and materials can be dangerous and can pose a serious risk of injury. These rules have been established as a guideline to insure the safety of all who use the Ceramics Studios. Failure to complete all required safety trainings and follow these rules or subsequent instructions by instructors or staff will result in the loss of some or all studio privileges.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Class \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_