

STUDIO SAFETY RULES & REGULATIONS

General Studio Rules

- Studio users of Woodhaven Glass must complete and sign an Emergency Contact Sheet, a Liability Waiver, and receive approval from Management before being allowed to rent time in any area of the studio.
- Anyone between the age of 11 and 15 must be accompanied by a parent or legal guardian and they must sign a Liability Waiver.
- Anyone between the age of 15 and 18 must have a parent sign the Emergency Contact Sheet and Liability Waiver to participate in studio activities.
- Any students will only be allowed to participate in any classes at the discretion of management.
- Smoking, vaping, or drinking alcoholic beverages are not allowed in any area of the Woodhaven Glass studio.

Attire

- The correct eye protection is required when working in any area of the studio. If you do not have eye covering, Protective eye wear will be provided by the studio.
- Appropriate clothing should be worn at all times when working in any area of the studio, e.g. no flammable fabrics such as polyester or rayon in the hot shop. Long sleeve shirts are recommended.
- Appropriate footwear is required when working in any area of the studio; shoes must have closed toes and backs.
- If you have long hair you must tie it back when working in any area of the studio.
- Bandanas will be provided by the studio to each student.

Safety and Security

- In the event of a fire, please leave the building immediately through the nearest available exit and report to the technician at the designated safety zone outside the building. Please familiarize yourself with the posted maps.
- All accidents, no matter how minor, should be reported immediately to a staff member or Studio Technician and the Accident Report Form completed.
- The use of personal music systems and/or headsets (e.g. ipods) is not permitted while working in the studio.
- Audible music is allowed in the studio only by permission of the Studio Manager. Music is only allowed to be played from a central music system and as a comfort to all studio users, if there is an issue by ANY studio user with the volume or type of music being played the studio manager reserves the right to not allow music in the studio for the day.
- Any broken and/or defective equipment should be reported immediately to the Studio Technician. Repairs should not be attempted unless authorized by the Director of Operations.
- Do not leave valuables unattended. The Woodhaven Glass Studio is not responsible for theft or damage to personal articles or work left in the facility.
- No toxic chemicals are allowed in the studio. For clarification on toxic materials please see the Studio Manager.

Conduct

- The studio floor should be kept free of obstructions. Do not leave tools, work pieces, or personal items in places where they could create hazards to the movement of people in the studio.
- Workspaces should be kept clean and tidy while working. On completion of projects or classes there is a mandatory clean up that will be approved by the Studio Manager or Studio Technician, prior to vacating the studio/space utilized for the project/class.

- Access to any area of the Woodhaven Glass studio will be denied to anyone under the influence of drugs and/or alcohol.
- Abusive or violent behavior will not be tolerated and The Woodhaven Glass Center reserves the right to cancel the participation of any individual who is considered to be a danger or who exhibits unacceptable behavior towards any staff or students.

Eye Protection

- The wearing of suitable hot shop eye protection is a requirement at all times when working with hot glass. Shade 2.0 or 2.5 is recommended, as long as the shade doesn't impede the user's vision in normal studio usage, i.e., if the shade of glasses prohibits the user's sight when not looking at the furnace/glory hole. Flipping eyewear onto the top of one's head is not an acceptable alternative. Prescription eyewear qualifies as eye protection, although side shields are highly recommended while in the studios. Eye protection will be provided by Woodhaven Glass if you do not have any.

In the Studio

- All work unloaded from annealers will be placed on the studio shelves. All work must be removed from the shelves within 7 days of being removed from the annealer. After 7 days, remaining work will be destroyed or recycled without notice.
- No wax is allowed on the marvers. Tools with wax on them must not be placed on the marvers.
- No fluids OR containers holding fluids of any kind (water bottles, coffee cups, cans, bottles, etc.) are allowed on the marvers at any time.
- Water soaked shaping tools (paper, paper marvers, etc.) shall not be permitted on unprotected marver tables.

- All powdered glass must be in sealed containers and no open-air sifting of powders is allowed.
- Cleaning in the studio includes: emptying water buckets, pipe break off, (please recycle clear into recycling container – DO NOT empty hot glass into any other dumpster except “glass only” dumpster) returning tools and equipment to proper areas.
- The job of modifying any studio controller or computer is the responsibility of the Woodhaven Glass Center staff and shall not be allowed by any studio users.