

# METALS STUDIO SAFETY & USE PROCEDURES

*Failure to adhere to these rules, or disrespect given to instructors, monitors, students or staff will result in the inability to use the studio during Open Studio times, in addition to other penalties determined by your instructors, or the department chair.*

The following Studio Safety Policies are applicable to metals studio classrooms collegewide, and are in addition to the [Campus-wide General Art Studio Safety and Use Policy](#).

## PERSONAL SAFETY

**Note:** *It is advised to be up-to-date on your tetanus shots.*

- **No open-toed shoes are permitted in the studio.**
- Tie back hair, roll up sleeves, tuck loose clothing, and remove dangling jewelry.
- Do not wear gloves with any rotary machines
- Speak with your instructor before using any equipment if you have any health issues and/or are using medication that impairs your balance, vision or concentration.
- **Safety glasses** must be worn at all times at all times in the studio.
  - **The Eye Wash Station** is located by the sink. If you have gotten a chemical in your eye, rinse your eye out until a medical team has arrive, or for 15 minutes.
- Filtered face mask (dust mask) must be used any time your work, or someone near you, is producing dust.
- **Ear protection** must be worn when loud sounds are being produced.
- Always wash hands before consuming any food, after you have been in the studio.

## TOOL AND MACHINE SAFETY

- All machines, tools, chemicals and studio equipment must be used as instructed, and **can only be demonstrated by your instructor.**
- You are required to take notes when you are being taught a new machine/tool.
- Do not use equipment on for an operation that it was not intended for.
- Work only at operating speeds.

- Make all adjustments to standing machines with the power off. Make all adjustments to hand power tools with the cord unplugged.
- When turned off, allow each tool to coast to a stop; never force an object into moving parts to stop a machine.
- Never remove material from around a machine's working parts before it has come to a complete stop.
- Do not leave a machine running unattended; make sure all moving parts have stopped before you leave the work area.
- Do not use any equipment you feel nervous to use. Ask your instructor for help if you don't know or can't fully remember how to use a machine.
- Do not talk to people when they are operating equipment.
- Broken tools or machinery, and/or any loose parts, should immediately be reported to the Instructor during class, or the Studio Monitor during Open Studio.

## TORCH SAFETY

- Torches must be lit as demonstrated by instructor.  
**Lighting:** Open the **Gas Line**, Ignite the flame, open the **Oxygen Line**.  
**Extinguishing:** Close the **Oxygen Line**, close the **Gas Line**.
- Torches can only be lit using a studio striker.
- Lit torches must always be held in the hand.
- Never wear rubber gloves when using torches.
- Students are not allowed to touch the gas tanks, or lines.

## CHEMICALS, FUMES AND DUST

- Only use chemicals that have been introduced to you by an instructor.
- The use of materials that give off noxious or toxic fumes is prohibited.
- Exhaust fans or dust collectors are to be turned on before using torches, machines or chemicals.
- Label all chemicals you mix or use with: chemical name, date, and your name.
- Dispose of all chemicals, as instructed and after each use.
- Never pour chemicals down the drain.
- Never put hot objects in the Pickle baths.
- Do not let any chemicals come in contact with your skin, wear rubber gloves, or use tongs when appropriate.

**\*Some materials are banned in the shop, e.g. leaded solder, leaded enamels, and a variety of other materials and chemicals.**

## GENERAL STUDIO PROTOCOL AND TOOL CHECK-OUT SYSTEM

- Students are not allowed to work in AR302 while another class is in session. Once your class has met for the last time, you are not allowed to use the studio.
- You must be respectful of the classroom community. This means talking quietly and using respectful and professional language.
- NEVER USE a red handled hammer unless you are shown explicitly how to use it.
- Check the “Lost and Found” box. Anything left behind will be placed there.
- No metals should be thrown away. Please put any scraps in the appropriate bin.
- Enamels will be available as a check-out tool, and can only be used by students who are currently enrolled in an enameling class.
- The black Tool Cabinet is filled with tools that are shared by all students. Students must sign out any tools from this cabinet that they use during class.
- **TOOL CHECK-OUT PROCEDURE:**
  1. Find the tool that you need in the cabinet.
  2. Write your name, the name of the tool, and date on the tool check-out form.
  3. When done, place the tool back where you found it.
  4. Ask the instructor or Studio Monitor to initial the check-out form it has returned.

## CLEAN UP RESPONSIBILITIES

**Dirty and cluttered work areas create avoidable hazards.**

- Students are responsible for cleaning machines they use and the surrounding area.
- Always remove your materials from the common areas.
- Flux: Always rinse the flux brushes and any flux left on any surfaces.
- When using plaster, clay or cement, pour excess in the garbage, and rinse containers in the designated rinse bucket. Not in the sink!
- Everyone is expected to do a final clean up after themselves EACH CLASS and after any OPEN STUDIO work session.
  1. Sweep and wipe down with a damp rag all surfaces of your work bench.
  2. Turn off Flex Shaft.
  3. Complete your assigned clean-up task.

4. Inspect and return all tools.

## OPEN STUDIO RULES AND PROCEDURE

- Students may use AR302 studio **only during designated times when the student lab monitor is present in the studio.**
- Students working during Open Studio can only use tools and equipment that have been introduced to them in previous classes at MC.
- Open studio is not a social club. You must be working if you are in the studio and keep all talk respectful, and quiet.
- Kilns, torches and pickle will be turned off 10 minutes before the studio closes.
- The monitor is hired by the department, and is a student currently enrolled at MC. The Monitor is not an instructor, and **cannot teach you** processes you missed or don't understand.
- Students must sign in with the studio monitor before they start working.
- It is **never** appropriate to ask the studio monitor to stay late or come in early.
- If the studio monitor observes that you are not using equipment correctly, you will be asked to stop, and will need to meet with your instructor to be granted access to that equipment in the future. You will treat the monitor with respect if this occurs.