

# EDUCATION AND RESEARCH FACILITY

## SAFETY AND OTHER POLICIES

### CONTACT US

#### Stephanie Seguin

Education Manager

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M-F 9am-5pm or by appointment

#### Perry Haas

Studio and Interim Facilities Manager

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M-F 9am-5pm or by appointment

### IN CASE OF EMERGENCY

Call 911 for any medical emergency, a phone is located in the Education Managers office. First aid kits can be found in Classroom 1, 2, and 3. Notify staff of any emergencies. For further emergency instructions, refer to the red binders hanging in the west and east entrances.

If you suspect a gas leak, quickly shut off the gas by using the red emergency button found outside the Kiln Room (west end of hallway, plastic box on wall). Then, notify staff.

In case of fire, call 911. For any other facilities related emergencies (burst pipes, broken window, etc.) please notify staff.

### STUDIO SAFETY & BEST PRACTICES

#### Clay Dust

- Clay dust can accumulate in your lungs and lead to serious health issues. Reduce your clay dust by mopping or sponging versus sweeping.

#### Glaze/Dry Materials

- Both wet and dry glazes materials can be hazardous. Material safety sheets are available for specific hazards upon request. **The materials lab is restricted to Staff.** Students must have instructor or Education Manager (Stephanie's) permission and direct assistance to use the lab. **Ventilation and Respirators are required in Materials Lab.** Wear gloves or wash your hands after using glazes or materials.

#### Kilns

- Kilns are restricted to Staff only. Students must have instructors, Education Manager (Stephanie's), or Studio Manager (Perry's) permission and assistance to access the kilns. **Students are not allowed to open or unload kilns without directed instructions.** This reduces risk of harm to students, artwork, and the kilns.

## STUDIO SAFETY & BEST PRACTICES, CONTINUED

### Grinder

- Students **MUST** receive instructions from instructor, Education Manager (Stephanie), or Studio Manager (Perry) prior to using the grinder. **Safety goggles are required. Pull back all loose clothing and hair. No Gloves! No Sandals!**

### Spray Booth

- Students should receive instruction and demonstration from instructor, Education Manager (Stephanie), or Studio Manager (Perry) prior to using the spray booth. **Ventilation MUST be turned on, and respirators and safety goggles worn.** Please clean up the booth, sprayer, floors, and any overspray after each use.

## STUDIO USE & CLEAN UP

Students are responsible for cleaning their space and any mess they were involved in making.

When in doubt - leave the building better than you found it!

In general - **be a good citizen of the studio**, if you see a mess clean it up. A positive, clean, and safe studio environment is critical to learning. If you witness repeat offenders, please notify your instructor, the Education Manager (Stephanie), or Studio Manager (Perry).

Surfaces you should clean: table tops, wheels (wheel head, splash pan, wheel table, wheel legs, floor around your wheel) stools, tools, molds, bats, wareboards, buckets, sink area, wedging tables, and the floors...**please don't forget the floors (that's where most of the dust is found and kicked up)!**

## CLAY & PLUMBING

**They do not go well together!** We have clay traps under each sink in the ERF building (excluding bathrooms and kitchen, detailed below) - this helps collect clay before it enters our septic, **HOWEVER**, please do your part by removing as much clay or slip as possible from your buckets, bats, etc. before washing them in the sink.

**Bathroom and kitchen sinks should have ZERO clay introduced to them.** Please wash your hands in the classroom sinks prior to using the bathrooms.

**Food and beverages should be reserved for the non-clay trap sinks** to avoid unpleasant smells. Use the bathroom and kitchen sinks for such needs. Thank you!

## PLASTER & PLUMBING

They REALLY do not go well together! In the event you are using plaster, **DO NOT USE ANY SINK TO RINSE YOUR PLASTER TOOLS OR BUCKETS.** Instead, use the plaster water buckets located outside the Materials Lab and Spray Booth. Students must receive permission and guidance from instructor, the Education Manager (Stephanie), or Studio Manager (Perry) before using plaster.

## PLASTER & CLAY

**Also do not go well together!** Students must receive permission and guidance from instructor, the Education Manager (Stephanie), or Studio Manager (Perry) before using plaster. All plaster materials are located in the Materials Lab and must remain there unless otherwise permitted.

If clay becomes contaminated by plaster, explosions can occur. Please be mindful when using plaster.

## RECYCLING CLAY

The Education and Research Facility will **NOT be recycling clay.** You may choose to recycle your own clay so long as it fits on your shelf or in your locker. Ask your instructor, the Education Manager (Stephanie) or Studio Manager (Perry) if you would like guidance on this practice.

## CLAY, TOOLS, AND MATERIALS

We have an incredible resource right here on campus! The Clay Business operates Monday - Saturday 9am-5pm, and is located on the south-west side of campus.

Aside from communal tools, class supplies, and the clay included in the course, students will be responsible for securing their supplies and clay from the Clay Business office.

If students encounter difficulty in accessing the Clay Business during operating hours, arrangements can be made with the Education Manager (Stephanie) or Studio Manager (Perry).

Please be respectful of the community tools and supplies as they are intended to supplement students personal tools and are not intended to be removed from communal use.