

BARN Glass Studio's Safety Policies and Procedures Sign-off Sheet

- I have read the complete Glass Studio Safety Policies and Procedures but, in general I know to
- Use proper ventilation appropriate to your activity.
- Avoid burns by wearing protective clothing, safety glasses, and gloves when opening a hot kiln.
- Locate the fire extinguisher on the wall by the outside door.
- Wear proper clothing to studio—close-toed shoes (i.e., no sandals), natural fibers, clothing not loose-fitting, long hair tied back.
- Wear safety glasses when grinding, cutting, and sawing glass and in coldwork room.
- Wear a respirator (or at least a high-quality dust mask) when grinding and sawing glass, when working with powdered frit and dry kiln wash, when cleaning off kiln shelf paper residue, and with machines in coldwork room.
- Not to have open food or drink in the studio.
- Turn torches on and off appropriately.
- Locate the Materials Safety Data Sheet (MSDS) or be able to access it online. Some chemical and product safety information is in this same section.
- Locate the main shut off for kilns and propane.
- Locate the First Aid Kit. Cover cuts with antibiotic cream and bandages; treat burns appropriately—ice, salve. Go to a medical office if serious injury.
- Call 911 in an emergency.
- Keep working surfaces free of shards and loose pieces of glass.
- Dispose of waste appropriately.
- Clean the working area when you are finished.

I have read BARN's Glass Studio's Safety Policies and Procedures and agree to comply with them.

Name, printed

Date

Signature

Glass Studio Safety Policy and Procedures

In order to use Monitored Open Studio or Open Access Time, all participants must meet certain requirements including having read the Glass Studio Safety Policy and Procedures and having signed the Safety Sign-off Sheet.

In the unlikely event of a burn or cut, report it immediately to a monitor or instructor. Minor burns or cuts may be treated with the first aid kit. More serious burns or cuts must be treated by a medical person or you should call 911.

Wash your hands when you leave the studio.

No alcohol or illegal drugs are to be used, and we are a smoke-free environment.

General Safety Precautions

Some common sense rules to keep you safe while enjoying your work with glass:

Cover up

- Wear shoes with closed toes
- Wear long pants and other clothing made of cotton or other natural fabric
- Wear appropriate gloves, safety glasses, and respirators or masks when needed. See the specific studio needs.
- No open food or drink near glass.

Clean up!

- Keep your working area free of shards and loose pieces of glass.
- Clean your area of the studio when done.

Safety first!

Know how to locate (and use) these items in an emergency:

- Fire extinguisher
- Simple first aid kit and items (band aids, burn ointment)
- Eye wash station
- Safety glasses
- Gloves (one kind for withstanding heat; the other for dealing with chemicals)
- Respirator or mask
- A complete list of emergency numbers is throughout facility near phones.
- All incidents resulting in injury (large or small) must be reported to an instructor or monitor
- Nearest fire alarm
- Never work alone. Two people must be present in the glass studio.
- Do not bring animals into the Glass Studio.

Kiln Room Safety

- Keep kilns 3 feet from anything that can catch fire and 1 foot from wall.
- If you open a kiln while it is hot, wear protective and appropriate equipment (heat resistant gloves, goggles with IR and UV protection, etc.) and cut off power.
- Know where the main power cut off switch is.
- Do not place items on tops of kilns.
- Wear a respirator or mask when mixing kiln wash.
- Wear a respirator or mask when cleaning off shelf paper and use HEPA vacuum cleaner
- Dispose of unused kiln wash and used shelf paper appropriately.

Fusing Studio

- Wear safety glasses/goggles when cutting, grinding, or using any tool or implement that might chip or send glass shards flying.
- Wear a respirator (NIOSH approved) or at least a dust mask when working with powdered or fine frit and be in ventilation..
- Use a nipping basket when using nippers. This prevents pieces of glass from flying about.

Coldworking Studio

- When using equipment that creates glass dust, wear a dust mask.
- Always wear safety glasses using equipment.
- Many coldworking machines are noisy enough to cause hearing damage. Hearing protection is required.
- Take special care to keep your hands away from moving machinery. Be aware that long fingernails can easily get caught in moving belts and discs.
- Long hair must be tied back to keep it from getting caught.
- All jewelry must be removed when working with machinery to avoid getting it caught.
- Avoid loose fitting clothing that can get caught in moving machinery.
- Coldworking is often wet and sometimes very wet. Wearing a rubber or vinyl apron and waterproof shoes are always a great idea.
- Glass dust left on tools or glass after coldworking must be wiped or rinsed off.
- Studio floor must be hosed down after use.
- After working a project on machinery, rinse it in appropriate container.
- Dispose of all coldworking waste appropriately.

Lampworking (Flameworking) Studio

- Approved Eye protection (Didymium lenses) is required at all times when doing lampwork.

- Melting glass in a flame produces a number of gasses and vapors. We have a hood that should handle gasses and vapors. It is important to make sure the hood is ventilating properly when you are doing torchwork.
- Take care not to inhale irritating and potentially harmful dust particles. Wearing a respirator or mask will reduce exposure if necessary.
- Cuts and burns can be avoided with common sense and care. The most common minor burns occur when someone picks up the end of a hot glass rod or tube, forgetting that it is hot. A simple system, such as always laying the hot end of a rod away from you, can help you remember which end to grab. Another common burn happens when the flameworker reaches around the flame of the torch to grab a tool or a piece of glass. Arrange your work area so that you never have to reach in front of your torch to get anything.
- Choose your work clothes carefully, avoid synthetic fibers, long loose sleeves, shirts with open pockets or pants with folded cuffs.
- Burns can be treated with aloe vera sap, lavender salve or oil, cold cider vinegar, or a variety of home remedies. Treat your injuries with respect; serious cuts or burns may require professional medical attention. Know the location of the first aid kit. For serious burns seek medical attention or call 911.
- WEAR A LEATHER APRON when doing torchwork.
- Note also that oxygen regulators, hoses and fittings should never come in contact with grease or oil, which can ignite spontaneously in the presence of pure O₂.
- Valves and flashback arrestors are installed on your fuel, gas and oxygen regulators to prevent backwards flow of gasses - *a major hazard in the event of a fire or torch malfunction.*
- **Make sure that your torch is secured to the work surface with clamps so that it doesn't move if the hose is yanked, or the torch is bumped while working.**
- Keep all flammable and combustible materials well away from your torch.
- **At the end of each work/play day, shut off your tanks according to instruction and bleed the pressure out of the lines appropriately. Tanks should be turned on and off according to instructions.**
- Torchwork requires a minimum of two people to be present due to use of compressed gas and open flames.
- Lampwork participants MUST be aware of emergency shut offs for oxygen, propane.
- Only BARN approved torches may be operated in the BARN Glass Studio.

Disposal of Waste

Non-compatible Glass—Put in non-compatible metal can. When full, box, tape, and put in trash for pick up.

Grinder water—Put in white bucket labeled “Grinder Water.” Dispose of with waste from Coldworking room.

Kiln Paper—Residue must be vacuumed with HEPA filtered cleaner. All used paper must be put into can lined with plastic. Plastic can be tied and emptied with trash when full.

Kiln Wash—Do not rinse in drain. Put in with waste from Coldworking room.

Grit Waste in Coldworking Room—rinse in large bucket. Dispose of all, including material from drain in Coldworking room, with Hazardous Waste.