

## Studio Safety Policies & Code of Conduct

Welcome to the studio. Our goal is to maintain a safe, creative, and respectful environment for everyone. Because jewelry fabrication involves tools, chemicals, and machinery, safety is our absolute priority.

By participating in any workshop or using the studio, you agree to abide by the following policies.

### I. Age, Eligibility & Code of Conduct

Safety isn't just about tools; it is about how we interact with the space and the work.

1. **Age & Supervision:** The minimum age for participation is **18**.
2. **Respect for Others:** We are an inclusive community. Harassment, discrimination, aggression, or unwanted physical contact toward instructors, staff, or fellow students will not be tolerated and are grounds for immediate dismissal without refund.
3. **Focus & Phones:** Distractions cause accidents. The use of cell phones—including calling and messaging—is prohibited during active class time. If you need to take an urgent call or message, please step outside the studio area. Photography of your own work is permitted, but please step away from active machinery to do so.

### II. Personal Safety & Attire

Check your appearance before entering the work area. If you are not dressed safely, you will not be permitted to work.

- **Eye Protection:** Safety glasses must be worn **at all times** when machinery or chemicals are in use in the studio. Prescription glasses are not a substitute unless they are ANSI-rated safety glass with side shields.

- **Hair:** Long hair (including beards) must be tied back securely. If it hangs forward when you lean over, it is too loose.
- **Clothing:**
  - **No Loose Items:** Scarves, dangling drawstrings, and baggy sleeves are prohibited as they can be caught in spinning machinery.
  - **No Synthetic Fabrics:** Avoid fleece or loose synthetics when working with high-speed rotary tools.
  - **Shoes:** Closed-toe shoes are mandatory. No sandals, flip-flops, or open-weave footwear.
- **Jewelry:** Remove all rings, bracelets, and long necklaces before working with rotary tools or polishing machines.

### III. Tool & Equipment Safety

- **Authorization:** Never operate a tool or machine you have not been trained to use. **"I think I remember how this works" is not good enough.** Always ask an instructor for a refresher.
- **Defective Equipment:** If a tool sounds wrong, smells wrong, or looks broken, **stop immediately**. Do not attempt to fix it yourself. Notify an instructor.
- **Unattended Machinery:** Never walk away from a machine that is still spinning.

### IV. Chemical Safety & Emergency Procedures

- **Fire Awareness:**
  - Know the location of the nearest **fire extinguisher** and emergency exit.
  - Do not block exits or extinguisher access points with bags or coats.
- **Chemicals:**
  - Wear an apron and appropriate gloves when handling patinas, glues, or cleaning agents.
  - Use ventilation fans when working with strong-smelling substances.
  - If you splash chemicals on your skin, rinse immediately with water for 15 minutes and notify an instructor.

## V. Health & Environment

- **Dust & Fumes:** Wear a dust mask or respirator when using the polishing motor or generating heavy dust. Protect your lungs.
- **Hearing Protection:** Earplugs or earmuffs are highly recommended when hammering for extended periods or using loud tools.
- **Zero Tolerance:** The use of alcohol, illegal drugs, or **any mind-altering substances** is strictly prohibited. If you have used any such substance **during or before** your time in the studio, or if you appear impaired in any way, you will be asked to leave immediately for everyone's safety.

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### Acknowledgment of Receipt

**Any student found deliberately violating these safety policies or the Code of Conduct acts at their own risk and may be barred from further use of the facility without refund.**

By signing below, I verify that I have received, read, and understand the **Studio Safety Policies & Code of Conduct**. I agree to abide by these rules to ensure my own safety and the safety of those around me.

Name (Printed): \_\_\_\_\_

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