Jewelry and Metalsmithing

Studio Use Policy

Any student desiring to use the Northern Arizona University Jewelry studio needs to read the following policy statements and fill out the attached studio use form.

ACADEMIC PURPOSE: The Jewelry Studio is to be used for academic purposes by currently enrolled Northern Arizona University art students, lab technicians, and instructors only. Children and dogs are not allowed in the studio.

SCHEDULING: Regular open lab and studio times will be posted. It is your responsibility to read and note those times and schedule open lab time accordingly. No students are to use the studio facilities during regularly scheduled class times unless prior approval from instructor on duty is given. DO NOT DISTURB A CLASS IN PROGRESS. Use of equipment is reserved for the scheduled class.

SAFETY: You are placing yourself in an environment that can be potentially hazardous to your health. Material Safety Data Sheets are available in the studio for your reference. You will be instructed during class on specific safety policies. All jewelry students need to wear **enclosed shoes and safety glasses** with side shields. **Tie long hair back.** Beware of long sleeves when using torches or buffing equipment. Use **dust masks** when using investment and buffing compounds. **Ear protection** should be worn when working in the forming room. Be sure you know where all fire extinguishers are located.

EQUIPMENT: You may use studio equipment only after you have received instruction during class time and have been approved by your course instructor. Alert the instructor immediately of any spills or breaks or of any difficulties with equipment. If something does not appear to be operating correctly, stop until the problem is identified and corrected. Please do not attempt to repair equipment yourself. **No equipment can be removed from the studio.**

CLEAN UP: You are required to put tools away after use. Return all supplies in the same or better condition as they were found. **Clean up messes as they occur** and return work area to its proper condition before leaving the studio. The college is not responsible for any student work or supplies that are not properly stored. You will have access to a locker to store your supplies. You must provide your own lock.

ACCEPTING ART: Dealing with the concept of “what is art” can sometimes be confusing. An image that one student considers art may be considered disturbing and objectionable by another. The Northern Arizona University Art Department encourages open minds and open discussions in its classes. If you find yourself confused about an image you wish to present or one that another student has presented, discuss your issues with your instructor. Together we can explore appropriate avenues of communication and resolution.

LAB ETIQUETTE: Students are expected to conduct themselves in a mature and safe manner at all times. **Failure to follow this policy may result in loss of studio privileges.**

FIRST AID: The self-serve first aid kit is located in the main room by the windows. **If you are injured in class or during open lab, tell the instructor or lab assistant.**

For large chemical spills contact Risk Management: 220-1728 (cell), 3-6109 (office), or After-hours Police Dispatch 3-3000
SAFETY INSTRUCCION/ STUDIO USE

Student Name _______________________          Student ID # ___________________

Address ___________________________         Local Phone ______________________

Emergency Contact Name & Phone Number: ______________________________________

I am aware of the Risk Management statement to the effect that “the University’s self-insurance plan does not provide medical coverage to students if injured while participating in University-related activities or academic programs” and that I am covered for liability only.

**I will not use the following studio equipment until I have been properly trained during class time by an instructor or designated lab tech:**

1. Torches (acetylene and oxygen)
2. Pickle Pots
3. Ventilation system
4. Buffing units
5. Flex shafts
6. Drill press
7. Sandblaster
8. Belt sander
9. Grinder
10. Wet Sander
11. Rolling Mill
12. Hydraulic Press

_________________  __________
Initials                     Date

**I will not use any of the following hazardous materials until I have been properly trained in class by an instructor or designated lab tech:**

1. Buffing compounds
2. Investment
3. Flux
4. Patinas
5. Pickle pots

_________________  __________
Initials                     Date
I understand that:

1. I am **not to work alone** in the studio at any time.
2. I am **not to bring children or animals** to the studio.
3. I will have to **wear appropriate clothing and shoes** to the Lab.
4. Regulators for the acetylene and oxygen tanks are not to be touched by students.
5. **Kilns are to be fired by instructors or designated lab tech only.**
6. **Casting is allowed with assistance only** from an instructor or designated lab tech, no exceptions.
7. **Lapidary Lab may be used only with permission** from and **after training** by instructor or designated lab tech.
8. **Photo Lab may be used only with permission** from and **after training** by instructor or designated lab tech.

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I have been trained in and know the location of the following safety equipment:

1. Eye goggles/face shields
2. Safety gloves
3. Eye wash
4. Respirators
5. Fire extinguisher
6. First aid kit
7. Studio phone/emergency phone numbers

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The Northern Arizona University Jewelry Studio is a drug/alcohol free work zone.

I agree to abide by the above safety policies and procedures:

__________________________________
Student Signature

__________________________________
Date
**Amputation:** Control the bleeding using firm, direct pressure. Never try to push any exposed bones back under the skin. Cover the area with a sterile dressing, bandage VERY GENTLY, you don’t want too much pressure on the wound. Watch for the effects of shock. Save severed parts for possible reattachment. Irrigate the severed part very carefully with saline solution, or just place it in saline solution. Place the wrapped part in a plastic bag and seal it. Place the bag into another bag filled with cold water and ice. Don’t allow the tissue to contact the ice as freezing can damage it. Transport the bagged part with the patient.

**Burns:** Cool the burn as soon as possible. Don’t use oils or greasy ointments as they can promote damage as the burn retains heat, they can cause infection and make it difficult for the doctor to evaluate what damage is there. Ice water is great on small and medium sized burns. (Not ice directly as it can stick to a burn). Keep on burn for a few hours to reduce pain and inflammation. Many EMS medics like Water-Jel, a water based gel that carries heat away rapidly and stops the burn from going deeper, yet does not cause a hypothermia hazard.

**Clothing:** Wear cotton, wool, or natural fiber clothing in the studio. Rayon is extremely flammable and can result in a person becoming immediately engulfed in flames upon minimal contact with a flame. Polyester and other synthetics are also a no-no.

**Fire extinguisher:** If someone is engulfed in flames and an extinguisher is necessary to put them out, then when the person goes to the hospital the fire extinguisher needs to go too. Different chemicals are used in different extinguishers and emergency personnel cannot start treatment without knowing what was used, as some treatments can make the burns worse. It is a good idea to have paperwork listing what dry chemical is used in your fire extinguisher. Most extinguishers labeled ABC contain Mono-ammonium Phosphate as the active ingredient. Regular dry-chemical extinguishers contain sodium bicarbonate (baking soda) as the active ingredient. Some contain Purple K, or potassium, bicarbonate as the active ingredient. Have MSDS sheets for your particular extinguisher.

When using an extinguisher, pull the pin and aim at the bottom of the fire. Use a sweeping motion. +If the fire is larger than you, do not attempt to put the fire out.

**Fire:** A commonly occurring fire in a jewelry studio occurs when the boric acid and denatured alcohol jar ignites. If this happens, simply put the lid (which should be metal) back on the jar to starve the fire of oxygen. This solution should always be kept in a glass container with a metal lid.

**Eyes:** Eye protection should be worn in the studio at all times. Sharp objects, flying chunks of metal and saw blades, dust, chemical, hot splashes, mists, vapors, and chemical fumes are only a few hazards. Eye strain can develop from staring for too long on one focal point. Be sure to look up from what you are doing every so often, and focus your eyes at different distances.

**Gloves:** Do not use gloves around any power equipment, buffing machines, grinders, etc. If the glove gets caught in the drill, it can pull your finger off with it! If your fingers get hot when polishing or buffing, using the single finger gloves, which come off easily.

**Gas:** Check hoses for leaks by applying a soapy solution to the connections and to the hose lines. If you see bubbles, you have a leak. Never have a gas valve open more than ¼ turn, so it can easily be turned off if necessary.

**Nickel:** Nickel is carcinogenic in the form of fumes from melting and is proven to be one of the most potent of skin sensitizers (contact with the metal, as in jewelry, or its salts can cause various kinds of dermatitis and make one more susceptible to developing allergies to other metals. Its filings and dusts are hazardous.

**Labeling of chemicals:** All chemicals must be properly labeled. If you make a boric/denatured alcohol mixture or store your Handy Flux in a smaller container, be sure to label the container as such. This is mandatory by OSHA and can result in a fine if not adhered to.
NAU School of Art
Jewelry/Metalsmithing Department
SAFETY INSTRUCTIONS/STUDIO USE
Lab Supervisor Training List

Name_________________________         SS#____________________________
Address______________________         Local Phone____________________
Emphasis (Major):______________
I am 18 years or older: Yes _______   No__________

* I am aware of the Risk Management statement to the effect that “the University’s self-insurance plan does not provide medical coverage to students if injured while participating in University-related activities or academic programs” and that I am covered for liability only.

* I have been trained in the operation of the following studio equipment:

13. Oxy/Acetylene Torches for Casting – Shut down Oxy/Acetylene Torches. Start up by instructor or lab tech only.
14. Acetylene Bench Torches – Regulators are to by touched only by instructors or trained lab supervisors.
15. Natural Gas/Compressed Air – after training by and permission from instructor
16. Kilns – Kilns are to be fired by instructors only
17. Casting Unit (vacuum and centrifugal) - Casting is allowed only with assistance from an instructor or designated lab tech, no exceptions
18. Lapidary Equipment – Student access to Lapidary Lab only after training by and permission from instructor
19. Photo Lab - Student access to Photo Lab only after training by and permission from instructor or lab tech.
20. Pickle Pots – Safety precautions (fumes, clean-up, proper disposal as hazardous waste.) Use of eye wash station.
21. Ventilation system – Leave on 24/7
22. Buffing units – Ventilation system, Hair/clothing precautions, dust mask, eye protection.
23. Flex shafts – Hair/clothing precautions, dust mask, eye protection.
25. Sandblaster – Dust mask, eye protection
26. Belt sander – Dust mask, eye protection

_______________________  __________
Student Initials  Date

*I have been trained in the use of the following hazardous materials.

6. Buffing compounds
7. Investment (casting only)
8. Flux (paste, alcohol/borax, various liquid fluxes)
9. Fumes from soldering, melting metals
10. Patinas (use only in ventilated area in soldering room)
11. Pickle pots (use under ventilation only, only in casting room)
12. Ultrasonic cleaning solution

_______________________  __________
Student Initials  Date
* I have been trained in and know the location of the following safety equipment:

8. Eye goggles/face shields (main tool cabinet, in drawers beneath kilns, in hammer cabinet, next to drill press)
9. Safety gloves (latex gloves next to scale in investing area).
10. Eye wash (next to sink in soldering room).
11. Respirators (come with tool kits, request extras from Lab Tech or instructor)
12. Fire extinguisher (outside door to soldering room and buffing room).
13. First aid kit (on east wall between windows)
14. Studio phone/emergency phone numbers (next to Lab phone)
15. Hazardous materials data sheets (posted around studio).

__________________________________
Student Signature Date

I have read and understand the attached Studio Supervisor Information Sheet regarding emergency procedures

__________________________________
Student Signature Date

__________________________________
Faculty Signature Date
LAB SHUTDOWN
CHECK LIST

• Clean sink areas
• Clear counters
• Clean forming room
• Clean buffing room
• Clean soldering room/soldering areas
• Turn off stereo
• Shut off torches incl. casting Oxy/Acet.
• Shut off natural gas
• Unplug pickle pots
• Turn off and unplug ultrasonic cleaner
• Make sure back & side doors are shut
• Close all windows
• Shut off all lights