

General Safety

- Dragonfly Stained Glass Studio takes student safety very seriously. It is expected that students will follow the safety guidelines listed below at all times.
- **Pay close attention** to the instructions and demonstrations given by your instructor.
- **Be Alert.** Always be alert when holding glass, operating a power tool or soldering iron. If the work becomes monotonous, take a short break. Accidents are prone to happen to those who are not paying attention.
- **Cell phones should be turned off** during class to ensure personal safety and reduce disruption to other students. Students may use personal music devices in the studio provided that earphones are used and the volume is low.

Body Protection

- **Eyes:** Eye protection must be worn at all times in the studio when you are cutting glass, grinding glass or soldering. They must also be worn anywhere else there is the possibility of airborne particles or chips of glass. This includes safety glasses, goggles, or full-face shields. If you see a fellow student or an instructor violating this rule, please give him or her a friendly reminder.
- **Respiratory:** Use vent fans where provided. Wear gloves when using hazardous chemicals.

Machinery Operation

During Open Studio, students will be allowed to use tools without direct supervision, provided that they have previously shown that they can safely use those tools.

Safety Guidelines

- **Be aware of your surroundings when using a machine.** The studio is a group glass working environment, and as such, there will be activity occurring all around you, sometimes in your peripheral vision where you can be easily startled.
- **Be alert for anything unusual when turning on or operating any machine.** If you hear or see anything unusual (such as loose parts, incorrect adjustments, or dull blades) when turning on a machine, immediately turn it off and report it to your instructor if not easily corrected.
- **Clean up when finished with a machine or area.** This includes any scrap glass or shards, tools, and other materials you might have used. Please dispose of and/or return materials to the proper place.
- **No food or beverages around the machines or student work.** Food and beverage cups with lids are permitted in the classroom but should remain in the kitchen area.
- **Use machines only after you have received instruction on their safe and proper use.**

Housekeeping

In order to provide a clean and safe working environment for all students, we require that the studio be cleaned up at the end of every class period. Starting 15 minutes prior to the end of class time, *all* students are expected to stop working and team up to clean the studio. Below are the minimum expectations for students during cleanup:

- Each person is responsible for cleaning up his or her own work area.
- All tools, cutters, glass, solder and supplies returned to their designated storage areas.
- Glass used that day placed in the students project box or area or appropriate scrap drawers.

I have read, understand, and agree to abide by Dragonfly Stained Glass Studio Guidelines:

Date _____

Student name (please print)

Student signature

Parent/Guardian name (if student is under 18)

Parent/Guardian signature (if student is under 18)

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