

<p style="text-align: center;"><b>OPERATING RULES</b> <b>Clubhouse 4 Jewelry &amp; Enameling</b></p>	 <p style="text-align: center;">Laguna Woods Village®</p>
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### Jewelry and Enameling Specific Rules

1. Do not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts. Non-slip, covered toe footwear is required.

### Safety in the Jewelry Studio

#### 1. General Studio Rules

- a. When coming to work in the jewelry studio you should always remove dangling jewelry, tie back hair, remove hanging clothing and wear close-toed shoes.
- b. While working with equipment in the studio such as the buffing wheel, the drill press the rolling mill and any equipment that requires hammering, you should always have safety glasses on.
- c. Protect all surfaces in the studio by hammering on metal blocks or the anvil, saw cutting and filing on bench pins and applying nail polish or marking materials on metal that sit on a protective sheet of poster board.
- d. Carry all sharp objects and tools pointing down and don't move in a hurry. You will be working next to other people and their safety must also be your concern.
- e. Quench all hot material after heating and especially before asking questions about or showing another person.
- f. Materials and tools should be stored out of the way of other students. If using a large tool box, store in the adjoining office or under the table so that no one trips on tool boxes.
- g. Broken tools should be brought to the instructor's/ supervisors attention before returning them. Only use tools that you have been trained on and you should always ask permission from the supervisor/ instructor to use power tools that you have not been trained to use.
- h. If you are injured you should bring it to the supervisors/ instructor's attention immediately. And never use power tools if you are tired or taking medications that impair your ability to focus.
- i. Always clean your working area and the area around any tool you have used at the end of the studio period.

#### 2. Metal Shear

- a. When using the metal shear to cut metal, be sure your fingers are a safe distance from the cutting edge. Do not use the shear when distracted and remember that cut pieces of metal can be just as sharp as a knife edge. Do not run your finger along the edge of a cut piece of metal from the shear.
- b. Never cut wire on the metal shear. It ruins the blade!
- c. Rolling Mill/Hydraulic Press

- d. Make sure to sandwich metals before running through the rolling mill to protect the drums. Never run sandpaper without checking with instructor or steel through the mill.
- e. Large pieces of metal can shoot out of the mill or press if applying too much pressure so be sure to wear safety glasses. Never apply so much pressure to the crank that it lifts the table or is a strain for you to turn.

### 3. Acid Etching

- a. While working with acid you should always wear safety glasses, heavy plastic gloves and an apron. Use eye wash to rinse if acid were to get in your eyes. It is located at the office's first aid kit and your eyes should be thoroughly rinsed without rubbing.
- b. If acid spills on your skin immediately rinse with water and apply baking soda as a neutralizer to any spilled acid. Wipe up acid that has been neutralized wearing plastic gloves, and apron and eye protection with paper towels and dispose of in a sealed, plastic container.

### 4. Buffing Machine

- a. Buffing wheels may be used for jewelry only. Using the buffs to polish chains is prohibited.
- b. The buffing machine can be hazardous if clothes, hair or gloves catch on the wheel and are pulled into the machine. Make sure all dangling objects are removed or tied back, away from the buffing wheels.
- c. The buffing machine can pull material being polished into the machine at rapid speed and shoot the object back out at the user. Be sure to always have the safety shields positioned down over the wheels when in use and wear eye protection when using the machine.
- d. If your object is dislodged from your hand while polishing, be sure to turn off the buffing machine and wait for a complete stop to carefully reach in and retrieve the object. Never bend over to retrieve an object off of the floor without turning off the buffing machine.
- e. Never walk away from the buffing machine while it is still on. Wait until a complete stop before moving away.

### 5. Drill Press

- a. The drill press should only be used while wearing safety glasses and always use a ring clamp to hold the metal in place. Objects not properly secured can catch on the drill press and spin causing severe cuts or fly off of the machine.
- b. Make sure the machine is working properly by turning on and checking before using. Clamp all drill bits securely with the chuck key and check for straightness before using the machine.

### 6. Soldering Station

- a. The soldering station should always be approached with caution, following all rules regarding safety such as eye protection, close toed shoes no dangling objects or clothes and leave no flammable material in the area such as notes or paper towels.
- b. The torch hoses should be examined for holes, tears or cracks before using the torch so that no gas is leaking. The torch tips should always be in a tight position with no loose fittings. Check the torches each time you use them to make sure everything is tight and there is no smell of gas or other indications of safety hazards. If anything in the area looks suspicious, inform the instructor.
- c. When lighting the torches always position the torch tip away from you and toward a nonflammable surface. Open the gas needle valve slowly, only a 1/4 of a turn and cautiously place tip on torch lighter. Position the torch tip with gas on about 1/2inch from the spark of the lighter. **Cigarette lighters or matches are forbidden.**
- d. Never position a torch flame toward another person or any flammable materials. Be aware of the torch at all times when using. Remember that that flame emits heat beyond the visible area of the flame and never reach your hand or arm over the torch flame while working.
- e. When working with metals and the torch at the same time, only use tools that are heat resistant like solder picks, third hands or metal tweezers to touch the metal. Always use copper tongs to place the metal in the pickle solution.
- f. Remember to quench any soldering surfaces such as charcoal blocks, solderlite tablets and metal holding tools with plain water after use. These objects can burn and are not always apparently hot.
- g. When placing hot metal in the pickle, shield yourself from the backsplash with the lid of the container. The pickle contains acid and you should be careful to not let it splash on you, to never put your hand in the pickle and to not breathe the fumes when opening up the container. When lifting the lid off of the container, hold it over the open pot so it drips into the pot, not the soldering table.

## 7. The Kiln

- a. Don't use the kiln if you haven't been properly trained on using it. When the kiln is on proceed with caution as even the outer surface can cause serious burns.
- b. The high heat from the kiln is dangerous and can cause serious burns. Always use heat resistant gloves when reaching in and out of the kiln, never using your hands, even in safety gloves to pick up an object from the kiln.
- c. Only use forks and spatulas that are approved for the kiln to place objects in or take objects out of the kiln. Move slowly and carefully so that you don't drop the molten object.
- d. Always check the area around you when you open the door of the kiln to make sure the area is free of flammable objects or traffic. Open the door only when you are ready to move efficiently so that you conserve the heat within the kiln.
- e. Only place objects coming out of the kiln on fire proof or steel surfaces.
- f. If placing your enameled object on the top of the kiln to dry or heat, always use a fork, pliers or tweezers to pick up the object. The outer surface, especially the top of the kiln is hot enough to seriously burn.

## 8. Enamels

- a. Enamels can contain toxic substances and you should always wear a respiratory mask when working with them, especially when working with them dry and sifting.
  - b. Enamel spills should be cleaned up by wiping with a wet rag. Never sweep up enamel powder or returned spilled powder to a class container of enamel powder.
  - c. Enamels should be sifted onto metal surfaces while sitting on a disposable paper surface. When disposing of the paper, fold carefully and place in trash. Don't crumple as this makes enamel dust float in the air.
9. Only Shurlite Strikers™ may be used to light torches. Cigarette lighters or matches are prohibited.
  10. Only brass, wood, or copper tongs may be used in the pickle solution.
  11. Each shop user is expected to clean up his/her work area after each use.
  12. Pouring investment (investment is a material used in casting jewelry) in the sink is prohibited, as it will clog the drain. Let the water sit in the bucket until investment settles, then pour off the water and place the residue in a plastic bag in the trash can.
  13. See the Shop Supervisor before using rolling machine or cutter.
  14. Tools may not be removed from the Jewelry and Enameling Room.
  15. The exhaust hood must be turned on when kilns or casting torches are in use.
  16. When firing enameling pieces in the kilns, temperatures should stay between 1450 degrees and 1500 degrees. Temperatures must not exceed 1800 degrees.
  17. Kilns must be turned off after use and never left unattended.
  18. Drying lights must be turned off when they are not in use.
  18. Asbestos gloves and a long trowel or fork must be used to remove or insert an item into the kiln.
  20. Lockers are issued by clubhouse staff and are billed on an annual basis in accordance with the current GRF Pricing Policy and Fees List. Check with staff regarding a waiting list if all lockers are in use.
  21. Use of nitric acid and cyanide are prohibited. No other harmful or toxic chemicals may be stored in the room without staff's knowledge and approval.
  22. Using torches directly on large transite blocks on benches is prohibited. Use a smaller piece of transite on top of an existing larger block.
  23. Gas and oxygen must be turned off at workstations when not in use. Do not set burning torches in holders.
  17. Scrub all items with soap before putting them into the ultrasonic cleaner.

18. Shop Supervisors are on duty to assist and answer questions. Shop Supervisors have the authority to refuse use of equipment they feel is being used in an unsafe manner.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.