

The Hot Shop Racine Glass Studio and Gallery, LLC

239 Wisconsin Ave Racine, WI 53403

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Glass Workshop – Safety Policy & Procedures

The Hot Shop Racine Glass Studio and Gallery, LLC (Hot Shop Glass) has developed policies and procedures for studio use in order to provide a safer learning environment. Every person participating in studio events has been requested to read and sign the document entitled RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT and is responsible for knowing the policy and procedures outlined below. All persons who use the HSG studio must be in good health and over the age of 14.

SAFETY: It is most important to be aware of yourself, others, your surroundings, and of course the glass. The tools and glass are very hot. If at any time during your workshop you would prefer not to complete a certain step or activity, please let us know. This workshop is about having fun and offers you an opportunity to explore the process of working with hot glass!

In the unlikely event that there is an accident, burn or cut, report it immediately to your instructor. If you feel dizzy, weak or in need of a break, notify staff immediately, get away from the furnace and glory holes to rest and rehydrate. Water is available in the studio. WE recommend drinking water, sports drinks or decaf soda to keep hydrated, especially if it is hot.

Knowing the location of the studio's first aid kit, exits, fire extinguisher and fire blanket is important in case of an emergency. We will point these out to you during your orientation.

No Alcohol or illegal drugs: If one is under the influence of alcohol or illegal drugs, the HSG staff will terminate your studio use and no refunds will be given. We are a smoke free environment. You may smoke outside on the front porch or in the back alley.

ATTIRE: While in the studio area protective eye wear must be worn at all times. Safety glasses are available at the studio or you may wear your own safety glasses, sun glasses or prescription glasses. Closed toed shoes and long pants are required. 100% cotton clothing is recommended. Please tie back long hair...we have pony tail holders if you need one. Metal jewelry on your wrists (watches or bracelets) may get hot and you may prefer to remove them before working. If you are wearing a short sleeve shirt, we have Kevlar sleeves or over shirts for arm protection from the heat if you find you need it.

PICK UP: All glass must go through an 'annealing' process and cool overnight in our kiln. WE are open for pick up every Saturday from 10am-4pm. Check with HSG staff for days and times we may be teaching throughout the week if Saturday pick up doesn't work for your schedule. For out of town students, we can mail your work to you for an additional fee.

Due to the special nature of glass work and its related instruction, the above described policies and procedures must be followed at all times. Violation of any policy or procedure may result in appropriate action by studio staff including termination of studio use.

I have read and fully understand the attached written safety policy and procedures that are a part of the requirement for my participation in and use of the HOT SHOP GLASS studio, as well as the precautions explained to me by representatives of the above listed studio and I agree to strictly observe them.

Dated at Racine County, Wisconsin this ____ day of _____, 2012

Signature: _____

Address: _____