



# **GLASS PROGRAM**

## **HEALTH, SAFETY AND WELLNESS**

Spring 2019

## **ACCESS & WELLNESS SERVICES**

Students with disabilities, including disabilities that are not clearly evident like chronic diseases or learning disabilities, are encouraged to notify their instructor after class or during office hours. CCA will make reasonable accommodations for persons with documented disabilities. Students should contact the Director of Access and Wellness Services to answer any questions or for assistance. For more information, consult CCA's webpage at: <http://www.cca.edu/students/resources/disability>.

## **LEARNING RESOURCE CENTER**

If you need help with any aspect of this class, whether it is taking lecture notes, completing the writing assignments, preparing for the exams, or reading a text critically, your first resource should be the Learning Resource Center which is located in Irwin Hall, Room #207. Further resources can be found on their webpage (<http://www.cca.edu/students/resources>) or you may contact them via phone: (510) 594-3756.

**Free academic coaching** is available to CCA students. Please contact the Learning Resource Center for supplemental help with academic issues, software coaching, or organizational assistance. Both appointments and walk-in hours are available. More information at the webpage: <https://www.cca.edu/students/resources/appointments>.

## **COUNSELING APPOINTMENTS**

Counseling appointments to discuss personal issues are available free to CCA students. Make appointments with a counselor through the Student Affairs office 510.594.3666 in Oakland. 415.703.9570 in San Francisco. More information at the webpage: <https://www.cca.edu/students/counseling>.

## **SUPPORT SERVICES**

All members of the CCA community are responsible for protecting and maintaining a community in which the freedom to learn can be enjoyed by all. Please see the following links if you need support or assistance in reporting an incident of harassment. In an emergency, call 911.

<https://www.cca.edu/students/handbook/harassment>

<https://sites.google.com/a/cca.edu/deansoffice>

<https://sites.google.com/a/cca.edu/deansoffice/home/refer-a-student>

## **EYES**

Everyone is required to wear safety glasses at all time – the main reason is to keep glass out of your eyes. Glass has a tendency to shatter and shards can, and will, fly in many directions.

The furnace emits both ultra violet and infrared light. If you stare at the furnace you will not go blind, but continued and prolonged exposure can damage your eyes. You should always wear safety glasses to protect your eyes from the heat and light. Sunglasses are not ideal, unless they are high UV rating. Most sunglasses are “shades” and will open your cornea to accept more UV. The best Glassblowing glasses are “Didymium’s”, Philip Lenses, and Aura Lenses.  
<http://www.phillips-safety.com/> <http://www.auralens.net/en/>

## **NOSE/MOUTH - BREATHING**

Working with glass and related materials can present health hazards. A respirator or dust mask must be worn during all of the following activities: sandblasting, mixing dry silica or plaster, mixing dry sand and bentonite (for sandcasting), carbonizing molds, cleaning kilns, working with glass powders, charging the furnace, and sweeping the floor. All of these activities create airborne toxins, some carcinogenic, which with prolonged exposure can create serious health problems. Respirators should be kept in an airtight container and replenished with clean filters regularly. Respirators and filters can be purchased from the Studio Manager. Dust masks are available in the dispenser located in the hot shop and sand blasting room. To minimize hazardous dust in the studio, plaster and sand are prohibited in the classroom.

Long-term exposure can lead to silicosis.

## **EARS**

Constant exposure to excessive noise can cause hearing loss. Earplugs and earmuffs may be desirable. Ear protection is recommended for use of machinery such as in the cold shop and sand blasting room.

## **CLOTHING**

Wear ONLY Cotton or All Natural Fibers – NO Polyesters, they can melt and burn easily.  
No Open Toed Shoes or Sandals.  
No Shorts, Dresses, Skirts, etc.  
No Loose Clothing, Ties, Necklaces, Bandanas, or Ear Buds.  
Long Hair Should be Restrained and Tied Back.

Tee Shirt, Jeans, and Good Shoes are the Best Glass Studio Attire.

Failure to Comply with Clothing Rules Equals NO Access for the Day

## **HEAT**

Some things are always hot, some are things never hot, and some things are sometime hot. Treat everything as if it is hot. Most things, with the exception molten glass, looks the same Hot as it does Cold. The tools, marver, bricks, scrap glass, handles, etc. can be very hot. Never grab anything without testing it first. Treat all objects in a glass shop with respect and care.

Dehydration is common in the hot shop so drink lots of water, and often.

## **FIRST AID**

Always know where your first aid kits live. Basic first aid kits are in the classroom and hot shop. The Studio Manager has a full trauma kit, which is locked in the office for emergency use only.

Sharp edges – When glass fractures it leaves a razor sharp edge, be careful. Minor cuts can be treated with Band Aids. In case of an Emergency notify Instructor, Studio Manager, and Public Safety.

By far, burns are the most common injury in the Hot Shop. The best treatment for burns is immersion in cold, clean water. Do Not Use Ice. Get your burn into cold clean water as soon as possible and keep it in there (as long as you can stand it). A bad burn should be immersed for an hour. Of course a really bad burn should receive professional medical attention as soon as possible. After you immerse the burn use an ointment like aloe vera or burn cream, which can speed healing. Keep the burn clean as they easily get infected.

## **SECURITY**

Because of an increase in thefts and trespasses, certain security measures should be observed. The classroom hallway doors are normally locked and bolted shut to prevent anyone from entering the classroom unobserved. In the case of an emergency or when moving large amounts of work, these doors can be opened temporarily. At the beginning of each semester a “Polaroid” photograph is taken as an identifying tool for students, faculty and the security guards. Names, phone numbers, and email should be written on them. The photographs function as a security device to allow security personnel and the glass department to know who is enrolled in the program and active within the studio.

The outside north door to the hallway between the hot shop and Barclay Simpson should be kept locked at all times. Students should access the glass area from the opposite side of the building or from the Shaklee building hallways. The studio should be secured when unoccupied, even for a short while. Purses, book bags, cameras, etc. should be secured in lockers when not in your possession. Remember to secure your lockers when not in use and to properly store all tools when leaving the studio unoccupied.

## Door Codes

Hot Shop/Class Room \_\_\_\_\_

Barclay Simpson \_\_\_\_\_

Shaklee Building \_\_\_\_\_

Know these Codes, remember them, put them in your phone, do not give them to anyone not in you class

## **SMOKING POLICY**

The college prohibits smoking inside its buildings and facilities, and prohibits smoking in outdoor areas controlled by the college up to 50 feet from any college facility.

The policy applies to all college visitors, students, and employees (including faculty, staff, and student employees). It is the responsibility of every member of the CCA community to comply with the policy.

On the Oakland campus, smoking is permitted **ONLY** in the designated smoking shelter. The smoking shelter is located at the lower edge of the campus, close to the Broadway main campus gate. All smoking materials must be disposed of in the appropriate receptacles.

The Use of E Cigarettes and Vape pens are also considered Smoking.

## **ALCOHOL AND DRUG ABUSE**

Do No Work in the Glass Studio Drunk or Stoned. Period.

Consumption or possession of drugs and alcohol are strictly forbidden in the glass department. Students engaged in such activity will be reported to the administration for disciplinary action. The proper function of the glass studio and its equipment cannot tolerate those under the influence of any drug. Please notify faculty and studio manager if you are taking any prescribed medication that may hinder your ability to operate machinery.

Alcoholic beverages are not part of the teaching and learning process at CCA, and it is inappropriate to serve or consume alcoholic beverages as part of an official class or studio activity. Alcoholic beverages may be served to those 21 years of age or older at Approved Campus Events.

Violation of the Glass Department policy on alcohol and drug abuse, especially when attending class and using department equipment or machinery can result in students being denied access to the studio.

Lack of sleep can also effect safety while using department equipment and machinery.

## **GRAFFITI AND VANDALISM**

Graffiti is vandalism – Do Not Do It. Any student observed vandalizing school property, will be disciplined by the school. This may result in suspension or expulsion.

## **BICYCLES AND SKATEBOARDS**

Bicycles and skateboards are prohibited inside the Glass Department and all other CCA buildings. This is to assure clear passage and to retain an optimum working environment, free of hazards. Bicycles or skateboards found in the Glass Studio will be removed. The Glass Department is not responsible for lost or stolen bicycles and skateboards. Bicycles should be locked to one of the many racks outside.

## **PERSONAL ELECTRONICS POLICY**

During class time, students may use their personal computers, with the sound off, for image-making purposes only. No email, personal sites, etc.

Cell phones are to be turned off in classrooms and studios at all times. If you are a parent or are someone's caretaker, you can keep your phone on vibrate. Texting during class is not allowed.

Please do not speak on the phone in studios, as it may distract other working students.

Never Blow Glass with a Cell Phone in you Pocket.

## **MUSIC POLICY**

Recognizing the educational goals of the department, the multiple uses of the various areas within the studio, and the various dangers posed by the studio's glass-making equipment, please observe the following rules regarding music in the studios:

- Music is permissible in the hot shop during the following times: weekdays after classes (M @3, Tu/Th @7, W @10, F @6), Weekends during the blow slot schedule. PLEASE be considerate of everyone in the studio, both in your choice of music and the volume it is played at. Everyone has the right of veto. The system installed in the hot shop is intended for the listening pleasure of the blowers and their assistants and NOT the studio as a whole.
- Music is Never Permitted in the Cold Shops at Any Time. The changing pitch of the various coldworking machines is one of the most important indicators of its safe operation.
- Music is permissible in the class studio, Foundry, and Barclay Simpson only during non-class hours and with the consent of all others present.

Noise tolerance levels should be respected and the learning environment preserved. Having music in the studios is a privilege. Please show respect!

## **CUSTODIAL RESPONSIBILITIES**

It is an important aspect of any glass studio that it be maintained in immaculate condition. To help perpetuate this environment we expect all students to assist in general maintenance of the Glass Program. It is the responsibility of each student to clean any machine, equipment, or work area they have been using, leaving it in pristine condition. Do not leave garbage including drinking containers, food, or food wrappers in the classroom or studios. Dispose them in the proper bins provided outside the glass studio and classroom.

Each student is responsible for one Sunday Night Clean Up per semester. Please check clean up schedule or contact Sunday Night Clean Up Coordinator - \_\_\_\_\_

## **FOOD AND BEVERAGES**

The consumption of beverages is generally permitted during class but eating in the classroom or studios is not permitted. Because we use Hazardous Materials in the Studios, Please Do Not Consume Food in Any Studio within the Glass Department.

## **BLOW SLOTS**

Every First Friday at 6 PM of every Semester is the Glass Department Meeting and Blow Slot Lottery Pick. The lottery will start with the Glass 3 Seniors and end with the Intro Class.

Every Glass Major is entitled to One Blow Slot. Every continuing Glass Student, who has completed Intro to Glass or Intermediate Blowing, enrolled in a Glass Class is entitled to One Blow Slot. No Students, including Seniors, will be allowed to have Three Blow Slots unless multiple slots are Available. Every Student with Two or More Blow Slots will be required to Mentor at least One Intro to Glass Student. 2 Slots = 1 Intro Student, 3 Slots = 2 Intro Students.

“Open or Available” Slots can be taken by signing up on the Weekly Blow Slot Calendar hanging on the Hot Shop Door. Any Students with a Blow Slot can sign up for any Open / Available Slot up to Two Weeks in Advanced. Any Students Without Blow Slots must submit a Project Proposal to use the Open / Available Slot. The Weekly Blow Slot Calendar is also a great place to Sign Out / Make Available any Slots that will Not be Used. Any Student who signs up for an Open / Available Slot Assumes All Responsibility for that Slot. Ex- Light Up, Shut Down, Clean Up, Etc.

## **PROJECT PROPOSALS**

Project Proposals Forma are available in the Glass Department Classroom, CCA Glass website [www.cca.edu/academics/glass/facilities](http://www.cca.edu/academics/glass/facilities), and on the Portal portal.cca.edu/campus/shops/glass-classroom-studio/hot-shop/. Project Proposals are required for all projects done outside of a Glass Class, including - Kiln Work, Sandcasting, Gaffer Slots, Blow Slots, and Flameworking.

## HOURS OF OPERATION

### Studio Hours

|                 |                     |
|-----------------|---------------------|
| Hot Shop        | 8am - 1am           |
| Cold Shop       | 8am – 12am midnight |
| Classroom       | 8am - 4am           |
| Barclay Simpson | 8am - 4am           |

### Class Times

|                             |                                       |
|-----------------------------|---------------------------------------|
| Glass Product Design        | Mondays 9am – 3pm                     |
| Intro to Glass and Blowing  | Tues / Thurs 12noon – 3pm / 4pm – 7pm |
| Site Glass                  | Wednesdays 9am – 3pm                  |
| Glass 3 / Advanced Studio   | Wednesdays 4pm – 10pm                 |
| Senior Projects             | Fridays 8am – 11am                    |
| Glass Casting & Mold Making | Fridays 12noon – 6pm                  |

### Open Studio Times

Studios are Open Before, After, and Between Classes, and on the Weekends.

All Studios and Tables are meant to be Cleaned and Ready to Use for the Next Morning.

The Tables in the Classroom and Barclay Simpson can be reserved from Friday at 6pm to Sunday at 7pm. Please sign up on Weekend Work Table Sheet by Closet in the Classroom.

### Studio Manager Hours

12noon – 3pm Mondays  
9am – 6pm Tuesdays, Thursdays, Fridays  
12noon – 8pm Wednesdays

Green Neon “FRASER” Sign      On = On Duty / Off = Off Duty

## **END OF SEMESTER**

Monday through Friday is designated for Final Critiques. The Last Blow Slot is Sunday Night before the Final Week. All kilns must be Empty and Cleaned by Monday Midnight of the Final Week. There is no access to the Coldworking area after 12 noon Friday or after the Final Clean Up. There is no access to the Hot Shop, Kiln Room or Cold Shop during Holidays and or Breaks. The Glass Studios will be closed from Sunday March 24<sup>th</sup> @ Midnight until Monday April 1<sup>st</sup> @ 8am for Spring Break.

## **MATERIALS AND SUPPLIES PRICE LIST**

|                                       |      |
|---------------------------------------|------|
| Dust Mask Respirator                  | \$5  |
| Respirator                            | \$25 |
| Particulate Filter                    | \$20 |
| Vapor Filter                          | \$40 |
| Cold Working Filter                   | \$20 |
| Clear Safety Glasses                  | \$5  |
| Tinted Safety Glasses                 | \$5  |
| Toyo Pistol Glass Cutter              | \$30 |
| Toyo Pencil Glass Cutter              | \$25 |
| Kevlar Sleeve                         | \$10 |
| Extra Butter Cut - 12" x 25"          | \$7  |
| Extra 1/8" Sheet Glass – 18" x 24"    | \$10 |
| Advanced Glassworking Techniques Book | \$35 |
| Beginning Glassblowing Book           | \$25 |
| The Art of Fire Book                  | \$40 |

## **CONTRACT WITH THE GLASS DEPARTMENT**

To ensure that all students are aware of the CCA Glass Program guidelines and operations we require a signed copy of the Glass Program Contract. This contract states that the signer has read this handbook and pledges to follow the principles stated in it. As a practical vehicle this will allow faculty and staff to know that the entire department is well aware and understands the regulations of the glass area. The contract stands as a reminder and emphasizes the importance that all members of the glass department can rely on one another to uphold standards of conduct that will allow for a seamless learning environment.

This contract must be signed before a student may use any of the glass program facilities





**CALIFORNIA COLLEGE OF ARTS AND CRAFTS GLASS PROGRAM CONTRACT**

I have read and understood all the information, rules, regulations, and guidelines in the CCA Glass Program Health and Safety Handbook. Furthermore, as a participant in the Glass Program I agree to uphold all rules outlined in the handbook and to respect it's guidelines. I understand that faculty and staff have the right to restrict or take away my access to certain department privileges, area, or equipment for any behavior that I may demonstrate during the semester that is contradictory to what is outlined in this document.

**Signature-** \_\_\_\_\_

**Name-** \_\_\_\_\_

**Phone-** \_\_\_\_\_

**Class-** \_\_\_\_\_