

## **FOCI MINNESOTA CENTER FOR GLASS ARTS SAFETY POLICY**

We have always and shall continue to hold safety as one of our most important responsibilities in the operation of our non-profit. We firmly believe that artistry and safety go hand in hand and that a safe working environment is important to our renters and our staff members.

The following rules and procedures have been prepared for the protection of every renter and staff member. These rules and procedures will be made available and maintained at the studios front desk.

No set of rules and procedures can cover every situation. When in doubt about a situation, condition or procedure, ask a staff member or a supervisor. Under no circumstance are you to risk injury in carrying out your work.

It will not always be easy to comply with these rules; nothing worthwhile is ever easy. With your help, we can make this studio a safer place to work.

FOCI Minnesota Center for Glass Arts Board of Directors

### **FOCI Safety Rules**

This organization intends to provide a safe and healthy artistic studio. To do this, we must constantly be aware of conditions in each individual's work area that can produce injuries. No staff member or renter is required to work under conditions that are not safe or healthful. Staff member cooperation in detecting hazards, and in turn controlling them, is a condition of their service. The following general rules and procedures govern all staff members and all company operations.

#### **General Directives:**

1. All staff members of this company shall follow these safety rules and procedures. Staff members must inform the studio manager or some other person in authority immediately of any situation beyond their ability or authority to correct.
2. Studio managers shall insist that staff members and renters observe and obey every safety rule and procedure as necessary for the safe conduct of their work, and shall take such action as is necessary to obtain compliance.
3. Only qualified staff members and renters may use the studio and equipment.
4. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed in the studio while in that condition. Anyone suspected of being under the influence may be required to submit to testing.
5. No one shall knowingly be permitted to work while his or her ability or alertness is so impaired by fatigue, illness, or other cause that might necessarily expose the individual or others to injury.
6. Staff members shall immediately report any personal injury or damage to property to the studio manager, no matter how trivial, regardless of the amount of damage and irrespective of cause or fault.

#### **GENERAL SAFETY RULES;**

1. Horseplay, scuffling, and other acts which tend to endanger the safety or well being of renters or staff members are prohibited.
2. Follow safety rules applicable to their job and use safety devices and personal protective equipment as required and directed.
3. Only qualified renters and staff members may work in the studio.
4. Obey all posted warning and/or instructional signs.
5. Do not use equipment with which you are not familiar unless under the supervision of a qualified renter or staff member.
6. Renters are responsible for properly returning all tools and equipment to its proper location and sweeping glass from their work area..
7. Do not wear loose, flammable, or frayed clothing in the studio around the furnaces and glory holes.
8. Smoking is prohibited in the building.
9. Use of any drugs is prohibited in the building, loading dock, courtyard and parking areas.
10. You are responsible for the condition and proper use of all hand tools used in the performance of your artistry.
11. When doing any grinding, sawing, polishing or other cold shop work, safety glasses are required.

#### **Staff Member's Responsibilities;**

12. To set examples of safe practices by their own conduct.
13. To investigate and correct, or have corrected promptly, unsafe conditions which have come to their attention.
14. To know, observe and enforce all the general safety rules and procedure as are set up for the studio.
15. To thoroughly acquaint each renter with safety instructions and practices.
16. To investigate and report all personal injuries and illnesses sustained by renters or staff members.
17. To investigate and report all property damage accidents.
18. To welcome and utilize, as far as practical, the safety suggestions which may be made by staff members or renters.
19. To thoroughly instruct new staff members and renters on safety and carefully observe them at their work.
20. To see that all renters and staff member have and use personal protective equipment as necessary.
21. To see that all tools and equipment are and remain in safe and proper working conditions.

**These rules are not meant to be all-inclusive but do apply to renters and staff members. Additions or modifications of these rules will be made at any time it is determined necessary for the safety and well-being of the renters and staff members.**

**Safety Violation Procedures (This is generally a five step corrective procedure)**

First and Second Occurrence: Written Warning signed by Studio Manager and Staff Member witnessing safety violation, documented in file.

Third Occurrence: Permanent termination of studio use and Membership

These three steps will be followed at all times with exception of the most serious violations. Serious violations will be handled on a case by case basis depending on their severity. They may result in expedited occurrences and/or suspension discharge on a first occurrence, pending an investigation. Safety Violations Occurrences will be active for a twelve (12) month period. After twelve (12) months they will be removed from your file