

GENERAL REGULATION

R-3 –To ensure all studio users health and safety

1.0 OBJECTIVES AND FUNCTION

Espace VERRE's main goal is to offer, to each studio user* the best work environment where prevention, health, safety are top priorities.

This document was created to define the operational, health and safety regulations, on February 14, 2003 by Espace VERRE's board of directors, upgraded when needed. A copy is given to all new and regular studio users and is permanently displayed on the administrative bulletin board, on our website: www.espaceverre.qc.ca or on demand. Excerpts are inscribed on the rental fees form.

Each studio user must read and respect the general regulations. In not doing so, the studio user could receive a sanction and after two warnings could be barred from using all tools, equipment or from renting studio time. The appendix 1 guideline for using and renting following a weekend class, the studio rental fees, the Fusion member contract and the credit policy are supplementary documents.

- * The term studio user defines a student, instructor, grant recipient, Fusion member, professional or amateur/novice glass artist and any authorised person using Espace VERRE's studios and equipments. They also apply to Espace VERRE's staff and visitors that circulate in the building.

2.0 ESPACE VERRE'S OBLIGATIONS

To prevent injuries, guarantee safety and good health of all its studio users, Espace VERRE will:

- Prioritize the importance for maintaining health and safety;
- Apply preventive measures from the start of the activity;
- Take all measures to deter all accidents from happening;
- Re-evaluate its policies on a yearly basis; Continually apply new and ameliorated measures by preserving what is learnt and finding solutions to counter potential dangers;
- Organize informative, formative activities to transmit new regulations and procedures to assure the studio users' health and safety;
- Encourage all studio users to promptly point out and relate potential health and safety problems to the technical or administrative teams;
- Form and instruct students to have good, preventive habits while working with the equipments and studios during classes;
- Respect the current work health and safety rules.

3.0 RESTRICTIONS

In all premises of the building, it is forbidden to:

- Smoke cigarettes, unless nine metres from the outside doors of the building;
- Eat anywhere else than the kitchen and yard areas; Drink from uncovered recipients/bottles;
- Disturb other studio users;
- Scatter or leave personal effects or clothing unattended;
- Use music or communication devices with earplugs;
- Consume or work under the influence of alcoholic beverages or mind alternating illegal or prescribed drugs;
- Wear dangling or encumbering jewelry;
- Carry a cigarette lighter in a pant or shirt pocket;
- Wear synthetic material clothing in the hot glass and flameworking studios;
- Wear loose clothing or untied long hair;
- Throw objects in the studios;
- Run, push or play fight in the studios;
- Self-clean clothing with a compressed air blaster;
- Play with manual or portable tools;
- Let a child work or circulate in the studios unattended;
- Mix other types of incompatible glass with the furnace's glass;
- Open kiln doors without having checked its programme or having the proper permission;
- Use equipments without first receiving authorisation or being enrolled in a class;
- Use equipments, machines or tools without the proper training;
- Use any other type of equipments other than those for glass, without first receiving permission from the technicians;
- Use the eyewash stations, or any other specialized equipments for anything other than what it was designed for;
- Dispose of chemical or toxic products in the sinks, toilets or garbage cans without having neutralized them;

- Use chemical products in fused glass without first receiving an authorisation from the technicians;
- Use tools or equipment if not physically or mentally fit, not assuring their or others safety of themselves, other studio users or Espace VERRE's property;
- Work without the proper protective gear (glasses, masks etc.).

It is strictly always forbidden to:

- Work alone in the building;
- Park a vehicle in the side yard or in front of the building where it is reserved for emergency or delivery vehicles;
- Keep an animal tied up in the yard or have one in the building, unless it's a guide dog;
- Take another studio user's food without first receiving an authorisation;
- Do technical work in the kitchen or have inedible working materials on the kitchen table.

4.0 STUDIO

STUDIO USER OBLIGATIONS

The studio user must:

- Read and apply the regulations; sign the register to confirm that they have received them;
- Always wear the required protective gear and respect the studios signalizations: rigid and closed-toe shoes, tinted and protective glasses as well all other appropriate gear like respirator masks (be aware that a beard may reduce the efficiency of masks), ear plugs, natural fiber clothing, etc. Espace VERRE is not responsible for any dire consequences, if this clause is not respected by the studio user;
- Keep their workstation in order and tidy;
- Respect the boundaries between his/her workstation and that of other studio users;
- Remove debris from equipments;
- Properly use and respect the safety guards of equipment, machine, or tool
- Make sure that the equipment, machine or tool is turned off or unplugged before cleaning it;
- Drink sufficient liquids to prevent dehydration;
- Respect the technician' authority;
- Immediately report any equipment, machine, or tool malfunction to the technician.

5.0 PRESENCE AND SCHEDULE

- 5.1 A student enrolled in the DEC programme must have punctual attendance for his/her scheduled classes and extracurricular activities given inside and outside of Espace VERRE. If absent to any such activity, the student must contact the administration or the specific teacher, ideally 24 hours beforehand by phoning or emailing beforehand, as stipulated in the course descriptive handed out to each student at the start of each new semester.
- 5.2 All DEC assigned work must be accomplished during Espace VERRE's opening hours according to the schedule distributed by the administration at the beginning of every semester.
- 5.3 During all DEC and extracurricular classes, the student must stay with his/her instructor and at his/her workstation and not wander freely in the building.
- 5.4 Before dropping a class or leaving the programme, a DEC student must first inform Espace VERRE's administration and then contact the CEGEP du Vieux Montréal.
- 5.5 Espace VERRE's studio work schedule is from 9:00 a.m. to 4:30 p.m., followed by a 30-minute clean-up time before closing time at 5:00 p.m.

Fusion's studio work schedules are from 9:00 a.m. to 4:00 p.m. or 4:30 p.m. to 11:00 p.m., including 30 minutes clean up time of the workstation before 4h30 p.m. or the closing time at 11:30 p.m.

This schedule includes the warm-up of the glory holes that will be started by the technician at 8:45 a.m. or 4:30 p.m. (Fusion studio user). The technician will close the glory holes at 10:00 a.m. or 6:00 p.m., if the studio user does not show up (extra fees will be charged).

- 5.6 It is mandatory to close the glory holes during long breaks and mealtimes (of 30 minutes or more). This is to save energy and reduce overheating.

6.0 STUDIOS FUNCTION AND WORK

- 6.1 During a class, the studio equipment is reserved for the students enrolled in it.
- 6.2 For safety reasons, 1st year DEC students in their first semester cannot participate in the evening Practical Work

periods or rent studio time.

- 6.3 The use of studios, during the practical work periods, is reserved for the students enrolled in the specific class. The work done should be specifically for their classes.
- 6.4 The Practical Work periods are enumerated on the DEC course schedules of each semester, according to the time allotted for by programme. They must be respected as to give each student equal time. The technicians are responsible to justly divide the glass blowing work benches during the Practical Work periods according to the specific number of students per group.
- 6.5 The use of the studios by the DEC students or the student association for special projects, other than those demanded for the work of their DEC classes, must be approved by the general director. DEC students are forbidden to accept and fulfill private contracts during the practical work periods.
- 6.6 The DEC student is not permitted to work in the studios on weekends or evenings, except on allotted studio practice times, unless they rent studio time or receive a special permission from the administration.
- 6.7 It is forbidden to touch another studio user's work that is on a personal or studio shelf. To protect creative licenses, it is forbidden to take someone else's work or drawings from trash bins. To prevent this from happening, it is recommended that each studio user destroy and discard any unwanted glass pieces.
- 6.8 The studio user must promptly store his/her personal belongings on his/her designated or rented shelves. Espace VERRE is not legally responsible or insured for any breakage of glass works that had to be moved by staff members because it was left unattended or was accidentally broken by staff, students, or visitors.
- 6.9 Shelves and lockers can be rented by contacting Espace VERRE's secretary. The storage of toxic or hazardous products is prohibited. Espace VERRE is not responsible for the lost, theft or breakage of any belongings left on personal shelves and in the building. A maximum of two small propane or map canisters is permitted on the studio user's shelf.
- 6.10 Annealing kilns should be emptied by the studio user or by an authorised person, if not it will be done by the technician or the next kiln user. The pieces stored on the shelves must be removed within 10 days following the rental or production date. After this time, even polished pieces will be discarded in the outside container. Espace VERRE is not legally responsible for any broken, lost, or stolen pieces.
- 6.11 It is important for the kiln user to check with the technician about the best time to come unload their kiln. Sand casted pieces must be put on the bottom shelves. The kiln user must clean all sand residues from the shelf, the worktable, floor and sink.
- 6.12 The studio user must verify all technical aspects of his/her work, relating to the indications of the material safety data sheet, the compatibility when combining different types of glass (colored and clear), the accuracy of their annealing programmes and chemical reaction of different ingredients mixed together etc. Espace VERRE is not responsible for any material or technical problems that arise from using their equipment. Espace VERRE's insurance policy does not cover damage of pieces or materials in storage at their facility. By signing his/her rental forms, the studio user legally absolves Espace VERRE from all responsibility.
- 6.13 Fusion members must abide by the two-year contract with Espace VERRE. Their signed contract defines the regulations for using the transitional Fusion studio with specific clauses which applies to all Fusion members. After the end of their contract, they will be subjected to the same regulations' regular studio users.
- 6.14 The Houdé-Mendel and Espace VERRE bursaries recipients will be able to use the Houdé-Mendel kiln and molding studio, for a period of six months. The bursary holders must respect the clauses of their respective agreements.
- 6.15 While DEC instructors have access to all the studios, they must reserve studio time according to the rental regulations. Instructors benefit from a research programme allowing them studio time in exchange for accumulated teaching hours.
- 6.16 It is forbidden to store any personal objects in the studios or anywhere else in the building apart from having received a special permission from the administration. After the second warning, these objects will be thrown out in the outside container.
- 6.17 Only emergency phone calls will be passed on to a DEC student and a studio user. Local calls can be made with the hot glass studio and 3rd floor phones. A computer can be used in the documentation area.
- 6.18 The studio user must ask permission before using Espace VERRE's administration and technician telephones and computers. The studio user will be billed for any long-distance calls.

- 6.19 The guidelines to consult and borrow documents from the documentation centre. There is a limit of three documents per borrower for a period of one week. Magazines, slides, video cassettes and CDs can only be borrowed after receiving a special permission from the general director. There is a late fee of 10 cents, per day for each document.
- 6.20 All documents must be returned as they were before they were borrowed. If a document is lost or damaged, a replacement or repair fee will be charged.
- 6.21 The documentation centre user must leave his/her bags at the entrance of the gallery. The administration has the right to check all bags. If a theft occurs, then sanctions will be applicable.
- 6.22 There is a fee of 15 cents per personal photocopy. There is a fee of \$1 per personal fax transmission and reception.
- 6.23 During regular DEC classes, professional workshops, weekend classes, lectures, filming, or any other promotional events, it is forbidden for anyone at Espace VERRE employees or studio users alike to intervene by playing music or making excessive noises. Otherwise, during regular studio use, it is to the discretion and unanimity of the group of people working in the studios. In case of a noisy technical intervention, it is up to the technician to advise the studio user in advanced, as to convene the best workplace conditions.
- 6.24 Pieces made by participants of the weekend classes, or any other promotional events will be kept in the administrative office for a month, followed by a reminder call or email. Following this date, the pieces will be either discarded or posted (paid by the recipient). Espace VERRE is not responsible for any breakage, loss or theft of the pieces.

7.0 STUDIO RENTAL

- 7.1 According to availability and one month in advanced, Espace VERRE can rent out its hot glass studio to professional glass artists. Espace VERRE can refuse certain people, as well as limit the number of work periods per glass artist to assure equity for all studio users. The available rental periods are available on our website.
- 7.2 The studio user can reserve work time, by contacting the technician anytime by email (tech@espaceverre.qc.ca). Confirmation of the rental day or days will be made within five working days following the reservation.
- 7.3 The studio user must fill in rental forms for every worktable and equipment used in each studio. They should be handed in to the technician so that he can verify and sign them. The rental forms are available in each of the studios. The studio user must see the technician at his/her arrival as well as before leaving, to ensure that they respected the safety and cleaning clauses.
- 7.4 The studio user must weigh their annealed blown, sand cast or hot sculpted pieces, as well as their discarded glass and note the total weight of glass used (in kg) on their rental forms. The supplementary glass will be charged according to the regulations on the up-to-date studio rental fees. We reserve the right to sporadically verify the weight indicated on the form.
- 7.5 The minimum rental time permitted is 15 minutes, for the worktables, cold glass work, sand blasting, flame working and neon equipment.
- 7.6 The studio rental price list is available at the secretarial office and is displayed on the administrative bulletin board. Certain conditions are defined on the back of the price list about applicable price reductions for certain studio users, specifications on the minimal duration of use and about the billing process.
- 7.7 A credit policy governs the rental billing system. Standard payment terms are net 30 days. After this date, interest surcharge will be billed for overdue payments. Espace VERRE reserves the right to stop offering services or retain any payment due to a nonconforming studio user.
- 7.8 In case of cancellation of less than a working day before or on the morning of the reservation, three hours of work will be charged according to the fee of the reserved studio.
- 7.9 Before a studio user or Fusion member can be assisted by an amateur/novice assistant, he/she must report this before renting. For safety reasons, the administration reserves the right to refuse certain people. The studio user or Fusion member is solely responsible of the assistant and must assure that this assistant respects the regulations and wears the proper protective gear. Espace VERRE absolves itself from any liability for the people that accompany the studio user of Fusion member. If it is a service exchange, the rule is 1 hour of personal work, taken on the same day, for a day of assistance.
- 7.10 The studio user cannot use the equipment or tool that they intend to rent if they did not receive the proper training. The administration has the right to ask the studio user to prove his/her ability to use the equipment. The administration could refuse access.

- 7.11 A new studio user will have to prove that he/she can properly and securely use the equipment and tools before allowed to rent them. If needed, the technician can give precedent weekend class participants, artists of a different technique and glass artists coming from other glass studios an hour-long security class for the cost of \$30. The new studio user will receive a copy of the general regulations.
- 7.12 An amateur/novice or novice studio user is prohibited from programming the kiln controllers, because of the risk of errors that can damage kilns and their glass work, as well as the work annealing in other kilns. Technicians will enter their programme with the kiln controllers for \$30 per annealing. The studio user must be present while the programme is entered, and he/she must sign the rental form in the presence of the technician.
- 7.13 The studio user is responsible for the programme entered with the kiln controller. The studio user absolves Espace VERRE of any responsibility by signing the rental form.
- 7.14 Only the technicians or someone responsible mandated by them can batch the electric furnaces. The technicians will decide which furnace is to be used and which one will be batched. The collaboration of the studio users is mandatory, to permit this operation on a regular basis as determined by the technician.
- 7.15 For the Fusion studio, its members must follow a regular batching schedule determined by the technicians. If needed, the technicians can help to fill Fusion's furnace.
- 7.16 The studio user must use the equipment that they have reserved, according to reservations and availability. The rental of a glass blowing spot includes the use of a bench, glory hole, annealing and color bar kilns, optical molds and plaques, wooden ladles, punties, and common use Kevlar mitts for loading the annealing kiln. Any other tools must be provided by studio user. For sand casting, the rental includes the sand boxes, ladles, casting balls and casting Kevlar mitts. The other tools are furnished by the studio user or can be rented.
- 7.17 Designated lockers are included in the price for the rental day. They must be used first thing in the morning and emptied as soon as the rental day is over. The studio user must supply his/her own lock.
- 7.18 Espace VERRE is not responsible for any loss of production pieces or work time for causes beyond its control like power failures, accidental opening of kiln doors, error in kiln programming, broken equipment made by visitors or any other studio user. In event of a problem, the technician must be promptly advised.

8.0 TOOLS, EQUIPMENT AND MATERIALS

- 8.1 Although Espace VERRE lends their equipment and tools during DEC classes, students are required to buy part of their tools and working materials needed for their own personal work. Each studio user and Fusion member should have his/her own basic tools, or they can rent them for the current fee (for one or more tools) per day. The use of Espace VERRE's tools and material are included during the weekend classes and workshops. Some tools and material can also be bought at the Espace VERRE store.
- 8.2 A tool rental form must be filled before renting any tools from the technician's office. The studio user that shows negligence or poor use of any tool or equipment will have to pay for its repair or replacement. After two warnings, constraints could be applied. At the end of all studios rental time, all borrowed tools must be returned undamaged to the technician's office. All broken or lost tools must be paid for or replaced.
- 8.3 Before working in a studio and using an equipment or tool, a studio user must be qualified and cognisant of all safety regulations indicated by the instructors and technicians. If in doubt, the studio user must ask for help to ensure their safety and that of others as well as preventing the damage of equipment and studio workspaces.
- 8.4 It is forbidden to take any tools or equipment outside of Espace VERRE without administrative permission.
- 8.5 Instructors and technicians are responsible for all equipment and crude material distributions. If an instructor allows a student to get material for a specific class, that instructor is responsible to inform the technician. Outside of classes, the instructor must advise the technician by writing. Due to budget limitations, some material can be restricted.
- 8.6 The technicians are the only ones that are authorised to install or uninstall the propane gas canisters. The canisters must always be stored outside the building and can only be kept in the studio during the time of use, and they should always be kept away from heat source. An additional fee will be charged for using Espace VERRE's propane gas canisters.
- 8.7 Only small hand torch cylinders are permitted in the studios. The hand torch cylinders must be kept away from heat sources. Personal hand torch cylinders should be stored properly and brought back home by the studio user. The empty small hand torch cylinders should never be discarded in the garbage containers. They should be recycled by studio user or given to the technician for recycling.

- 8.8 For economical and environmental reasons, we encourage that studio users recycle clear and uncontaminated glass. It can be given to the technician or discarded in the recycling bins which will be reused in the furnaces. Coloured blown glass can be discarded in the recycling bin near the technicians' office.
- 8.9 The studio user must inform the secretary of all personal deliveries that will be sent to Espace VERRE with the specific date, the number of boxes. He/she must leave a monetary account for any extra custom or transport fees. He/she must specify with the company that the billing must be address to them and not under Espace VERRE's account. Any unexpected deliveries that demand payment can be categorically refused. The merchandise will be temporarily stored by the administration. The studio user must contact the secretary to find out if the delivery has arrived. Espace VERRE is not legally responsible for any broken, lost, or stolen pieces.

9.0 CLEANLINESS OF THE PREMISES

- 9.1 The studio user must clean his/her workplace, equipment, and tools, at least 30 minutes before closing time and 45 minutes for the molding room. This includes emptying their trash bin and waste bucket in the yard container and replacing them in their designated places before leaving. A detailed list of what needs to be done is posted in each of the studios.
- 9.2 The studio user should never empty liquid plaster in the molding room or any other sink as this will solidify and block the drain conduct. Broken molds must be thrown out in the molding room's garbage bins and transferred into the yard's container on the same day of use. You must clean the sink completely if you soak plaster molds.
- 9.3 The studio user must wear a mask during the clean-up of the studios and equipments. The studio user must use sweeping compound while sweeping the floor, as this reduces volatile particles.
- 9.4 Anyone using the kitchen/dining area is responsible of keeping it clean. They must wash their dishes; clean their table, appliances, and counters. The kitchen user must dispose of all waste in the waste bin and recyclable object in the recycling bin. Any article that is left unattended, in the refrigerator, counter, table, in a disorderly way will be promptly disposed in the waster bin.
- 9.5 In general, any object that inconveniences the cleanliness or safety of the premises will be thrown away. Clothing and valuables will be kept until the end of the semester by the technicians.

10.0 PENALTIES AND DISCIPLINE

- 10.1 The studio user must acknowledge and apply the studio regulations. They must sign the registry to prove that they received them.
- 10.2 Technicians are always present in the studios. The name of the technicians will always be posted near the door of the technician's office (ground floor). Technicians must reinforce security measures of the entire studio and equipment user. They do not replace the DEC instructors or will not assist the students in their work. They keep the studios and equipment running while reinforcing the regulation codes. Each studio user must respect and listen to what the technicians tells them to do.
- 10.3 Consequently not conforming to the actual regulations, will result in getting a verbal warning from one of Espace VERRE's technicians. For a repetitive minor infraction or more serious offence, the infringing studio user will receive a written warning from one of the technicians, of which a detailed and dated copy will be made and given to the director. If a second notice is given, the director and technician will meet with the studio user to discuss a possible restriction from using certain tools, equipments and studio time. This restriction could last up to a week for a minor infraction or up to a semester for a grave error or possibly permanently for a major infraction. This covers all types of infractions and penalties which cannot be enumerated as the list of possibilities is exhaustive. The unbiased judgement of the technicians and the director will determine a just and equitable penalty, free from discrimination, while respecting the current health and safety regulations. For grave and permanent penalties, the administration might need to consult Espace VERRE's board of directors for a definite decision.
- 10.4 Any visitor, studio user or student that incites another person to or that commits any reprehensible act of vandalism, theft, indecency, harassment, moral detriment, acts of gambling, usage of menace or physical constraint, that uses and sells drugs or drinks alcohol without authorization or commits a criminal act will be immediately expelled from Espace VERRE or may face criminal charges with the police. This covers all types of infractions and penalties which cannot be enumerated as the list of possibilities is exhaustive. The unbiased judgement of the technicians and the director will determine a just and equitable penalty, free from discrimination, while respecting the current health and safety regulations. Espace VERRE reserves the right to inform the CEGEP of any penalties given to students enrolled in the DEC programme.

- 10.5 Any visitor, studio user or student that suggest or incites another person to commit an infraction of Espace VERRE's regulations will be exposed to the same potential penalty of being expelled as the person that committed the infraction.

11.0 HEALTH AND SAFETY

- 11.1 All technicians have taken a workplace first-aid course. All accidents, even minor, must be promptly reported to the technician and administration. An accident form, available at the technician's or secretarial office, must be filled and given to the administration. If needed, there is a first aid kit on each floor and ice packs in the kitchen's refrigerator's freezer. Accidents should be recorded on paper by the technician and witness of the accident, as it is analyzed and kept by the administration, to correct the safety measures.
- 11.2 The administration strongly suggests that a studio user advise them and fill in a personal information form if they have any contagious diseases, medical conditions or that are using medication that can impair them and be dangerous to themselves and to others. This form will be kept confidential and only used by the administration if needed for medical purposes.
- 11.3 If a fire occurs in your presence, you should remain calm; quickly notify the administration or technician. It is required to set off the fire alarms and use the extinguishers (found on every floor). One should aid and guide any person to leave the building by using the nearest exit and closing the door behind them. Once outside, everyone should gather on the southside sidewalk facing the Oak Street intersection. Safety guides and floor plans are available on each floor, placed next to the phones and exits. Everyone must respect and follow the indication and orders given during the evacuation by the staff.
- 11.4 Each alarm that is set off must be treated as a dangerous situation and a drill exercise. Everyone must quickly leave the building by the closest exit while remaining calm while inciting the others to do likewise. A drill exercise is done at the beginning of each semester.
- 11.5 All key holders with an alarm access code must follow the steps and regulations, keep their access code confidential and never lend their key to anyone else. Any false alarm citations received, from outside authorities, because this person did not follow the proper steps following a system error, will be directly billed to them.
- 11.6 If the studio user has the slightest doubt while using any of the equipment, tool, or material, he/she should ask the technician, instructor, or any competent person for assistance.
- 11.7 It is forbidden to use any chemical or toxic products without having prior received the approval from the administration. Dangerous refractory and insulating products are securely stored, and their use is restricted to the technicians. All usage of precarious products must be reported to the administration or the technicians to assure that its usage and disposal be done in a regulated matter respecting the environmental and safety regulations that are stipulated by Espace VERRE.

12.0 VISITORS

- 12.1 A studio user must get permission from the technician before receiving any personal visitors or training a novice assistant. If a visitor or new assistant is accepted, the studio user is fully responsible of assuring that he or she respects the present regulations. Espace VERRE is not responsible for accidents, loss, breakage, or theft.
- 12.2 Visitors are prohibited in the building during the evening Practical Work periods, weekend classes or workshops.
- 12.3 For safety purposes, visitors are forbidden to use any of Espace VERRE's equipment. They must respect the specified boundaries, be accompanied by an employee, as well as wear the protective eyeglasses.
- 12.4 During guided tours, open houses or any public activities, a designated guide must accompany visitors to ensure their safety. Any visitor that does not respect the safety regulations explained by their guide will be promptly evicted from Espace VERRE.