**GENERAL REGULATIONS**
**R-3.0 –The use of studios, health and safety**

## 1.0 OBJECTIVES AND FUNCTION

Espace VERRE's main goal is to offer, to each users* the best work environment where prevention, health, safety are top priorities. Section R-3.1 concerns the policy to prevent and counter all forms of harassment and violence, including sexual violence. Section R-3.2 concerns the procedures for use and rental by participants of weekend classes. The following documents are added to these regulations: rental fees, the contract of fusion members and the credit policy.

This document was created to define the operational, health and safety regulations in our studios. The general regulations apply to all users without exception or discrimination. They were adopted by the board of directors, on February 14, 2003, and are revised when needed. A copy is given to all new and regular users and is permanently displayed on the administrative bulletin board, on our website: www.espaceverre.qc.ca or handed out on demand. Excerpts are inscribed on the rental fees form.

All users must read and respect the general regulations. In not doing so, users could receive sanctions. After two warnings, restriction measures for the usage of tools, equipment or from renting studio time could be applied.

* The term user defines a student, teacher, grant recipient, Fusion member, professional or amateur/novice glass artist and any authorised person using Espace VERRE's studios and equipment. 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 users, Espace VERRE will:

- Prioritize the importance for maintaining health and safety;
- Apply preventive measures upon entering the premises;
- Take all measures necessary to prevent accidents from happening;
- Improve prevention continuously by doing an annual evaluation, by preserving what is learnt and finding solutions to counter potential dangers;
- Organize informative, formative activities to transmit new regulations and procedures to assure users' health and safety;
- Encourage all users to promptly point out and relate potential health and safety problems to the technical or administrative teams;
- Teach and instruct students to have good, preventive habits while working with the equipment and in the studios during classes;
- Comply with applicable occupational health and safety laws and regulations.

## 3.0 RESTRICTIONS

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

- Smoke ( tobacco, electronic or marijuana cigarettes), in the building, in the yard and in a proximity less than nine metres from the outside doors of the building;
- Eat anywhere else than the kitchen and yard areas; Drink from uncovered recipients/bottles;
- 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 jet;
- 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 program or having the proper permission;
- Use equipment without first receiving authorisation or being enrolled in a class;
- Use equipment's, machines or tools without the proper training;

- Use any equipment, machine or tool for work other than glass work, unless previously authorized (for example, sandblasting cabinets must be reserved for glass work);
- Use any other type of equipment other than those for glass, without first receiving permission from the technicians;
- Use the eyewash stations, or any other specialized equipment 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 tools or equipment if not physically or mentally fit, not assuring their or others safety of themselves, other users or Espace VERRE's property;
- Work without the proper protective gear (glasses, masks etc.).

It is strictly 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 is a guide dog;
- Take another users' food without first receiving an authorisation;
- Use kitchen utensils as tools in the studios or use tools for other non intended purposes;
- Do any technical work in the kitchen;
- To transport people in the freight elevator.

## 4.0 STUDIO USERS' OBLIGATIONS

Users must:
- Read and apply the present regulations;
- Always wear the required protective gear and respect the studios signs: 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.;
- Keep their workstation in order and tidy;
- Remove debris from equipment;
- Safely use and recognize the importance of using 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;
- Immediately report any equipment, machine, or tool malfunction to the technician.

## 5.0 PRESENCE AND SCHEDULE

5.1 A student enrolled in the DEC program must have punctual attendance for their 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 class descriptive handed out to each student at the start of each new semester.

5.2 The practical work periods for DEC students must be completed during Espace VERRE's regular opening hours, in accordance with the schedule distributed in the class outlines at the start of each semester, and students can only do so for the classes in which they are enrolled in.

5.3 During all DEC and any other types of classes, students must stay with their teacher and at their workstation and not wander freely in the building.

5.4 Before dropping a class or leaving the program, a DEC student must first inform Espace VERRE's administration and then contact the CEGEP du Vieux Montréal.

5.5 Espace VERRE's work schedule (for the Houdé-Labelle hot glass, Flameworking, kiln working, molding and cold working studios) is from 9:00 a.m. to 4:30 p.m., plus a 30-minute clean-up time before closing time at 5:00 p.m. This schedule includes the warm-up of the glory holes that will be started by the technician at 8:45 a.m. and closed at 10:00 a.m., if the renter does not show up (an extra fee will be charged).

The Fusion studio work schedules are from 9:00 a.m.to 4:30 p.m. or 5:00 p.m. to 11:30 p.m., including 30 minutes clean up time of the workstation before the 5:00 p.m. period or closing time at midnight.

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 FUNCTIONNING AND USE OF THE STUDIOS

**6.1** If a studio is reserved for a class, the studio equipment is by priority reserved for the students of that class.

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 specified on the DEC class schedules of each semester, according to the time allotted for by program. 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 administration. DEC students are forbidden to accept and fulfill private contracts during the practical work periods.

6.6 The DEC students are not permitted to work in the studios on weekends or evenings, except on specific studio practical work periods, unless they rent studio time or receive a special permission from the direction.

6.7 It is forbidden to touch another 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 users destroy and discard any unwanted glass pieces.

6.8 Users must promptly store their personal belongings on their 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 accidently 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 users' shelves.

6.10 Annealing kilns should be emptied by the user or by an authorised person, if not it will be done by the technician or the next kiln user. The unloading shelves must be emptied within 10 days following the unloading day. After this time, the pieces will be discarded in the outside container, without prior notice. Pieces showing traces of finishing work must not be left on the unloading shelves, because they may be discarded in the outside container, without prior notice. Espace VERRE is not legally responsible for any broken, lost, or stolen pieces.

6.11 Cast glass pieces must be placed on the bottom unloading shelves. Renters are responsible of cleaning up sand from the annealing kiln, the unloading shelf, the worktables, the floor, and the cold-working studio's sink. Renters must check with the technicians to determine the best time for unloading as to not disrupt other studio activities.

6.12 Users are responsible of verifying technical information of color compatibility, type of glass, firing schedule, mixing of materials, etc. Espace VERRE is not responsible for any material or technical problems that arise from using their equipment. Our insurance policy does not cover damage of pieces or materials stored in our facility and equipment. By signing their rental forms, all users legally absolve Espace VERRE from all responsibility.

6.13 Members of the fusing studio are bound to Espace VERRE by an agreement for a maximum period of two years. The terms of this agreement and these regulations apply to all members.

6.14 Recipients of the Houdé-Mendel and Donald-Robertson bursaries are linked to Espace VERRE by a six-month agreement. The terms of this agreement and these regulations apply to the scholarship recipients.

6.15 The DEC program's teachers can benefit from a research program allowing them to use the workshops at reduced rental fees. They must reserve the studios and equipment in accordance with these regulations.

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 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.

6.18 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.

6.19 The documentation centre users must leave their 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.

6.20 There is a fee of 15 ¢ per personal photocopy.

6.21 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 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 users in advanced, as to convene the best workplace conditions.

6.22 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 4 weeks in advanced, including the current week, 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 users. The available rental periods are available on our website.

7.2 Reservations for studios and equipment should be done in advance by contacting the technicians exclusively 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 Renters must fill in rental forms for each studio use of a worktable and equipment. The forms must be handed in to the technicians so that they can validated and sign them. The rental forms are visibly available in each of the studios. Renters must see the technician upon arrival and before leaving, to ensure compliance with safety and cleanliness guidelines.

7.4 Renters 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 of the effective studio rental fees. We reserve the right to intermittently verify the weight indicated on the form.

7.5 The worktables, cold work, sand blasting, flame working and neon equipment are rented and billed for a minimum of 15 minutes.

7.6 The studio rental fee list is available at the secretarial office, displayed on the bulletin board and online on Espace VERRE's website. Certain conditions are defined on the back of the price list about applicable price reductions for certain 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 users.

7.8 In the event of a cancellation of less than one day prior to the scheduled workday, or on the morning of the reserved day itself, a penalty of three hours at the fee of the reserved studio will be charged.

7.9 Before a renter or Fusion member can be assisted by an amateur/novice assistant, they must report this before renting. For safety reasons, the administration reserves the right to refuse certain people. Users 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 users 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 Renters cannot use the equipment or tool that they intend to rent if they did not receive the proper training. For security reasons, Espace VERRE has the right to refuse some people. Espace VERRE has the right to ask them to prove their ability to use the equipment. This is applicable for all the studios.

7.11 New users will have to prove that they 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. This one-hour training session regarding the operation, health, and safety of each studio will be charged at a cost of $30. This training does not cover the technical knowledge of glass. A copy of these regulations will be provided to new tenants, who must sign a logbook confirming receipt of the document.

7.12 Users with little or no experience are barred from programming the kiln controllers, because of the risk of errors that can damage kilns and their glass work, as well as other users works annealing in other kilns. Technicians will enter their program with the kiln controllers for $30 per annealing. Users must be present while the program is entered, and they must sign the rental form in the presence of the technician.

7.13 Users are responsible of writing out their annealing programs for their pieces in our kilns. The program must be compatible with Digitry controllers. Users absolve Espace VERRE of all liabilities by signing their 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 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 batch Fusion’s furnace.

7.16 Renters must use the equipment assigned to them, according to the reservations and availability. In case of any further needs, they must make a request with the technicians. The rental of a glass blowing post includes the use of a bench, glory hole, annealing and color bar kilns, optical molds and plaques, wooden molds and ladles, sofietas, pi divider calipers, punties, and annealing equipment. For sand casting, the rental includes the sand boxes, ladles, casting balls and annealing mitts. The other tools are furnished by users 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. Users must supply their 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 users. In event of a problem, the technician must be promptly advised.

## 8.0 TOOLS, EQUIPMENT AND MATERIALS

8.1 Equipment and tools are provided by Espace VERRE and remain its exclusive property. During DEC classes, students are required to buy some of their tools and materials needed for their own personal work. Renters and Fusion members should possess their own basic tools, or they can rent those from Espace VERR for the current fee (for one or more glassblowing tools). Tools are lent and limited quantities of materials are provided to each of the participant of the weekend classes and advanced workshops. Participants may purchase additional materials at the store for additional needs.

8.2 To borrow or rent a tool, users must ask the technician and enter their name, tools rented and date on the tool rental list in the technicians' office. They must carefully use the tools and return them clean and in good condition to the technicians' office at the end of the class, practical work or rental periods. Any users who is negligent, misuses, breaks or steals a tool or equipment will have to pay the repair or replacement costs; more severe penalties may apply.

8.3 Using an equipment demands technical qualifications. Users must respect all safety regulations indicated by the teachers and technicians. If in doubt, they must ask for help to ensure their safety and that of others as well as preventing the damage of equipment and studio workspaces. Descriptive technical sheets are displayed in each studio.

8.4 It is forbidden to take any tools or equipment outside of Espace VERRE without administrative or technicians’ permission.

8.5 The distribution of equipment and materials is the responsibility of teachers and technicians. If a teacher asks a student to collect equipment from a technician, the teacher must inform the technician on duty and specify the title of the class. Outside of class hours, teachers must provide written authorization for any equipment requested by a student; the student must then present this authorization to the technicians to obtain the equipment. Due to budgetary constraints, restrictions on materials may apply.

8.6 The technicians are the only ones that are authorised to install or uninstall the propane gas and oxygen connections. 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 users. The empty small hand torch cylinders should never be discarded in the garbage containers. They should be recycled by users or given to the technician for recycling.

8.8 For budgetary and environmental reasons, we encourage that 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 Users or renters must inform the secretary of all personal deliveries that will be sent to Espace VERRE with the specific date, the number of boxes. They must leave a monetary account for any extra custom or transport fees. They 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. Users 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 Users must clean their 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 Plaster should never be emptied in any of the sinks because this will solidify and block their drain conducts. 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 Users must wear a mask during the clean-up of the studios and equipment. Users must use sweeping compound while sweeping the floor, as this reduces volatile particles.

9.4 Anyone using the kitchen area is responsible of keeping it clean. They must wash their dishes; clean their table, appliances, and counters. The kitchen users must dispose of all waste in the waste bin, compost bag 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 Users 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 active technicians will always be posted near the door of the technician’s office (ground floor). They are responsible of reinforcing security measures of all studio and equipment users. They do not replace the DEC teachers nor assist the students in their work. They keep the studios and equipment running while reinforcing the regulation regulations. All users must promptly respect and listen to what the technicians tells them to do. The technicians will keep a record of the notices sent.

10.3 Failure to comply with these 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 users 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 users to discuss a possible restriction from using certain tools, equipment 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 person 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, which 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 program.

10.5 Any person 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 users 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 authorized 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 users have the slightest doubt while using any of the equipment, tool, or material, they should ask the technician, teacher, 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 Users must get permission from the technician before receiving any personal visitors or training a novice assistant. If a visitor or new assistant is accepted, users are 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.

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 the responsible personnel will be promptly evicted from Espace VERRE following a verbal warning.