

# SiNaCa Studios

Studio & Gallery  
1013 W. Magnolia Avenue  
Fort Worth, TX 76104  
817.899.0024      sinacastudios.org

## Glass Workshop—Safety Policy & Procedures

SiNaCa Studios has developed policies and procedures for studio use in order to provide a safe learning and working environment. All persons using the studios in any fashion must be able to acknowledge the risks involved and be in good health. Every person involved must read and sign an 'Assumption of Risk and Release' form (on the reverse) and is responsible for knowing and following the policy and procedures outlined below.

### AGE

Workshops (hot shop & kiln forming) – Participants must be able to listen and comprehend the instructor and have a release form on file. Any participant between the ages of 8 and 14 must have an adult present throughout the workshop. Any participants between the ages of 8 and 18 must have a parent or legal guardian's signature on the release form.

Classes (all studios) – Participants must be able to independently follow all instructions that are provided during the lesson and have a release form on file. Participants between the ages of 14 and 16 must have an adult present throughout all sessions. Any participant between the ages of 14 and 18 must have a parent or legal guardian's signature on the release form.

Rentals (all studios) – Participants must have the knowledge base to work safely and without instruction to rent any of the studios. All participants responsible for the rental must be at least 18 years and have a release form on file.

### ATTIRE

Closed toed shoes and long pants are required. 100% cotton clothing is recommended. Please tie back long hair. Metal jewelry on your wrists and hands (watches, bracelets, rings) may get hot and you may prefer to remove them before working. If you are wearing a short sleeve shirt, we have Kevlar sleeves for arm protection from the heat. While in studio areas, protective eyewear must be worn at all times. Safety glasses are available, however you may wear your own safety glasses, sunglasses or prescription glasses.

### SAFETY

The tools and glass that are used in the studios are very hot and can be sharp when cold. It is important to be aware of yourself, others, your surroundings - and of course the glass. If at any time during your studio use you would prefer not to complete a certain step or activity, please let us know. SiNaCa Studios is about having fun and offering you an opportunity to explore the process of working with 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 heat, rest and rehydrate. We recommend drinking only water or sports drinks to keep hydrated, especially when it is hot outside. There is a water cooler available in the hot shop.

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

SiNaCa Studios has a 0-tolerance policy for alcohol, illegal drugs and fire arms. If anyone is suspected to be under the influence of alcohol or illegal drugs, the SiNaCa Studios staff will terminate your studio use and no refunds will be given. We are also a smoke free facility. You may smoke in designated areas outside.

### PICKUP

All glass must go through an overnight annealing process to cool. Check with the SiNaCa Studios staff for days and times we may be teaching throughout the week for pick-up of your work. For out of town students, we can mail your work to you for an additional fee. Any work not claimed within 90 days will become property of SiNaCa Studios.

## ASSUMPTION OF RISK AND RELEASE

Due to the special nature of glass work and its related instruction, the attached policy and procedures must be followed at all times. Violation of any policy or procedures 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 SiNaCa Studios, as well as precautions explained to me by representatives of the above listed studio and I agree to strictly observe them; AND I do for myself, my heirs, executors and administrators hereby accept full responsibility for and herewith indemnify, release and discharge the above listed studio, its officers, agents and employees from any and all claims of action for property damage and/or personal injury which may result from my failure to abide by these safety rules and precautions or from any inherent risk in said studio activity.

### PARTICIPANT INFORMATION

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
First Last

EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_  
Minor: Skip if Same As Guardian Check this box if you DO NOT wish to receive our monthly email blast ☐

ADDRESS: \_\_\_\_\_  
Street City State Zip

PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Minor: Skip if Same As Guardian mm/dd/yy

SIGNATURE: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

☐ Check and Skip if Same As Guardian below

NAME: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### PARENT OR LEGAL GUARDIAN INFORMATION

IF THE ABOVE SIGNED IS UNDER THE AGE OF 18

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
First Last

PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm/dd/yy

EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_  
Check this box if you DO NOT wish to receive our monthly email blast ☐

ADDRESS: \_\_\_\_\_  
If Different Than Above Street City State Zip

SIGNATURE: \_\_\_\_\_

For Office Use Only:

Class Taken \_\_\_\_\_

Date & Int

EB/CC: \_\_\_\_\_

Date & Int

MP: \_\_\_\_\_