Medical Treatment Release

I assume all responsibility for myself and waive any claim for compensation for accidental injury or otherwise incurred while at the Creative Side Jewelry Academy of Austin and hereby agree to indemnify and hold harmless the Creative Side, its agents or employees, whether paid or volunteer, against any and all claims which may arise from any injury to myself while participating in this program.

I have read and understand the above policy and agree to comply with its provisions. In the event of injury, illness or accident, I hereby authorize the Creative Side Jewelry Academy to call 911 to provide urgent care to myself.

_________________________  _________________________
Initials                                                                 Date

Release Form for Media Recording

I, the undersigned, do hereby consent and agree that Creative Side Jewelry Academy, its employees, or agents have the right to take photographs, videotape, or digital recordings of me during the time of ____________________________, class of which I am currently enrolled and to use these in any and all media, now or hereafter known, and exclusively for the purpose of marketing. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

_________________________  _________________________
Initials                                                                 Date
Student Interest Form

Please add any comments and list other workshops you would like to see us offer in the future. Or refer a friend who may be interested in jewelry making by writing their email here!

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I, ________________________________, have read, understood and hereby agree to the terms and conditions of this form

______________________________  ________________________
Signature                     Date
Studio and Tool Safety Policy for Students

The instructor and TA are there to, above all else, ensure the safety of the classroom. If the instructor, TA or any member of the staff asks you to stop using a piece of equipment, listen to them and stop immediately.

GENERAL SAFETY:

- Obtain first aid immediately for any injury. Report all accidents/injuries to the teacher/TA no matter how insignificant they may seem at the time. This will help us to mitigate hazards in the future.
- Do not operate equipment that you have not been authorized to use. This will protect both you and the equipment from harm. All machine tools require machine-specific training and are not to be used unless the instructor grants authorization.
- Only authorized Creative Side Jewelry Academy studio renters, students and staff are permitted in the studio. You may not bring guests or non-students without authorization from the studio manager/instructor prior to entering the studio. Limiting foot traffic to authorized individuals provides for a safer and more comfortable working environment.
- Operating equipment or machinery under the influence of drugs or alcohol is incredibly dangerous and forbidden. If you are suspected of being under the influence, you will be asked to leave the studio immediately and forfeit any claim to refund of tuition/kit fee.
- Inform the instructor if any equipment is malfunctioning. Do not attempt maintenance on any equipment. Aside from possible dangers to yourself, attempting maintenance could make you liable if equipment is damaged.
- Do not attempt to oil, clean or adjust any machine while it is running. Performing maintenance on moving machinery exposes you to additional hazards. If equipment requires maintenance, inform your instructor immediately.
- Do not leave equipment running unattended.
- Ask for help when moving awkward or heavy objects. This will protect you and those around you from injury.
- Be sure to have proper light to see clearly when performing any job.
- Work at a pace that is safe for you. Rushing will compromise safe working practices along with project quality and increases the chance of damaging equipment.
- If you do not know how to do something - ASK! Your instructor will be happy to help you in the right direction.

I have read and understand the entire “GENERAL SAFETY” section.
INITIALS: _______________ DATE: _______________
**DRESS CODE:**
- No open-toed shoes or high heels. To provide secure footing, choose shoes with softer soles and stable platforms. If a student shows up to class with open toed shoes, they assume all liability if injury occurs. If shorts are worn in the studio, an apron should be worn to protect exposed skin.
- Wearing long pants is encouraged to protect you and those around you.
- Wear work-appropriate clothing. Never wear loose clothing, including but not limited to ties, scarves and loose-sleeved shirts.
- Tie back hair to avoid entanglement with machinery or catching fire with the torch.
- Avoid flammable clothing - 100% cotton is highly advised.
- If you find yourself doing a lot of polishing a cover shirt or apron may be a good idea to keep compounds off your skin.
- Wearing gloves when working on moving machinery is prohibited. Gloves can easily become entangled in machinery and pull your hand in with it. Finger tape is available to protect your skin.

I have read and understand the entire “DRESS CODE” section.
INITIALS: ___________ DATE: ___________

**AT THE BENCH:**
- Reference the laminated packet on your bench to find tools and know their names. Use the photos to leave your bench drawers in order at the end of class.
  - If any tools or equipment are missing or damaged, inform your instructor ASAP
- Eye protection must always be worn in the studio. This applies regardless if you are working on projects or not. Activities of others can affect your safety.
  - We highly suggest purchasing your own safety glasses that fit your head or over your eye glasses. We sell them in our Tool Shop for $5.
  - If lenses are scratched notify instructor
  - To avoid scratching please place face up on the bench not lenses down.
- Proper bench use:
  - No hammering directly on the benchtop -
    - place mandrels in the mandrel holes or supported on the bench pin
    - Hammer flat objects on the steel block with the pad underneath
  - Watch your torch and hot metal - NO burning the bench
  - When drilling use the wooden block on top of your bench
- Proper use of bench tools:
  - **The only tools at your bench that should ever be heated are the Soldering Tweezers, Third Arm and Soldering Pick.**
  - Hammers
    - The plastic mallet is for forming and should not be used to hammer steel punches - that is what the ball peen hammer is for.
    - Polished hammers are for use only on base and fine metals- NEVER STEEL
  - Files- files should only be used on ferrous metals as well. Wax and Steel files are housed separately outside of your bench area and should never be mixed.
  - Pliers/snips- No metal should ever be cut over 16g with the bench snips. Steel should never be cut with snips. If it seems like metal you're trying to cut/bend is too much for the tool you are using, stop immediately.
  - Sawblades
    - Keep your fingers out of the path of the blade while cutting - it can cut metal so it will definitely cut your finger
  - Mandrels
    - NEVER file or sand rings while they’re on a mandrel.
    - Avoid hitting the mandrel with any steel hammers or punches.
• **Proper torch use and Safety**
  - Practice with your striker a few times before opening your gas valve. Be sure you’re getting a good shower of sparks.
  - After opening the gas valve, light right away to avoid gas ploof.
  - Be aware of your surroundings and notify neighbors when in use.
  - Do not overcrank to close valves of the torch, as it strips the bushing inside. Hand tightening is fine.

• **Flex Shaft safety**
  - Be sure the motor is in the OFF position when loading bits or mandrels in the handpiece.
  - Make sure bits are inserted correctly - centered and not wobbling
  - Do not let the handpiece drop and hit the bench/chair/your neighbor, etc.
  - Do not overcrank chuck key
  - Check that it is in the forward position before use
  - When not in use, make sure it is hanging downward from the motor and not left on your desk

• Dust masks are available for sanding/polishing. Ask your instructor for one and you may keep or store it here for future studio use.

I have read and understand the entire “AT THE BENCH” section.

INITIALS: _______________ DATE: _______________

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**STUDIO CLEANLINESS:**

• Keep floors free of liquids, excessive dust and debris. Clean up all slipping hazards as they happen.

• Store materials in such a way that they cannot become a tripping hazard. Immediately return all excess materials to their proper storage place.

• Put tools away when not in use. This prevents loss of tools and also makes them available to others.

• If you are using a plastic quench dish by the buffing machine or grinder/sanding machines, clean up your drips and splashes when you are done. Be sure the machinery is dry as well *once it has come to a complete stop*. Glass should never be by the buffers or grinders/sanders.

• Place all metal scrap in proper scrap containers. Broken/worn out sawblades, sandpaper and bench sweeps should be thrown away.

• Ensure that all tools are clean and replaced in their proper homes before leaving the studio.

• Keep the studio clean and organized at all times. It is our responsibility to keep our surroundings in optimal and safe working order.

• Do not leave brushes or scotch brite pads wet in the sink - return them to the container you pulled them from or hang them up to dry.

I have read and understand the entire “STUDIO CLEANLINESS” section.

INITIALS: _______________ DATE: _______________

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**TANK SAFETY:**

• Locate safety shut off valves. If you are sitting at the bench by the shut off valves, treat it the same as the emergency aisle on an airplane. You are assuming a little extra responsibility in the rare case that something goes wrong and the tanks need to be turned off quickly.

• Regulator safety - do not ever adjust the regulator. The pressure is precisely set and will affect the function of the torches if it is adjusted.

I have read and understand the entire “TANK SAFETY” section.

INITIALS: _______________ DATE: _______________
BUFFING MACHINES / GRINDERS:

- Always wear Eye protection and/or Face shield
- Never buff chains EVER! It can literally rip your fingers off. Fingers are important.
- Hair must be securely tied back anytime you approach equipment
- Do not use while wearing long scarves, necklaces, bracelets or other items that could get caught in the machine.
- Always hold metal firmly with both hands at a 45 degree angle to the wheel. Your instructor will thoroughly demo this during your class if applicable.
- Be sure not to overheat metal. Plastic (NOT GLASS) quench dishes should be set out by each buffer / grinder.
- Do not overcharge buffing wheels with compound - a little goes a long way
- Do not cross-contaminate the buffing wheels - check the label before applying polishing compound to be sure you are using the correct compound for the correct wheel
- Do not try to stop equipment with your hands or body. Stopping the equipment with your body can result in entanglement and injury. Let the equipment come to a stop independently.
- Do not lean against any equipment, workbenches or tables.
- Do not talk unnecessarily while operating equipment, or use your cell phone during operation. Do not talk to others while they are operating equipment. Concentrate on the work and the equipment at all times - it only takes a moment for an accident to occur. If you must talk or use your cell phone, turn off the machine/torch and put any sharp tools down.
- If you hear any abnormal sounds coming from a machine or piece of equipment, turn it off and inform the instructor immediately.
- Only one person at a time should operate equipment. If a task requires two or more people, consult your instructor before performing the task.

I have read and understand the entire “BUFFING MACHINES / GRINDERS” section.
INITIALS: ________________ DATE: ________________

I, _____________________________________________, have read, understood and promise to follow all rules and guidelines stated above. My instructor has sufficiently covered all major bullet points in this safety packet.

Student Signature: _____________________________________________ Date: ________________

Instructor Signature: _____________________________________________ Date: ________________