

CLAY AREA SAFETY & TOOL MANUAL

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EMERGENCY & OTHER IMPORTANT PHONE NUMBERS

ALL EMERGENCIES DIAL 8000
for injury, ambulance, fire & police

ASU POLICE	2150	non-emergency
ASU INFIRMARY	3100	
HOSPITAL	262-4100	

**PHONE NUMBERS FOR CERAMICS FACULTY, FACULTIES MANAGERS & CURRENT
INSTRUCTIONAL ASSISTANTS ON KILN ROOM BULLETIN BOARD**

PHONE AVAILABLE IN SCULPTURE TOOL CRIB

TO BE CLEARED TO USE THE EQUIPMENT:

Read handouts / safety information

Attend the demonstration of equipment by a faculty member

Individual use of equipment under faculty supervision for the first session

Pass safety exam 100%

Sign contract

ACCESS TO EQUIPMENT:

Once you have completed all the above you may use the equipment.
You must sign in and out on clipboards next to the tools.

Access:

1. access is possible during class and designated times when an Instructional Assistant or Advanced Student in Clay can unlock the equipment. The Instructional Assistant is not responsible for monitoring the use of the equipment.
2. during hours monitored sculpture studio times. A key can be obtained from the sculpture monitor when you leave your ID. Hours that sculpture studio are monitored are posted on wood shop door.

Sand Blaster (media blaster)

The above access rules apply.

Belt Sander and Tile Saw

In addition to the above access rule:

You cannot operate these two pieces of equipment alone. One other person must be in the room at all times for safety reasons.

GENERAL SAFETY RULES

PERSONAL:

1. Know which PPE (Personal Protection Equipment) is required for all aspects of work – safety glasses/ goggles, ear protection, dust mask / respirator, face shield – WEAR APPROPRIATE PPE @ ALL TIMES!!
2. Wear closed-toed shoes / boots; no sandals or bare feet.
3. Wear no loose clothing, tie back long hair, remove jewelry.
4. Never work in the clay studio under the influence of drugs or alcohol.

5. Never operate a machine if ill or over-tired.
6. No smoking in the clay studio.
7. Know the location of safety exits and the emergency stop switch for machines.
8. Know the emergency phone numbers for assistance.
9. Know what to do in case of a gas leak – see back page of this packet and yellow sheets posted in studio.

OPERATION OF TOOLS:

1. Know which PPE (Personal Protection Equipment) is required for each machine– safety glasses/ goggles, ear protection, dust mask / respirator, face shield – WEAR APPROPRIATE PPE @ ALL TIMES!!
2. Never operate a machine unless you have been instructed on its use by faculty and are clear on the safe and appropriate procedures.
3. Avoid accidental starting. Be sure all switches are off before plugging in.
4. Do not abuse the power cord. Do not use the power cord to remove plug from outlet.
5. Do not use the machine if power switch does not turn it on or off or operates improperly. Any machine or tool that cannot be controlled with the power switch is dangerous and must be repaired or replaced.
6. Keep guards in place & in use @ all times; do not remove from machines. Do not adjust guards so that you can slide any part of your hands underneath.
7. Use approved fences; push sticks and other safety devices.
8. Allow the machine to reach full operating speed before using. Turn off power and allow all moving parts to stop before removing scraps. Allow machine to come to a complete stop before walking away.
9. Do not force the tool; feed work carefully and only as fast as the machine will cut or grind.
10. Stay alert; do not talk to anyone while you or they are operating a machine.
11. If the machine is dull, out of adjustment, or in some way not working properly, shut off power immediately and inform monitor / instructor.
12. See the owner's manual (attached) for more information on these tools.

CLEAN UP:

Clean up your work area after you are finished. Scrapers, sponges, brooms, brushes and shop-vac are provided.

You are responsible for the machines while they are signed out in your name. It is best to switch IDs if you have gotten a key from the sculpture monitor and someone needs to use the machine after you.

TOOL MANUAL

WET TILE SAW / WET BELT SANDER / MEDIA BLASTER

TILE SAW

PPE REQUIRED: EYE & EAR PROTECTION

SAFETY:

1. Keep work area clean; clutter invites accidents.
2. Keep back door closed and bystanders away from area.
3. Maintain proper balance and firm footing.
4. Do not reach over a running machine.
5. Do not force the tool.
6. Make no adjustments unless machine is @ a complete stop.
7. Stay with machine until blade comes to a complete stop.

OPERATION:

1. Be sure pump is level in tray of water; water should cover at least half of pump. Position pump @ rear of tray.
2. Be sure water is running on both sides of the blades @ all times.
3. Use a fence or blocks to keep work piece secure. Do not hold the work only by hand; this is unstable.
4. Slide bed back to engage work piece with blade.
5. Turn off and allow blade to come to a complete stop before reaching for cut pieces.

CLEAN UP:

1. Turn off water. If water in tray becomes dirty, drain via plug and replace.
2. Clean off bed, throw away unwanted cut-offs.
3. Mop water from the floor.
4. Unplug machine, lock plug in red lock box, drape over machine away from water.

**ALL GENERAL SAFETY RULES APPLY TO THE OPERATION OF
THE WET TILE SAW**

SEE OWNER'S MANUAL FOR MORE INFORMATION

WET BELT SANDER

PPE REQUIRED: EYE PROTECTION, DUST RESPIRATOR, AND OPTIONAL EAR PROTECTION

SAFETY:

1. Keep area around the belt machine dry and free of clutter.
2. Keep others away while operating – back door should be closed.
3. Keep proper footing and balance at all times.
4. Do not open machine doors while operating; do not poke or prod at the machine or belt.
5. Do not use machine for any purpose for which it was not designed; it is to be used solely for grinding & smoothing of clay & glass. If uncertain, check with faculty or facilities manager.
6. Make sure water is on & running @ all times.
7. Never operate the machine without guards in position and functioning.
8. Always allow the belt machine to stop naturally; do not attempt to brake or slow the motion of the belt.
9. Stay with machine until belt comes to a complete stop.

OPERATION:

1. Put on appropriate belt; line up with arrow on back.
2. Line up belt on drums, tighten and secure with tension knobs. Close cabinet that houses belt. Belt can be adjusted by upper right knob if it slips on drums during operation.
2. Open water line @ faucet, put drain hose in place and turn on the belt sander.
4. Adjust the water valve on line assembly to assure a full spray of water.
5. Hold work piece as close to drums as possible; steady piece on black rollers.
6. Shut off water @ main faucet after operation, not water valve.
7. Remove and store belt.

CLEAN-UP:

1. Turn off water.
2. Throw away any unwanted material.
3. Mop up water on the floor.
4. Coil and store drain hose.
5. Unplug machine, lock plug in red lock box, drape plug over machine away from water.

ALL GENERAL SAFETY RULES APPLY TO OPERATION OF BELT SANDER

SEE OWNER'S MANUAL FOR MORE INFORMATION

MEDIA BLASTER **(SAND BLASTER)**

PPE REQUIRED: RESPIRATOR

SAFETY:

1. Turn on vent for the glaze room; switch is to left of spray booth.
2. Do not open machine doors while unit is in operation and vacuum is on.
3. Use only appropriate material for this machine – see chart on wall.
4. Be sure adjacent ball mill is covered with wooden shield to protect from escaping media.

OPERATION:

1. plug blaster into outlet
2. turn air valve handle parallel to airline to open
3. gauge can be set @ 15 – 100# of pressure; the greater the pressure, the more material will be removed
4. if blasting something with a loose surface, please lightly hand sand first
5. all material should be free of oil, grease or moisture
6. place item in blaster & close door
7. turn power switch on which operates the light and vacuum; use foot pedal to activate blast – **TURN OFF BEFORE OPENING DOOR**
8. blast piece @ 45 – 60 degree angle pointing toward back of cabinet; avoid blasting gloves or window; hold approximately 6" from item being blasted

CLEAN-UP:

1. turn off switch, shut air line by turning lever perpendicular to line, bleed line of air by depressing pedal
2. sweep up dust on floor and around the machine
3. discard any unwanted material
4. unplug, lock plug in red lock box, return key

**ALL GENERAL SAFETY RULES APPLY TO OPERATION OF MEDIA
BLASTER**

SEE OWNER'S MANUAL FOR MORE INFORMATION