RH Johnson Lapidary Club Rules

Part 1. Administrative Rules
Part 2. General Member Rules
Part 3. Monitoring
Part 4. Grinding Room Monitor Rules
Part 5. Saw Room Monitor Rules
Part 6. Saw Room Usage Rules
Part 7. Glass Fusing Rules

Part 1. Administrative Rules

Club Monitors

A. Club Monitors are given the responsibility of supervising a facility and the use of equipment within that facility. Monitors have the authority to deny the use of equipment to any individual who, in their judgment, is either unable or unwilling to abide by stated rules or equipment guidelines.

Club Monitor Requirements

A. During all operating hours, a monitor must be provided by the club to ensure that established operating procedures are followed.
B. If a facility includes more than one room, or the basic room is too large for one monitor to properly oversee it, additional monitors must be provided.
C. The monitor shall verify that each person is qualified to participate in the club's activities before they are allowed the use of the club.
D. THE CLUB OFFICERS WILL ENSURE THAT MEMBERS SIGN IN EACH PARTICIPATING GUEST ACCOMPANYING THE MEMBER.
E. In the event a monitor is not present and performing the duties as required, the club shall be closed.

Monitors and Safety Precautions

Club Operating Hours and Rules

A. Before the club can be opened, a board member or designated person **and** a monitor must be present.
B. Open Work Time: All arts & crafts clubs shall schedule their operating time to allow for a minimum of 25 percent to be used by their club membership for open workshop/general use time. This time will not be hindered by meetings, instructional classes, or other planned courses, and must be under the direction of a club monitor.
C. At no time will kilns be energized and left unattended.
D. See club president to schedule special use times.

Lockers

Members must monitor in the Grinding Room to maintain their locker(s). For more information refer to the Mandatory Locker Monitoring Requirements document posted on the bulletin board that was passed by the membership.

Visitor and Guests

A. Visitors and guests of the Lapidary Club are permitted in safety zones only. Safety zones are in front of the “No Visitors Allowed Beyond This Point” signs and the aisle closest to work tables. They are not permitted within 10 feet of operating equipment including grinders, saws, buffing machines, and kilns.
B. Visitors and guests may only purchase window items except during craft shows.

Part 2. General Member Rules

Membership Requirements

A. Permanent Lapidary Club Membership may be granted after a new member:
   - Satisfactorily completes an orientation by a Lapidary Club Instructor.
   - Demonstrates appropriate knowledge and proficiency in the lapidary arts.
   - The first time a new member monitors, it should be done under the direction of a current club member. Club mentors are available and can be identified by a piece of orange neon tape on their apron.
   - Monitors four (4) times; two (2) times in the Saw Room and two (2) times in the Grinding Room. Note: during times when there are morning and afternoon monitoring periods scheduled, new members must monitor both a morning and an afternoon to become familiar with opening and closing procedures.

B. New members have 6 months to complete permanent membership requirements unless other arrangements are made with the club president.

C. Eligibility for shop privileges <u>requires</u> the wearing of a valid, up to date, Lapidary Club Membership Card that indicates the equipment the individual is certified as qualified to use.

D. Before using any Grinding or Saw room equipment the member must log-In and sign out for the equipment to be used with the Monitor on duty.

E. Anyone exhibiting evidence of intoxication, violence, vulgarity shall be denied access to the club for the day. The Board will be notified and determine appropriate action.

F. Before an advanced class can be taken, members must have a valid and up to date membership club card. New members must have completed requirements for permanent membership.

G. Due to limited space for members to lay out their lapidary supplies, card playing will be limited to last table by the office when the table is available.

Care of Equipment

A. Members must sign the appropriate log sheet and notify the Monitor before using saw, grinders, or sanders.

B. Members must notify the Monitor when finished using a machine and sign out the appropriate log sheet.

C. Club equipment <u>must not</u> be abused. Excess or unusual noise usually results from malfunction or excessive pressure or force. The Monitor has the responsibility of cautioning the member who is improperly using the equipment and if warranted report to the board for further action.

D. Before turning on any club equipment, read any signs posted on it or in the surrounding area.

E. Members must stay in the saw room when cutting slabs or have someone watching their saw.
F. Equipment that is not functioning properly will be immediately shut down and the Monitor notified. The monitor will input information in the repair book behind the cash register.
G. ONLY members of the Equipment Maintenance Committee may repair or alter shop equipment or a repair person hired by the board.
H. Each operator must clean up the machine and surrounding area to the satisfaction of the Monitor.
I. Oil or other liquids must be removed immediately from the floor to prevent accidents.
J. Sinks must be cleaned after use and rinsed out each day.
K. Fifteen (15) minutes prior to closing time, all equipment must be shut down. Equipment and the surrounding area must be cleaned, dried and inspected by the Monitor.

Safety Requirements

A. Members are expected to follow the direction of the Monitor.
B. OSHA approved safety glasses must be worn at all times behind the "No Visitors Allowed Beyond This Point" except when going to your locker.
C. Persons wearing excessive jewelry, loose or long sleeved garments, unrestrained long hair, open-toed shoes, or dangling neck-wear are not permitted to be within ten (10) feet of rotating power equipment that is in operation.
D. Oil or other liquids must be removed immediately from the floor to prevent accidents.
E. Accidents or injuries shall be immediately reported to the Monitor who will, as soon as practical, submit a detailed report to the Club President.
F. The Monitor will immediately call 911 if immediate medical help is required and will submit a detailed written report to the Club President as soon as practical.

Selling of Lapidary Items

A. Members cannot put items in the store if they have not monitored in the Grinding Room during the last 60 days or clerked 10 times during the past year.
B. Members cannot put items in the craft fair if they have not monitored in the Grinding Room during the last 60 days.
C. All items must be inspected by the Inspection Committee before being put in the Store/Window or craft fair. For additional information see Inspection Criteria Guidelines approved by the club membership and posted on the bulletin board.

Part 3. Monitoring

THE LAPIDARY CLUB CANNOT OPEN WITHOUT A MONITOR and one other member present.

Club Management recommends that each member perform monitor duties on a regular basis

Hours for monitoring are as follows:

- Monday thru Friday, 8AM to 11AM and 11AM to 2PM (1 monitor each session) November to March
- Monday thru Friday, 8AM to 1PM April and October
- Monday thru Friday, 8AM to Noon May to Sept
- Saturdays 8AM to 11:30AM (all year)
- Wednesdays 6 – 8:30pm January – March

Hours and dates open may be changed due to participation.

Qualifications

A. A member in good standing whose annual dues have been paid for the current year.
B. A member of the Lapidary Club who has completed the initial lapidary training and needs to fulfill their monitoring duties to obtain their permanent badge.

Monitor Sign Up Procedures:

A. Print your name and club member number in pencil on the MONITOR CALENDAR located on the bulletin board near the main entrance one week or more ahead of time.
B. If you find that you cannot fulfill your scheduled Monitoring obligation, contact another club member as soon as possible and arrange a substitute.
C. If unsuccessful in obtaining a substitute, please phone the Lapidary Club (623-584-8952) <u>in time for them to make other arrangements</u>.

Identification and Responsiblities

A. Wear the MONITOR BADGE and your LAPIDARY MEMBERSHIP BADGE.
B. Place an “OUT OF ORDER” sign on any piece of equipment that is not working properly. Make a note in the Equipment Maintenance Log Book located behind the register. Enter the equipment number and problem.
C. While monitoring you are a direct representative of the club and as such you are responsible for greeting Visitors, having them sign the visitor log and conducting tours of the club. NOTE: Visitors must stay behind the NO VISITORS ALLOWED BEYOND THIS POINT signs.

D. Visitor's impressions of the Lapidary Club and whether they make jewelry purchases or decide to join the club depends upon how you treat them.

Part 4. Grinding Room Monitor Rules

Opening Procedures

1. Be on duty no later than 8 AM or your scheduled starting time.
2. Sign in entering 99999 and then your club number.
3. Turn ON the room lights. The switches are located on the wall opposite the dop-pots and under the bulletin board.
4. Plug in the rock picture light.
5. Make coffee. Continue to make coffee as needed until 10:30am.
6. Prepare the grinders and sanders for the day's activities as follows:
    a. Assure that all (RED) Flush Valves (located by the aisle at the end of each Grind and Sand bench row) are turned ON (one-half turn counterclockwise is sufficient) to the AM Position.
    b. Turn ON the two (BLACK) main water supply valves. They are located on the Saw Room wall. One is near the entrance to the Tool Room and one is between equipment rows two (2) and three (3).
    c. Immediately turn off (clockwise) all (RED) flush valves (to prevent flooding).
    d. Close the covers on the top of all work benches (this indicates that the equipment is ready for use.
    e. Check ALL machines for water leaks and report all leaks discovered (if you cannot eliminate them) then place OUT OF SERVICE signs on the machines.
7. Check all canvas polishing equipment as follows:
    a. Report to club president any torn or damaged canvas pads and/or rubber backing pads.
    b. Assure that all water spray bottles are full and functional.
8. Check the Dop Wax area:
    a. Add wax as needed.
    b. Wax can be obtained from the clerk.
    c. Keep the hotplate surface clean.
    d. Assure that all the water containers are clean and full.
9. Turn ON all overheads fans by turning the controls (located on the wall next to the electrical circuit breaker cabinet) clockwise until the fans come on.
10. Check all paper towel and fill if necessary. Get key from clerk.
11. Require that all club members desiring to use grinders, enter their name, club membership number and time in the GRINDER CHECK IN – CHECK OUT REPORT located on the front table. NOTE: Grinders 17, 18, 19, 26, 27, 28, and 28 are for members to use their personal wheels on and do not need to be checked out with the monitor.
12. Inspect the selected <u>grinder before and after use.</u>
13. Be sure that the <u>water is turned off</u> after use and the grinder and surrounding area has been cleaned and dried.
14. Make sure the rest bar is in the horizontal position and clear of the wheel (on Grinder #18).

15. Assure that the grinder, bench and floor areas are clean.
16. Report to the president or a board member any uneven wear of the grinding wheels or other abuse of the equipment.
17. Initial the opening procedures list sheet by the sign-in computer.

Close Down Procedures

A. Grinders and Sanders:
    a. Assure that all (RED) Flush Valves (located by the aisle at the end of each grinding and sanding bench row) are turned OFF/PM Position
    b. Immediately turn OFF the two (black) main water supply valves to prevent flooding. They are located on the Saw Room wall. One is near the entrance to the Tool Room and one is between equipment rows two (2) and three (3) PM position.
    c. Open the lids at the end of each work bench row to indicate that the equipment is shut down and secure.
B. Turn OFF all overhead fans by turning the controls (located on the wall next to the electrical circuit breaker cabinet) to the 6 o'clock position and listen for the click.
C. Clean the Buffing Machines (using the vacuum located under the buffer work bench)
D. Clean all sinks and sink counter tops.
E. Coffee Area:
    a. Clean the counter area
    b. Assure that there is a pot on each heating element and that the pots are filled with water
    c. DO NOT turn any electrical switches OFF. The pots are on a timer.
F. Turn the overhead lights OFF. The switches are located on the wall opposite the dop-pots and under the bulletin board.
G. Unplug the rock picture light.
H. Before leaving make sure the front doors are locked. The right door has levers at the top and bottom. After it is secured the left door can be locked.
I. On the way out make sure the back door is locked.
J. Initial the closing list sheet by the sign-in computer.

Thursday Closing Special

Place all stools and chairs on top of benches.

Friday Opening Special

Replace all stools and chairs to the floor.

IN CASE OF ACCIDENTS OR SERIOUS INJURY

- **Call 911**
- Do NOT MOVE the victim or allow them to move
- Record names of any witnesses and fill out an accident report immediately

The required information is posted next to the telephone behind the showcase in the office and near the rear door.

- Notify the president as soon as possible.

Part 5. Saw Room Monitor Rules

Opening Procedures

Log in on the computer enter 88888 wait for the blue bar to disappear enter your club #

1. Turn on lights: West wall, switch identified by #1.
2. Turn on overhead fan: West wall, switch identified by #3.
3. .Turn on air filtration system: West wall of Maintenance Supply Room, black box identified by #4.
4. Check all saws for proper operating conditions. Post "OUT OF ORDER" sign if saw is not in proper operating conditions.
5. Check oil level on all slab saws (1 through 9). ,Oil must be ¼ " up on saw blade. Turn on oil pumps on saws #1-5, if operational. DO NOT turn on the pump for any saw with an "Out of Order" sign.
6. Check water level in tanks under trim saws.Add water if needed.
7. Check towel dispensers. Get key from clerk and fill if necessary.

General Procedures

1. Make sure all members sign the appropriate log book for the equipment they are using.
2. Check the equipment prior to their using it.
3. When the member is finished, member and Monitor <u>must sign off the appropriate log sheet.</u>

Shut Down Procedures

1. 15 minutes before closing time all machines must be shut off and cleaned.
2. Clean up around the sink and discard junk left on the table
3. Turn off oil filter pumps saws 1,2,3,4,5.
4. TURN OFF Air Filtration System in tool room identified as switch # 4
5. Turn off switches 1 and 3 behind drill press on the west wall of the saw room

Thursday Closing Special

Place all stools, chairs and waste baskets on top of benches.

Friday Opening Special

Replace all stools, chairs and waste baskets to the floor.

IN CASE OF EMERGENCY (such as Fire, etc)

- **Call 911**
- Immediately notify the club president

IN CASE OF ACCIDENTS OR SERIOUS INJURY

- **Call 911**
- Do NOT MOVE the victim or allow them to move
- Record names of any witnesses and fill out an accident report immediately

The required information is posted next to the telephone behind the showcase in the office and near the rear door.

- Immediately notify the president

Part 6. Saw Room Usage Rules

General Rules:

1. Approved safety glasses must be worn **at all times by everyone.**
2. No open toe shoes.
3. Anyone operating equipment must sign the appropriate log (trim or slab saw sheets.)
4. Operator must remain with saw or have someone watching their saw..
5. Do not cut metal, wood, or plastic on **any** slab or trim saw.
6. Automatic feed saws are **not to be hand fed**.
7. If the Saw Room Monitor is using a slab saw, another member must check the saw and **sign** the log book.

Trim Saws

1. When cutting a slab, do not force the stone against the blade. **LET THE SAW DO THE WORK**. During sawing, release the stone periodically to let the system reorient itself to keep the blade from becoming warped.
2. Cut the slab with the edge perpendicular to the blade. When it is necessary to cut a slab in a direction that is not perpendicular to the blade, first notch the slab approximately 1/8th inch. Then reorient the slab so it can be cut in the desired direction, using the notch as a starting point. (Note: NOTCH ALL STONES TWICE AND BACK STONE AWAY FROM BLADE BEFORE ENGAGING AUTO FEED.)
3. Trim saws #17 and #18 are to be used for **SOFT MATERIAL ONLY** (such as Turquoise, Malachite, Rhodochrosite, and Opal). **DO NOT CUT DICHROIC MATERIALS OR ANY OTHER FORMS OF GLASS ON THESE SAWS**.
4. When using trim saw #11 & #17, the stone must be checked by the **MONITOR** after it is mounted in the vise to assure it is:
   A. Tightly clamped
   B. Properly glued to the holder
   C. Possible to clear the splash guard for the saw blade
5. When the sawing has been completed, the MONITOR must check for:
   A. Blade condition
   B. Cleanliness of saw and area around the saw
   C. Operator and Monitor must sign the sign out sheet

Slab Saws

1. A rough stone can be slabbed by clamping it securely in the vise with the aid of wooden blocks or wedges. **Use extreme caution with wooden blocks or wedges**.
2. A rough stone that has been cut so one side is smooth can be glued onto a wooden block with white Elmer's Glue (but not the yellow type). The glued on rock should not be cut for **3 DAYS.**
3. **LARGER ROCKS (up to 8 inches) MUST BE SLABBED ON SAWS #5 or #6.**
4. Saws #1, #2, and #3 can be used to cut petrified wood if the piece is less than 3 inches in diameter.
5. Saw #4 is to be used to cut softer stones that are less than 6 on the MOH scale. (NO AGATE, JADE, or PETRIFIED WOOD.)
6. After mounting a rock in the vise, the operator must have the Monitor check the following before proceeding:
    a. The stone is firmly held by the vise.
    b. The stone is securely held on the wooden block.
    c. The stone will clear the flanges on the blade (see drawings on each saw).
    d. The stone will clear the blade guard and rock is not below tractor table.
    e. The shut off chain is properly set.
    f. The cross feed lock screws are in place and tight. .
    g. The blade is free to turn by hand. NOTE: If the stone is tight against the blade, the BLADE COULD BE DAMAGED OR THE DRIVE MOTOR COULD BURN OR SHORT OUT.
    h. For saws #1 – 5, make sure the oil pump is on and running for at least 3 minutes before cutting any rock.
    i. Operator and Monitor should check to see that the blade is being properly lubricated.
7. **NOTCH ALL STONES TWICE.**
8. When sawing has been completed, the Monitor must check the saw for:
    a. Blade condition
    b. Cleanliness
9. Operator and Monitor <u>must sign off the saw sign in sheet</u>.

Rock Tumblers

1. Members must sign up for a tumbler in advance. The sign up book is in the saw room on the back wall.
2. A tumbler can be used for <u>only one</u> load of rocks at a time. If you have more than one load of rocks to tumble, you must sign up again. You cannot tumble a second load of rocks until all others on the waiting list have been called.
3. When you are done tumbling, call the <u>next</u> person on the sign up list.
4. Do not bring home tumbled rock refuse to the club for club disposal.
5. Rock tumbler instructions are in the sign-up book.

Part 6. Glass Fusing Rules

General Rules

1. Kilns are for glass only.
2. Plastic aprons are not allowed in the kiln area.
3. To reserve a kiln, sign up on the calendar by the office at least one day before using it. If you cannot be at the Lapidary Club by 8 am, write your arrival time. If you are very late and have not written in your time, the kiln may be already in use by someone else.
4. Only sign up for one kiln. If no one is using the 2nd kiln by 8:30 am, and not signed up for late arrival, you may use the 2nd kiln.
5. You can reserve a kiln up to two (2) times per week. But, if no one is using a kiln by 8:30 am, you may use it.
6. The club toolbox can be signed out at the club sales counter.
7. Kiln top and base must be closed when finished using the kiln.

Safety Rules

Kilns may operate at temperatures of 1550 degrees. You must follow all safety rules to avoid any burns, accidents, and explosions.

1. Know the C.O.E. (coefficient of expansion) of your glass. Do not mix C.O.E 90 with C.O.E. 96.
2. When using dichroic glass, make sure the C.O.E. of the dichroic glass matches the C.O.E. of your glass.
3. Do not stare into the kiln, but you may peek into it.
4. Always wear the safety gloves provided in the club toolbox. Kiln handles get hot.
5. Do not remove items from the kiln before the temperature indicator shows 350 degrees. Removing the glass too soon can cause the glass to shock and crack.
6. Only use the portion of the counter marked HOT AREA for the hot tiles and hot glass. Do not cut glass in this area.
7. Make sure the kiln cord does not touch anything hot.

DEFINITIONS FOR THE PURPOSE OF THIS DOCUMENT

1. Open When the doors are open and the lights are on.
2. Closed When the doors are locked and the lights are off.
3. Mentors Someone who has been approved by the Board and is available for members questions.