



WORKSHOP RULES

Updated February 23, 2015

Failure to follow any of these rules may result in the temporary loss of your workshop privileges.

General:

1. You **MUST BE** a current member of the Pasadena Lapidary Society to use the workshop and its equipment. Applications will be accepted, but not approved, at workshops. Prospective members may come to the workshop as a visitor, sign a waiver and receive an orientation tour but may not work on any equipment or be permitted beyond the lounge area. If the club's membership chairman is not present, you may be required to show your membership card.
2. Boundaries established for the workshop will be respected at all times. With the exception of the toilets, the area of the workshop host and those areas outside of the workshop rooms are off-limits to all, out of respect for the Owner and the other Tenants. Persons using the toilet facilities are asked not to trespass into the facilities of the other building occupants.
3. The lapidary shop equipment may not be used by anyone who has not signed a liability waiver and shown proficiency on the equipment.
4. Children under the age of 9 are not allowed at the workshop. Junior members ages 9-18 must be supervised by a parent, guardian or other adult member, or they will be not be permitted to use the machines.
5. No animals are allowed at the workshop except for legitimate service animals.
6. Members must attend an introduction to the workshop and sign for their workshop safety and rules packets and sign the releases prior to using the workshop.
7. Members will initial the sign-in sheet to indicate that they have received and understand the workshop safety and rules upon entry into the workshop each month.
8. There is a flat fee to use the workshop. In addition, small fees are charged for the use of the saws to help offset our costs for equipment maintenance. See a workshop steward for the current fee schedule.
9. All beginning participants must first take a two-class Lapidary Certification Course, which covers lapidary techniques and equipment safety and use. New members are asked to have an experienced member follow their equipment operation for three (3) workshops.
10. You **MUST ALWAYS** wear safety glasses when working an open saw, grinder or polishing machine or when soldering. Safety glasses are the responsibility of the individual. We highly recommend that you wear full coverage safety goggles rather than just glasses. Safety glasses are furnished by the Society or you may bring your own.
11. Clothing and Hair: Wear appropriate clothing for the task. DO NOT wear loose clothing or any accessories (long necklaces, bracelets, shirts with long fringes, and similar) that might get caught by the machines during operation. Long hair may be caught up in a machine. Wear hair tied back so that it is not in front of you while you are working.
12. Footwear: Only closed-toe, flat-heel shoes will be permitted at the workshop.
13. Think through the entire job before starting, and ask a supervisor to check the preparation of your rock in a saw or your use of a polishing unit or grinder.
14. The Shop Supervisor is the final authority on shop rules and usage.
15. The WorkShop Chair will be assisted by other knowledgeable club members, or stewards. Before beginning work on a machine, ask who the shop stewards for the day are and identify yourself to them. A list of shop stewards is on the [Personnel](#) page of the website.

16. All injuries must be reported to Shop Steward.
17. According to our club bylaws, this Corporation is not formed for profit, and none of its assets shall be used for the pecuniary gain or profit of any individual who is, or may become, a member. This means that the equipment may not be used for any member's monetary gain. With an increase in popularity of the workshops, we need to make sure that everyone has a chance to use the equipment. We understand that you may want to sell a few of your stones, but know that you should not be making stones in quantity for sale.

Polishing Machine Area:

18. Before starting a machine, always check it for correct setup. Machines must be operated with all guards and shields in place. Only use powered equipment with a properly grounded outlet. Under **NO** circumstances should you override the grounding system or modify the plug. Report damaged cords or plugs to the Shop Supervisor.
19. Never use any of the diamond discs, blades, or drums dry. Doing so will permanently damage them and may well damage the slabs you are working. If you are not sure how to do this properly, please ask the shop supervisor or one of the experienced members.
20. Set up your machine on a sturdy, level work surface that is water tolerant and at a comfortable height for your frame. Take care to prevent water from running down the shaft and into the electric motor or splashing onto electric cords. Fill reservoirs only to the indicated levels and keep all drains open and running free.
21. Always shut off a machine when switching between set-ups, changing blades or discs, making adjustments, or when not in use. Do not use your bare hands to remove stone chips and small grit from the machine, use a brush or scraper. Never use a rag near moving machinery. **Never** use a hammer or other force on a machine. Contact a shop supervisor if you are in doubt about how to operate a machine. It is for all of our benefit!
22. Only work on one stone at a time. This is done in order to assure that all members have an opportunity to use the equipment during the workshop. Check with the workshop host to see if another member is waiting to use the machine. If no one else is waiting to use the equipment you may start a second stone.
23. **EACH PERSON** that uses a piece of equipment shall clean that equipment for the next person to use. This includes the piece of equipment and the work area. This is to mean the entire work area, including the tabletop, sponges, aprons, catch trays, floor, etc.

Saw Room:

24. Keep the floor area clean, dry and free from trip hazards. Immediately clean any oil or water spills. Always store oily rags in the approved metal container. Do not allow stone chips to accumulate - remove them prior to leaving the machine.
25. New saw blades have been added and repairs made to our shop equipment and can easily be damaged. Please ask one of the Workshop Supervisors to check your placement of rocks in the large saws and your operation of the equipment so that we know they are being operated correctly and safely. Unintended movement of a rock may damage expensive equipment.
26. Only work on one stone at a time. This is done in order to assure that all members have an opportunity to use the equipment during the workshop. Check with the workshop host to see if another member is waiting to use the machine. If no one else is waiting to use the equipment you may start a second stone.
27. **EACH PERSON** that uses a piece of equipment shall clean that equipment for the next person to use. This includes the piece of equipment and the work area. This is to mean the entire work area, including the tabletop, sponges, aprons, catch trays, floor, etc.
28. **All workshop participants are expected to help clean the workshop before leaving.** This includes sweeping the floor, emptying the waste baskets, stocking the refrigerator, cleaning the sink, making sure the toilets are clean, dusting equipment. If in doubt of what to do or how to help - please ask a shop supervisor.