

Approved:

2016 - 09 - 01

According to Rector's Order No.VJU- 47



Vilniaus dailės akademija
Meno ir dizaino laboratorija

CERAMICS LABORATORY

WORK RULES

Ceramics laboratory consists of eight sections:

- clay section**, where clay is stored, processed and issued;
- chemical compound room**, where glazes, engobes and other chemicals are processed and issued;
- furnace room**, where electric ceramic kilns are kept;
- glaze room**, where glazes are applied;
- plaster room**, where plaster casting is carried out;
- main workshop and pottery**, where students can mold;
- outside yard**, where firewood kilns are kept.

1. Ceramics laboratory is available to all students and employees of Vilnius Academy of Arts:
 - a) who have attended the first aid, labour and electric safety courses and are familiar with equipment / devices instruction manuals and registered themselves in labour safety journal. Courses are held at the beginning of spring and autumn semesters. More information on www.vda.lt ;
 - b) have signed a reciprocal contract with VAA regarding access to laboratory facilities, equipment and tools for educational purposes. Each student and employee is personally responsible for tools and instruments issued to him;
 - c) must be familiar with Material Safety Data Sheets of chemicals and chemical compounds used in signed form.
2. The following number of students may work at one time:
 - a) 5 students in clay and plaster rooms;
 - b) 7 students in main workshop and pottery.
3. Ceramics laboratory working hours:

Monday – Thursday	from 9:00 till 18:00
Friday	from 9:00 till 17:00
Lunch break	from 13:00 till 14:00.
4. You may register working time in advance i.e. register in Registration sheets by specifying time from – till.

5. According to Rector's order No. VI-43 (ük) regarding the use of laboratory **after working hours** or extended work time there the student or employee must arrange that with the **laboratory supervisor** and get a **written permission**.
6. Main safety requirements when entering laboratory premises:
 - a) tie long hair, no free hanging or loose accessories;
 - b) closed-toe footwear is recommended;
 - c) wearing special work clothing, personal protective equipment (according to specific work carried out: protective gloves, protective aprons, protective goggles, respirator) is a personal responsibility of each person working.
7. Students, working in the laboratory, are partially provided with materials.
8. Tools provided by the laboratory workers for work process must remain in the premises of the laboratory and returned when work is finished.
9. If it is needed to work outside of the laboratory premises handheld tools are provided only after signing in the issuing log.
10. Everyone is personally responsible for the tools he was provided with.
11. Personal tools (knives, molding, glazing and other tools) brought in are a personal responsibility of the owner.
12. Chemicals and chemical compounds must be stored in places inaccessible to students and non-laboratory workers places (locked cabinets). These places must be marked with distinctive safety signs and containers must be marked with visible notes.
13. Loading – unloading of kilns may be carried out only by laboratory staff in charge, it is not permitted to students and others.
14. Everyone working in the laboratory must keep the place clean, conserve electricity, materials, conserve and protect the material property of the laboratory.
15. Everyone working in the laboratory must comply with work safety requirements.
16. When work with the pottery machines is done the machines must be cleaned and tools must be returned to the laboratory staff regardless of whether anyone else will use the machines.
17. Students may store their unfinished workpiece inside the laboratory in a specified place (laboratory personnel are not responsible for stored works).
18. You may contact the laboratory staff who will always help you should you have any questions.
19. Bringing food and drinks into laboratory premises is not allowed. Smoking is also prohibited.
20. Persons under the influence of psychotropic substances and alcohol are not allowed in the laboratory.
21. You will lose the right to work in the laboratory premises if these rules are violated three times.