

Canberra Glassworks User's Agreement

This document is an agreement between individuals using Canberra Glassworks (CGW) equipment/facilities (including hirers) and the use of the CGW facility. It outlines CGW's principles and expectations pertaining to using. Please make sure you read and understand the following agreement prior to signing it. If you have any questions, we are more than happy to answer them.

Usage, Care and Access

- General access for Users is 8.00am – 5.30pm seven days a week.
- The User will treat Canberra Glassworks premises with care, respect and demonstrate a high level of responsible use. This includes not interfering with or altering the facility or equipment within the facility. Canberra Glassworks is a shared facility and care and respect for other artists and their work is also expected.
- All individuals have a mutual obligation to ensure the safety of yourself and others in the CGW as per the Work Safety Act 2008.
- Each person has the responsibility to wear the appropriate safety gear.
- Users of the facility must be inducted into each area and where applicable, each machine prior to hiring.
- The User hiring understands that access to equipment is permitted only for that which is being hired.
- Users must agree to adhere to the Workshop Regulations and Code of Conduct.
- The User understands the sensitivity of working within a Heritage listed building and will not attach in any way to the doors, floor, walls, glass, furniture or fittings any nails, screws, adhesive tape, signs or any other items.
- User's guests are welcome during Canberra Glassworks hours 8am – 5.30pm seven days per week. Users' guests are the responsibility of the User and also must observe all Canberra Glassworks' safety requirements and must be accompanied by the User at all times.
- The User agrees to being photographed by the public and CGW. CGW may use these photographs on its website or similar electronic media. The User and/or the works will be acknowledged and credited within the photo caption. Wherever possible the User will be told prior to the use of the image if required for promotional materials. Material produced will not be used in a commercial manner.
- The User understands the Canberra Glassworks shares its premises with an independent café and agrees not to interfere with their property which includes the hire of the facility for corporate and other events.
- Illegal drugs and alcohol are not permitted within the Canberra Glassworks studios or workshop facilities; refer Workshop Regulations for further details. Users cannot use the facility if they are under the influence of illegal drugs, alcohol or prescription medications that impair judgment and affect the physical ability to operate equipment safely.
- Any electrical equipment brought into the facility by the User must be inspected by the Canberra Glassworks technical staff and tagged before it may be used within the facility.

Payment if hiring

- A deposit is required at time of booking.
- Full balance to be paid within 14 days after the equipment use date.
- Single orders which exceed \$1500, excluding passes, require CEO approval.
- New bookings confirmed on basis that hirer has no outstanding fees due.

Equipment damage

- The User will inform Canberra Glassworks of breakages or damage to the equipment or facility.
- If equipment or tools are damaged or lost while in the User's care/use the User is responsible for the full replacement cost.

Equipment failure

- On occasion a User may encounter equipment failure where, for example, an annealer, glory hole or kiln malfunctions. In these instances, Canberra Glassworks may credit hiring time for the session or kiln time booked. Canberra Glassworks does not take responsibility for material or labour losses.

Termination

- If the User fails to abide by the Workshop Regulations or engages in any other form of misconduct detrimental to the interests of Canberra Glassworks including Canberra Glassworks' staff.

OR

- Canberra Glassworks reserves the right to not allow ongoing hiring or use of the facility if the User fails to pay Canberra Glassworks the hire fee when due

Insurances

- The User must obtain and maintain all their own relevant insurances including \$20M public liability and workers compensation where necessary. Canberra Glassworks insurance does not cover artwork or personal possessions which the User may have in their studio or on the premises.

User's Warranty and Indemnity

- The User indemnifies Canberra Glassworks Limited (trading as Canberra Glassworks) and agrees to keep Canberra Glassworks indemnified against all costs, expenses, claims and liabilities arising from loss, damage to property or injury or death of persons from or during the term of hire, to the extent such loss or damage is caused, directly or indirectly by the Hirer.

Workshop Regulations

The aim of this document is to provide pertinent information to all Users of the Canberra Glassworks (CGW) regarding studio conduct. It is essential that all Users adhere to these regulations. This document outlines the expectations of professional and appropriate behaviour within the facility.

The Facility

- You must be inducted before entering any non-public area of CGW, unless accompanied by a person who is inducted.
- Any accident/incident causing damage to the facility and equipment must be reported to CGW staff as soon as possible.
- Individuals must abide by CGW regulations, policies and procedures
- Individuals must at all times respect and not damage other people's property, workspace or work in progress.

In Case of Emergency in the Building

- In case of an emergency, an emergency siren will sound. The first sound “beep beep” is to inform you that there is a problem and that it is being investigated.
- The second sound is a “whoop whoop.” This is the evacuation alarm and people must evacuate the building out the fire exits to the assembly point. This alarm will be accompanied by a voice over asking you to leave.
- Follow the fire egresses (the walking areas within the red lines) that are clearly marked on the floor outside and to the assembly point
- The assembly point is located through the artist’s entrance/exit in the car park at the back of the building.
- When you are safely out of the building and in the assembly point please inform the CGW staff that you are present.
- More in-depth emergency procedures are covered in our induction process.

First Aid

- Members of the CGW staff members are first aid officers, please become familiar with the current certified first aid CGW staff members
- A first aid officer must be called for all serious cuts, all burns, all near misses or accidents.
- The CGW deems a serious cut to be one that requires more than one band-aid.
- In the event of a burn the individual must immediately place the burn under running water and the first aid officer must be called by another individual.
- There are various phones located throughout the buildings. The relevant phone numbers you need are posted next to the phone. To dial “000” press 000 to get a working line.

Drugs and Alcohol

- Smoking is not permitted in the building at all times.
- No Alcohol or drugs are to be taken before or during work or classes.
- The CGW reserves the right to ask you to stop work and/or leave the premises if you are thought to be intoxicated and/or a risk to yourselves or others.
- Each person has the responsibility of informing CGW staff immediately if you observe that an individual is intoxicated.

Clothing

- The appropriate clothing to be worn in the building at all times is completely covered shoes (ballet flats are not appropriate) and preferably no synthetics.

Safety

- All individuals have a mutual obligation to ensure the safety of yourself and others in the CGW as per the Work Safety Act 2008.
- Each person has the responsibility to wear the appropriate safety gear.
- Each person is responsible for providing their own eye, ear and respiratory protection. The CGW has limited gear.
- Information on safety notices must be followed at all times.
- If you see a hazardous situation, report this to CGW staff immediately.
- Do not use the facility if you are impaired for any medical reason and could be a risk to yourself or others.
- Keep work area clear of extraneous material.
- Operate machines from a position where stop buttons are easily accessible and footing is secure.
- If you are unsure of the correct and safe way of doing a job, do not proceed, seek help
- If there is a power or equipment failure, notify CGW staff immediately
- All work injuries or near misses, must be reported immediately to a CGW staff member.
- Do not attempt to lift beyond your capacity. If a load is too heavy seek help or use suitable lifting equipment.
- Prior to bringing any hazardous materials into the facility, you must obtain permission from CGW staff. This may require providing the CGW with safety documentation e.g. SDS's

- Please do not eat your main meals in the studio areas, please use the kitchen located upstairs Users in the Engine room or the downstairs Users kitchen

Cleaning Up

- All common work areas, both in the studio and the workshop, must be left in a clean and tidy state
- Label any work that will be stored under or on top of the common tables
- A communal clean-up is held the first Tuesday of every month
- All machinery must be left in a clean and tidy state.
- All tools must be cleaned and placed in their storage areas immediately after completion of your work.

Electrical Tools

- Inspect tools before use to ensure they are in good working order.
- Use only electrical cords, tools and appliances as supplied by Canberra Glassworks, or which have been tagged and tested by Canberra Glassworks staff.
- Avoid placing leads on the floor where they may easily be crushed or damaged or become a trip hazard.
- Take extreme care in wet areas.
- Use only those portable electric power tools you are familiar with and competent using.
- Use only those tools with correctly fitted guards that are correctly adjusted.
- Switch off power and pull plug when changing blades or making adjustments.
- Use the correct tool for the job; do not use hand tools for other than their intended use.
- Do not use excessive force; find another way or a better tool for the job.