

Safety Procedures La Porte Independent School District Visual Arts

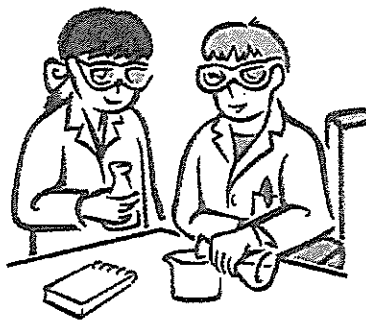
Matt Burke, Director

Performing and Visual Arts

The following safety information is provided for your security and for the safety of our district students. In addition to general safety in the art classrooms it is critical that those teachers that have a Kiln in this program follow specific safety procedures.

Please read this booklet, sign the teacher compliance form in the back and return the form to the Fine Arts Office.

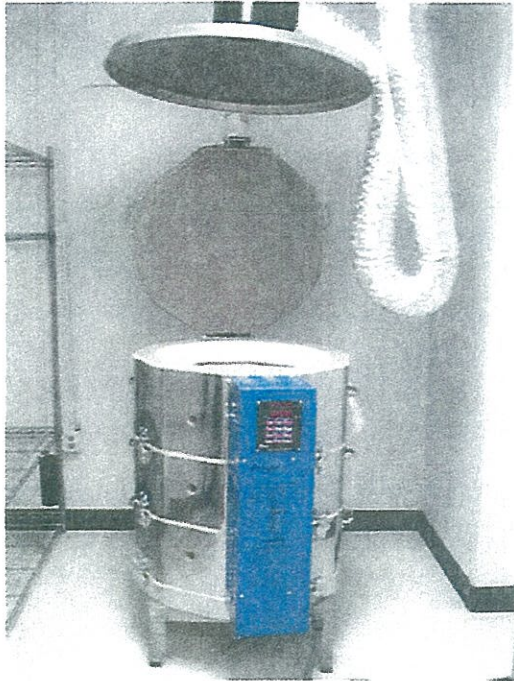
Thanks and be Safe!



General Safety Procedures:

- Wear safety goggles when carving, using wire, and other hazardous materials.
- Aerosol cans must be sprayed outdoors with teacher supervision.
- Chlorine bleach is not permitted.
- Store dangerous materials such as X-Acto knives in a safe location that can be locked.
- Flammable liquids must be stored in a locked metal cabinet if you have more than 1 gallon total.
- Keep a hard copy of hazardous materials on file for accessibility, not just a computer file.
- Limit clutter.
- Do not store any items on top of computers.
- Use computer space only for computers.
- Do not use computer plugs to plug in hot glue guns, hair dryers, or other items.
- Monitor students while on computers.
- Use common sense.

Kiln Safety Procedures:

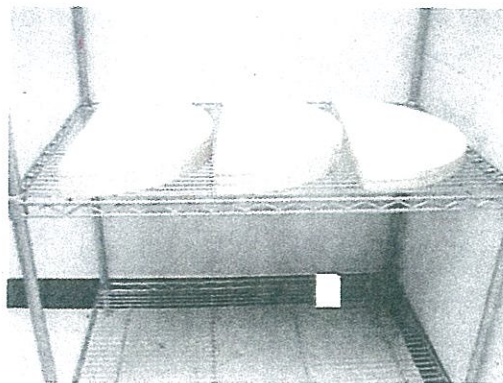


- Kiln is to be located at least 12 inches from the wall.
- Furniture needs to be at least 18 inches from the kiln.
- Have a 3 foot clear passage to the kiln.
- Keep area around kiln free from clutter at all times.
- Never place anything on the kiln lid, even when it is not firing. If people become accustomed to placing papers and other objects on the kiln they may forget and do that while the kiln is firing.
- Down draft kiln must be fired with the lid closed and all peep holes plugged.
- When the kiln is not in use keep the lid closed and the disconnect box on off.
- Keep unsupervised students away from the kiln room.



- **Store only ceramic items in kiln room. Do not store paper, wood, flammable, or other items in kiln room.**
- **No lead glazes are allowed.**
- **Glazed projects must be fired on stilts.**
- **No glaze 1/4" from the bottom and on the bottom of projects. Wipe clean with damp cloth.**
- **Never fire tempered glass inside a kiln. It could explode.**
- **When mixing glazes wear a respirator. It is safer to use premixed non-toxic glazes.**

Prepare Kiln Shelves



Kiln wash comes in the box with the kiln furniture.



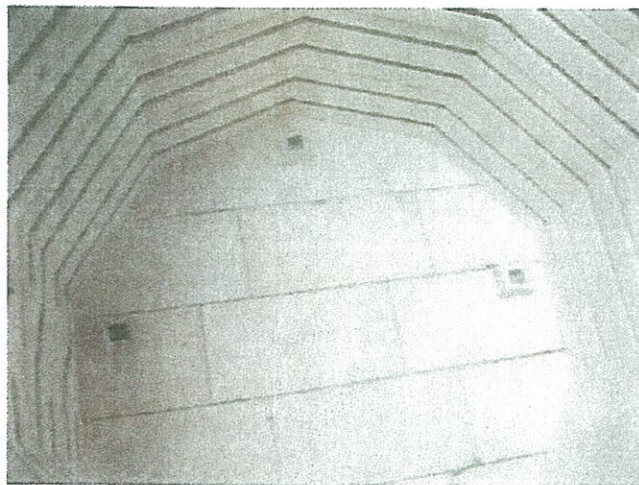
Kiln Wash



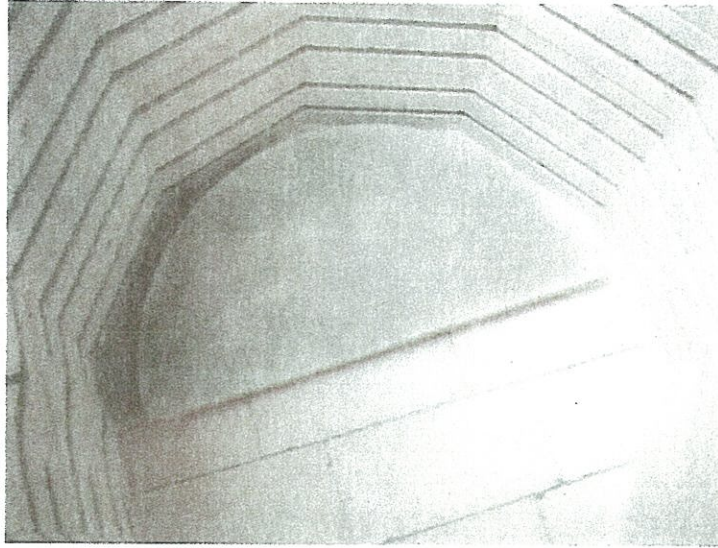
- Add water to kiln wash to the consistency of cream.
- Brush on one side of the shelves at least once a year.



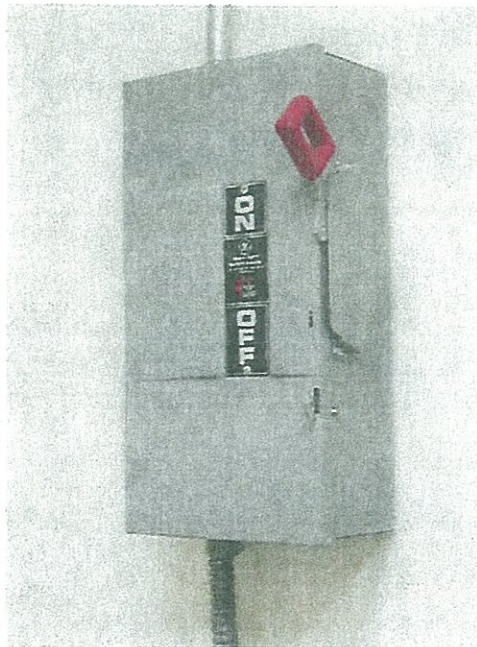
- Use a step ladder when you load the kiln.
- Do not place your weight on the walls of the kiln. The bricks will break.



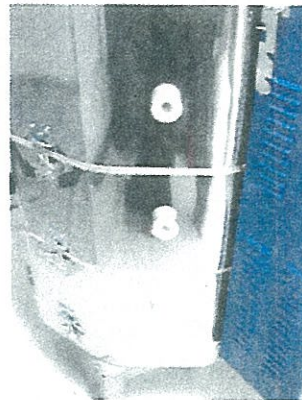
- At least once a year vacuum bottom of kiln and elements to remove debris.
- Place shelf supports on bottom of kiln.
- Never place clay projects on bottom of kiln.



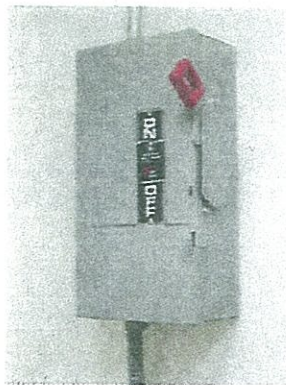
- Add kiln shelves.



- Turn on disconnect box when you are starting the firing process.
- Kiln room should never exceed 100°-110° F
- First firing, the kiln is empty and fired to cone 01.
- Turn on vent for all firings. Keep on until cooled down.



- Load kiln. Lower kiln lid.
- Bisque – fire to cone 06-04. Glaze – fire to 05.
- Check on kiln during firing process. When no steam is escaping from top peep hole you can add peephole plug.
- When kiln fires to completion it will read CPLT.
- No firing overnight.



- Keep cut off box in on position until the kiln room reaches room temperature. This will take about 24 hours.
- Do not open lid until kiln reaches room temperature.
- Turn disconnect box to off position when kiln is not in use.

Please sign the La Porte Independent School District Visual Arts Safety form after you have viewed and read the manual.

I have read and agree to follow the Safety Procedures Visual Arts, La Porte Independent School District

Print Name

Signature

Date

Keep this copy