

JEWELLERY STUDIO LOAN AGREEMENT

In order to be eligible to borrow equipment from the Jewellery Studio you must fill in all fields of the form below.

STUDENT ID:
FIRST NAME:
LAST NAME:
COURSE:
CURRENT YEAR (CIRCLE)..... 1ST..... 2ND..... 3RD.....

LOCAL ADDRESS/CONTACT DETAILS

STREET ADDRESS:
AREA/TOWN:
STATE:
POSTCODE:
PHONE (H):
PHONE (M):
EMAIL (csu):

HOME ADDRESS/CONTACT DETAILS

STREET ADDRESS:
AREA/TOWN:
STATE:
POSTCODE:
PHONE (H):
PHONE (M):
EMAIL:

CERTIFICATION OF ABOVE DETAILS

I certify that the information above is correct and that I am responsible for informing the Jewellery Studio of any changes to the above details.

PRINT NAME:

SIGNATURE:

DATE:/...../.....

WITNESSED.....

JEWELLERY STUDIO LOAN AGREEMENT

*This contract sets out the Policies and Practices required of students utilising facilities associated with courses held in the Visual Arts/Jewellery area at Charles Sturt University, Wagga Wagga. Failure to adhere to these policies and practices will result in disciplinary action being taken under the General Student Misconduct Rule . * Appeals discussed with Lecturer, Course Coordinator or Head of School. Failure to sign and submit this contract will preclude a student from utilising the facilities.*

1. General conduct (facilities)

Students must:

- Read Standard Operating Procedure (SOP) which may be found at www.csu.edu.au/svpa/students. Material Safety Data Sheets (MSDS) which may be found at <http://full.chemwatch.net/chemgold/> and relevant manuals and tutorials before operating facilities. Equipment which requires induction from Lecturers and technical staff must not be used until full safety and operation inductions are completed.
- Observe and abide by safe operating instructions and Occupational Health & Safety (OH&S) practices as set out by lecturing and support staff.
- Utilise the facilities only for assignment or tutorial related work unless otherwise approved.
- Book all usage of facilities through the booking sheets located outside the School Office and strictly adhere to these booking times. *(After Hours/Weekends)*
- Report genuine faults to support staff.
- Power off facilities after use including torches, main gas outlets, pickle, lights and associated equipment unless otherwise instructed.
- Abide by the directions given by lecturing and support staff of School of Visual and Performing Arts (SVPA).
- Assist in keeping the facilities secure by notifying security of their departure if they are the last one to leave the facility after hours. Students must wait for security to arrive and lock the facilities before leaving. *(After Hours/Weekends)*
- Ensure the safety of yourself and others, & ensure the safety of your working environment
- Report immediately any injury to the nominated first aid officer (Geoff Gordon)
- Report any potential hazards within your working environment

Students must not:

- Utilise facilities outside of times that they have booked through the School Office booking sheet.
- Work alone after hours.
- Utilise facilities for any purpose other than approved activities without written permission from technical & lecturing staff.
- Breach copyright, including utilising the work of others for assessable and non-assessable projects.
- Attempt to repair any equipment or have it repaired without approval from the appropriate technical staff.
- Remove any covers or panels from any equipment.
- Drink, eat or smoke in any of the facilities or leave behind any litter or other materials.
- Leave any Jewellery studio borrowed/loaned equipment unsecured at any time.

2. Jewellery Workshop/Studio Specific (In addition to the conditions set out in general conduct)

Students must:

- Return all borrowed equipment to designated storage areas after use/at the end of each session.
- Report all hazards, damage or OH&S issues to Lecturers and Technical staff for repair/correction.
- Thoroughly clean & sweep the studio floor, and remove any debris following every studio session (additional to weekly studio clean up).
- Ensure all exit ways are clear at all times.
- Wear appropriate clothing and adhere to safety guidelines within studio at all times.
- Wear safety gear ie: goggles, dusk/chemical mask, Ear muffs etc when operating machinery.
- Sign in for after-hours access at the school office prior to 4:30pm on the day the facility is required.
- Call security to lock up the facilities. Students must wait for security to meet them at the facility and then must promptly vacate once the area is secured at the end of their booking time or follow the instructions provided by security personnel where security indicate there will be a delay in attending.
- Report any equipment faults.

Students must not:

- Perform any act which may damage the studio or equipment within Workshop facilities.
- Perform any act which places peers and staff at risk within the Workshop environment.
- Operate any piece of machinery unless given instruction by lecturer and having completed induction and or safety demonstration. Always seek Lecturers and Technical staff for assistance.
- Leave facility unlocked or equipment turned on at night. Lights, Gas and machinery are to be turned off and doors locked before you leave the facility.
- Repair or dismantle any piece of machinery or equipment within studio, in the case of this being required seek Lecturer or a Technical Staff member to perform the maintenance.
- Wear open-toed footwear nor allow any other student (from other courses) to enter the studio complex with open toed footwear.
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2. Anodising Specific (In addition to the conditions set out in general conduct)

Students must:

- Wear closed shoes at all times whilst in the facility.
- Wear appropriate clothing and safety gear at all times.
- Read SOP and MSDS for area and successfully complete induction with Lecturer or technical staff.
- Respect and behave appropriately in regard to adjoining teaching facilities.
- Turn off water, clean and tidy area thoroughly at end of session.
- Acquire assistance from Lecturer or Technical staff if unsure of any process at any time.
- Advise Lecturer or Technical staff of any faults, damage, safety issues or hazards immediately.
- Work in groups or pairs where possible.
- Adhere to safety regulations and behave in an appropriate manner within facility at all times.
- Operate ventilation/extraction fans at all times.

Students must not:

- Work alone after hours.
- Use facility for any other purpose other than approved activities.
- Remove equipment from Anodising facility without permission from Facility staff.
- Attempt to replace or tamper with any chemicals.
- Perform any act which results in damage of facility or risk to peers and staff.

3. **Loan Specific** (In addition to the conditions set out in general conduct)

Students must:

- Return all loaned equipment by 5pm on the due date or incur the following fines: \$25 per item past 5pm on the due date, then a further \$25 per each further 24 hours overdue. Overdue fines continue to increase until the item is returned. The maximum fine is \$300 per item. A bill for the replacement value of the item will be sent to the student when the item is over due 7 days or more. Fines will be levied against the borrowing students' university account.
- Equipment may be borrowed from Lecturers or Technical staff only.
- Utilise the equipment booking forms located in the machine room (adjoining Third Year Studio) to book any machinery/equipment.
- Conduct themselves in a professional and proper manner, with adherence to all safety regulations set out by staff/facility/school.
- Maintain security for all borrowed equipment.
- Return equipment in the same physical condition that it was borrowed in.
- Report all equipment faults, breakages and losses to the Lecturers or Technical Officer.

Students must not:

- Swap borrowed equipment with other users or groups.
- Attempt any equipment repairs or use the services of outside service agents without approval – All faults are to be reported to staff immediately.

4. **Breakages and Theft Clause**

- Students are exclusively responsible for all gear whilst under their possession. It is the sole responsibility of the student to ensure that all gear is locked up safely when not in use and that it is taken care of.
- In the event of deliberate misuse and/or accidental breakage it will be the responsibility of the student to cover any repair costs incurred in repairing the item.
- In the case of theft a student will be required to file a police report and submit a copy of the report to Jewellery Studio/University staff. You may be required to answer a few questions regarding the theft by the Technical staff in association with other University bodies.
- All Breakages and Theft should be reported to the Technical staff as soon as possible.
- As it is the sole responsibility of the student to ensure the equipments safety when on loan, any theft that occurs whilst under the student's loan period will be billed to the student. You will be required to pay a fine to the total amount of the replacement cost of the item. If you have any outstanding fines you will be ineligible to graduate and will not receive your results until the fines have been paid.

I, _____ (print name) agree to abide by the above policies and practices, and understand that failure to do so will result in disciplinary action including fines, banning from facilities and possible student misconduct action being taken against me.

Signature

Date: ____/____/____

***APPEAL PROCESS**

- In the first instance to be discussed with Course Coordinator
- If no agreement can be reached: Head of School