



**Lapidary Kit**  
**for the CCFMS and CCFMS-affiliated Clubs**  
Version April 2024

**For review by CCFMS affiliated clubs**



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## President’s Message

It is with great pleasure that the CCFMS presents both the Lapidary (workshop) Kit and Field Trip Kit – in this case, the Lapidary Kit.

The original idea for these kits was proposed by John Zandarin, CCFMS Vice-President at the time, some 10 years ago when he proposed a field trip kit for CCFMS-affiliated clubs. When I became President in 2022, I wanted to resurrect the field trip kit – because as a Field Trip Director for Niagara club and then London club, I “stole” John’s recommendations shamelessly and applied them to field trips for both clubs over the years.

When I proposed bringing the field trip kit off the back burner, Calvin Jones, our current Vice-President, piped up saying that **we also needed a lapidary workshop kit** as well. And so, we then started working on both kits.

From 2022 through to the first part of 2024, both kits were put together by 2 Committees, made up of CCFMS board members and CCFMS club members. And, we’ve gone further than just outlining what are club, leader, and participant responsibilities.

In the case of the Lapidary Kit, we’ve:

- created the Code of Ethics for Lapidary Workshops
- created Health and Safety Best Practices for Lapidary Workshops
- created at-a-glance checklists
- updated our liability waiver, making sure that it will stand up in a court of law
- updated the Attendance/Sign-in-Sign-out (SISO) sheets
- created sheets for when emergencies arise

## Acknowledgements

For the Lapidary Committee, I would like to acknowledge:

Alan J Casement – Niagara Peninsula Geological Society  
Christine Chapman – Brantford Lapidary and Mineral Society  
Sabrina Daniels – Brantford Lapidary and Mineral Society  
Ruth Debicki – CCFMS Director (Sudbury Rock and Lapidary Society)  
Calvin Jones – CCFMS Vice-President (Gem and Mineral Club of Scarborough)  
Eileen Moss – Kingston Lapidary And Mineral Club  
Doug Selig – Brantford Lapidary and Mineral Society  
John Slaney – Sudbury Rock and Lapidary Society  
Kandyd Szuba – Nipissing Rock and Mineral Club and CCFMS Secretary

The Lapidary Kit is intended to be a guide for all CCFMS-affiliated clubs – so that people doing lapidary and their lapidary workshops are not just safety conscious and insured – but are also **lots of fun and discovery**. Because that’s what lapidary is all about – delight in polishing, shaping, faceting all those rock, mineral, gem, and fossil treasures into spectacular jewellery and rock art.

Ashley Pollock, CCFMS President



## Preamble

The Lapidary Kit is written from the perspective of a club that has lapidary workshop leaders and supervisors with an advanced level of knowledge and skill, who supervise participants. The workshop leaders and supervisors are responsible for implementing appropriate training, safety protocols, and first aid response.

Participants are trained in the safe use of specific pieces of equipment by workshop leaders/supervisors. They are also made aware of general safety procedures in the lapidary workshop, and review and sign a Liability Waiver.

CCFMS provides general liability insurance for member clubs, which applies to field trips, lapidary workshops, and any other club events. However, insurance coverage alone does not ensure that clubs are protected in a court of law, unless it can be demonstrated that the club tried actively to reduce the probability of an accident or injury. Moreover, the CCFMS believes that the safety of members in its affiliated clubs is of primary importance.

Therefore, the CCFMS has developed a lapidary kit and a complementary field trip kit for CCFMS-affiliated clubs. The kits are based on a risk minimization framework to help protect clubs' members from experiencing accidents or injuries; to protect clubs from lawsuits; and to increase the probability that the liability insurance that is provided through the CCFMS shall be effective.

## Recommended Risk Minimization Framework for Lapidary Activities and Workshops

The CCFMS believes that the safety of its members is of paramount importance and thus expects that everyone involved in lapidary will follow practices that minimize the risk of personal injury and/or property damage or loss.

Therefore, the CCFMS has developed the following Risk Minimization Framework to reduce the chance of personal injury and/or property damage or loss on field trips and ensure the CCFMS and/or CCFMS-affiliated clubs have done all they reasonably can to limit their liability in the event of personal injury and/or property damage or loss.

- 1) **Remove potential hazards** by enacting safety standards such as those in the Lapidary Kit.
- 2) **Provide training to reduce the risk of accident and injury** by promoting awareness of material such as what is found in the Lapidary Kit.
- 3) **Have participants review and sign a *Field Trip Liability Waiver (Appendix A)*** that identifies the participants' responsibilities and that indemnifies the CCFMS and/or the CCFMS-affiliated club and its members (including lapidary supervisors/leaders).
- 4) **Obtain a *Certificate of Insurance (COI)*** annually for a club's lapidary workshop facility through CCFMS.
- 5) **Require field trip leaders to respond appropriately to emergency situations**, such as by following the procedures outlined in the *Emergency Response sheet. (Appendix C)*

### **What is Lapidary?**

Lapidary is the practice of shaping stone, minerals, gemstones, or fossils into decorative items such as cabochons, engraved gems, and faceted designs. A person who practices lapidary is known as a lapidarist. A lapidarist uses the lapidary techniques of cutting, grinding, polishing, and other techniques such as wire wrapping and metalsmithing.

Many collectors go on to develop an interest in the lapidary arts – meaning the creation of jewellery and art items.



## **CCFMS Code of Ethics for Lapidary Workshop Leaders/Supervisors and Participants**

All lapidary workshop leaders/supervisors and participants are encouraged to abide by the following Code of Ethics when attending or participating at lapidary workshops:

- 1) I will respect the health and safety of all who attend and/or participate at a lapidary workshop.
- 2) I will use only lapidary equipment, tools, materials, and/or chemicals that I am trained in the safe use of – inclusive of using lapidary equipment, tools, material, and/or chemicals as designated – and I will not modify and/or remove guards or other protection (in particular, on equipment that has belts, pulleys, shafts, or other drive mechanisms).
- 3) I will report any damaged lapidary equipment, tools, and/or injuries promptly. I will speak up if I see an unsafe act, situation, and/or piece of equipment.
- 4) I will clean up my work area and lapidary equipment, hand tools, and/or material used when I am finished – inclusive of unplugging any equipment after use; and will participate in lapidary workshop cleanups.
- 5) I will, in consideration of the hazardous waste disposal guidelines of my province, discard oily rags, sludge from water-cooled machinery, sludge from oil-cooled machinery, burning materials, matches, and/or similar in a safe manner and as designated by the lapidary workshop guidelines;
- 6) I will pay any fees that I owe for using lapidary equipment promptly.
- 7) I will respect all personal, club, and/or public property in the lapidary workshop.
- 8) I will follow the rules and guidelines set out by the lapidary workshop and workshop leaders/supervisors. I will co-operate with workshop leaders/supervisors and those designated in authority at lapidary workshops.
- 9) I will, at all times, conduct myself in a manner that will enhance the public image of hobby lapidary.
- 10) I will encourage and help people new to lapidary to increase their enjoyment of the hobby.
- 11) I will use the lapidary workshop to educate others and gain knowledge myself.
- 12) I will promote appropriate lapidary methods, tools, techniques, and procedures that respect the health and safety and other best practices of the hobby of lapidary.

**Please note, that when attending and/or participating at a CCFMS and CCFMS-affiliated club lapidary workshop, lapidary workshop leaders/supervisors have club-sanctioned overall responsibility and authority to refuse entry and/or ask participants to leave.**



## **Chapter 1 – Attendance Considerations**

### **General Liability Insurance**

CCFMS offers general liability insurance for lapidary workshops. Clubs ask the CCFMS to provide them with a certificate from the insurance provider to post in their lapidary workshop, provide to their landlord, etc., if required. Workshop leaders and supervisors and/or other club board members need to apply for the lapidary workshop Certificate of Insurance (COI) annually.

Anyone who works in or visits a club lapidary workshop shall be a current CCFMS club member and/or a club-sanctioned/club-approved guest so that CCFMS liability insurance coverage is applicable.

Examples of guests who are covered by the CCFMS liability insurance coverage are:

- 1) a guest speaker at a monthly meeting;
- 2) a member of the general public who is visiting to see what the club or club event is all about;
- 3) a guest instructor at a lapidary workshop;
- 4) demonstrators, speakers, instructors – as well as the general public – at a gem show/rock swap;  
and
- 5) “official” visitors such as a landlord and/or fire department representatives who come to do property and/or fire inspections, etc.

### **Liability Waiver**

An example Liability Waiver for anyone attending a lapidary workshop – for both workshop leaders/supervisors and participants – attached as **Appendix A**.

Additionally, a workshop leader or supervisor shall do the following with participants when they are signing a Liability Waiver, to ensure that the statements relevant to the specific lapidary workshop and the specific participant signing the Liability Waiver are understood by the participant. This needs to be done before the Liability Waiver is signed.

- 1) Explain and discuss the contents of the Liability Waiver with the participant before it is signed.
- 2) Witness the participant’s signature.

### **Attendance / Sign-In Sign-Out (SISO) Sheet**

Anyone attending a lapidary workshop, including workshop leaders and supervisors, participants, and/or guests, is expected to sign in when they arrive and sign out when they leave. An example of an Attendance / Sign-In – Sign-Out sheet is attached as **Appendix B**.





## Chapter 2 – Health and Safety Best Practices

### First Aid

- 1) Health and safety in a lapidary workshop are enhanced when those in a workshop leader or supervisor role have received first aid certification and/or health and safety awareness training. Workshop leaders and supervisors and members are referred to the *Emergency Response* sheet – see **Appendix C** attached for further information.
- 2) An emergency phone list with numbers such as 911, local numbers for police, fire and ambulance, and the closest hospitals shall be posted in lapidary workshops.
- 3) First aid kits should be in clear view in the lapidary workshop. They should meet or exceed the minimum standard established for workplaces in the province.
- 4) If the lapidary workshop is used for metalsmithing, baking soda should be on hand to neutralize acid spills.
- 5) Clubs should assign a person for example, a workshop leader or supervisor, to monitor the supplies in the first aid kit, and to replace any items that might have been used and not replaced. This person should also note the frequency of kit inspections.
- 6) A first aid manual (for example St. John Ambulance First Aid Reference Guide) should be available adjacent to the first aid kit.
- 7) Those using the lapidary workshop should be aware of the location of the first aid kit, first aid manual, and emergency eyewash station (or the location where running water can be found).
- 8) A *Calling 911* sheet is attached as **Appendix D**.
- 9) An *Accident/Incident Report* sheet is attached as **Appendix E**.

### Fire Safety and Prevention

- 1) A working ABC-type fire extinguisher shall be in clear sight in every lapidary workshop. Access should be unobstructed, with no junk stored in front of fire extinguishers.
- 2) Lapidary workshops should have at least one clear fire escape exit path and be in accordance with the provincial building code.
- 3) Lapidary workshops should have a working smoke detector.
- 4) Fire blankets, which help extinguish flames, are recommended.
- 5) Oily rags should be placed in a bucket of water, or placed in a fire-safe container, as per local regulations, or rinsed in water or detergent, wrung out, and spread to dry. They can be disposed of when dry.
- 6) A sawdust bin, non-clumping kitty litter, or other absorbent material can be used to remove excess oil from specimens. Sawdust, absorbent rags, etc., can also be used to absorb drops of oil-based lubricants that may drop onto the floor from samples or from equipment.
- 7) Oil, oily water, and absorbent material should be disposed of in accordance with the household hazardous waste guidelines of the municipality where the lapidary workshop is located.
- 8) Propane/gas fuel tanks need to be stored per local regulations, including in a fire-safe container if required, and be upright and secure. Additionally, tank regulators should be turned off and tank hoses should be bled dry at end of day. If available, a ventilation system should be used to reduce the build up of gases in the air. Flammable gases should only be used with fire-proof bricks and a fire-proof tabletop.



## **Chapter 2 – Health and Safety Best Practices** cont'd

### **General Workshop Safety**

- 1) Clubs shall have emergency numbers and the locations and phone numbers of the nearest hospital posted in an obvious location in the lapidary workshop.
- 2) Anyone using the lapidary equipment shall be a member of a CCFMS club or a guest, and have signed a Liability Waiver indicating that they have been made aware of and understand the basic safety rules of the lapidary workshop.
- 3) If authorized by club rules, children shall only use lapidary equipment if they are directly supervised by a sponsoring parent / guardian / supervising adult when visiting the lapidary workshop.
- 4) A workshop leader or supervisor with advanced knowledge of machine use and safety shall be on duty to guide trainees, supervise the safe use of equipment by all users, and enforce the lapidary workshop rules whenever any lapidary equipment is in use or metalsmithing is being done.
- 5) Workshop leaders and supervisors shall advise participants about using the correct coolants, and shall monitor them to ensure that appropriate amounts of the coolant are used to cool the rock, blade, or wheels, and to prevent fire or serious injury or damage to the equipment.
- 6) Clubs shall have running water or an eyewash station available.
- 7) Workshop leaders and supervisors and participants should be aware that guards on belts, pulleys, shafts, or other drive mechanisms on lapidary equipment are required.
- 8) Safety glasses shall be worn by all people while operating machinery, working close to anyone operating machinery, or doing metalsmithing. Clubs shall have safety glasses available for those who don't have their own.
- 9) Dust masks and aprons shall be worn when necessary. Clubs shall have dust masks and aprons available for those who don't have their own.
- 10) Hearing protection shall be available for everyone in the lapidary workshop who requests it, however, the hearing protection should allow people to listen to machinery to detect problems, to know when a cut is complete, and to hear each other.
- 11) Loose clothing, long hair, necklaces, sleeves, aprons and apron strings, watches, jewellery, etc., shall be contained so that they cannot be caught in rotating equipment. No open-toed shoes are allowed.
- 12) All equipment shall be unplugged except when ready to be used.
- 13) Members and guests shall leave their workstations clean at the end of their session. This includes emptying the water drip buckets and drainage pails, unless the next user asks that they be left for their session.
- 14) Sludge from water-cooled machinery shall be dumped outside in an acceptable spot or disposed of in some other acceptable manner. It should not be dumped down a drain.
- 15) Sludge from oil-cooled machinery shall be disposed of in an acceptable manner in accordance with the local municipality's household hazardous waste disposal guidelines.
- 16) Workshop leaders and supervisors shall advise anyone who wishes to eat in the lapidary workshop to wash their hands before they eat so that they will not ingest harmful, potentially toxic substances.
- 17) No-one shall be allowed to use the lapidary workshop for any purpose if he/she is under the influence of alcohol or impaired by drugs.
- 18) These guidelines shall be readily available in the lapidary workshop at all times.
- 19) WHMIS – SDS sheets for hazardous materials such as oil-based lubricants, acids, and even some cleaning agents shall be posted in the lapidary workshop in accordance with federal legislation, dated, and updated every 3 years.
- 20) The consequences for violating lapidary workshop rules, continuing to abuse equipment, and/or continuing to use equipment improperly shall be controlled by each individual club.
- 21) Clubs shall provide manuals with more detailed instructions on how to use their particular equipment. (CCFMS and a club's Lapidary Director can be of assistance).





**Chapter 2 – Health and Safety Best Practices** cont'd  
**Safety Concerns Related to the Consumption of Food and Beverages,  
and to Skin Contact**

- 1) Some mineral specimens and rock dust can be poisonous and/or abrasive. Food and beverages are not to be consumed in the lapidary workshop if there is airborne rock dust. Contaminated work surfaces should be cleaned, and hands washed before eating.
- 2) Rock dust and debris should be removed from clothing (brushed off, shaken off, wiped with a damp cloth, etc.) before protective eyewear is removed. Workshop leaders/supervisors should also explain to participants that, if rock dust is a potential hazard, they:
  - a) should not rub their eyes or skin with dirty hands or clothing; and
  - b) should wash their glasses or goggles, gloves, hands and face as soon as it is safe to do so.
- 3) Participants shall be advised by workshop leaders/supervisors that anyone who wishes to eat in the workshop must wash their hands before they eat so that they will not ingest harmful, potentially toxic substances.



## **Chapter 3 – Lapidary Equipment Safety**

### **General Lapidary Workshop Safety**

- 1) Use appropriate PPE (glasses, gloves, ventilation, etc).
- 2) Inspect equipment prior to using it.
- 3) Use GFDI (Ground Fault Detector Interrupter) wall receptacles, circuit breakers, or portable plug-ins on all electrics near water.
- 4) Have three-prong plugs on all lapidary equipment. Portable lighting may have two-prong plugs.

### **Personal Protective Equipment (PPE) and Clothing Considerations**

Participants shall wear appropriate clothing and personal protective equipment while equipment is in use in the lapidary workshop. Examples of safety considerations include:

- 1) Eye protection – safety glasses are considered a *must* (rock chips and dust can fly, plus chemicals can splash).
- 2) Hand protection – gloves protect hands against rough rock and sharp edges and rubber gloves protect hands when using pickle baths or etching acids.
- 3) Hand protection – careful handling (such as using dop sticks for small stones) of rock material when using lapidary grinders, polishers, and similar equipment protects against “grinding burns” (wearing gloves, in this case, may be dangerous).
- 4) Breathing protection – dust masks protect against airborne rock dust and lubricant mist.
- 5) Hearing protection – ear plugs or other hearing protection protect against noise if the workshop is noisy.
- 6) Face protection – face guards protect against toxic chemicals that may splash, volatilize, and/or vaporize when being used.
- 7) Foot protection – well fitting flat-heeled, closed-toe shoes should be worn to protect against falling rocks or chemicals, and to limit tripping hazards.
- 8) General protection – clothing should fit snugly, apron strings should be short, long hair should be tied back, and jewellery (such as necklaces, pendants, bracelets, and/or similar) should not be worn to protect against being caught in rotating equipment.
- 9) General protection – impermeable aprons protect against lubricants, coolants, and other liquids.



## Chapter 3 – Lapidary Equipment Safety cont'd

### Rotating Equipment

- 1) Verify that guards/interlocks/kill switches are operational.
- 2) Replace excessively worn wheels, disks, saw blades, etc., to minimize the risk of injury. Contain loose clothing, long hair, necklaces, sleeves, apron strings, etc., so that they cannot be caught in rotating equipment. CCFMS also recommends that pendants, rings, and bracelets be removed while working in a lapidary workshop. Rings can be covered with tape if they cannot be removed.
- 3) Take care when using grinding and polishing wheels to prevent injury. Wear safety glasses. Do not wear gloves. Do not put rings on your fingers and attempt to polish them – ring clamps should be used. *NEVER* attempt to polish chains on this equipment as severe injury can result! A tumbler should be used to polish and harden chain. Small stones can be fastened with dop wax to dop sticks so they can be polished safely. If polishing without liquid coolant, wear a mask.
- 4) A high-speed rotary tool, such as a Dremel or Freedom, can be used to shape and polish metal, drill holes in rock, carve rock, and engrave rock. Wear safety glasses, a dust mask (if not using water), and hold the piece firmly. Use a water bath or a water drip system to cool the carving bit and remove sludge and debris during the process. When there is air-borne dust and/or no drip system, use an enclosed plexiglass cover and/or dust shield to minimize dust and flying debris, and wear eye protection and a dust mask.
- 5) Always wear safety glasses when using a drill press. Also, wear a dust mask when using a drill press if there is no water bath or a water drip system. Use a punch to mark the rock or metal so the drill bit has a starting point and does not travel around the rock or metal and possibly snap off. Keep one hand holding the rock or metal piece until the press has been turned off after the hole has been drilled. Additionally, cool drill bits with water during the drilling process, either in a water bath or with a drip system. To avoid blow-out fracturing at the bottom of a rock or metal piece, use a drill press with a hockey puck and/or piece of hardwood wood as a base. Recommended drill bits should be diamond-coated.
- 6) Workshop leaders, supervisors and guest instructors shall check rock saws to ensure the following.
  - i) Blades and wheels are tight to the shaft, with no slippage.
  - ii) Blades are sharp, aligned with no wobble, and are rotating in the proper direction.
  - iii) Blades are free and clear of rock chips between the blade and table.
  - iv) Coolant levels are 0.5 to 1.25 cm (1/4 to 1/2 inch) up the blade. Coolants can be water, mineral oil, and/or water-soluble oil. Inspect the condition and colour of mineral oil (in particular, mineral oil colour change can indicate loss of efficiency).
  - v) Coolant nozzles are properly aligned.
  - vi) Guards, pulleys/interlocks/kill switches are operational.
  - vii) Rock clamps are secure and firm.
  - viii) Guide tracks are clear of debris.
  - ix) Safety glasses or face shields and hearing protection are worn by participants if needed.
  - x) Saws are cleaned up, and spillage is contained with appropriate absorbents.



## Chapter 3 – Lapidary Equipment Safety cont'd

### Safety Considerations Related to Silversmithing and Metalsmithing

If a participant intends to engage in silversmithing or metalsmithing, the workshop leader and supervisors should be aware of where the Workplace Hazard Material Information System Safety Data Sheets (WHMIS – SDS) information sheets for hazardous materials are stored and/or posted in the lapidary workshop.

Before the Liability Waiver is signed by a participant who intends to engage in silversmithing or metalsmithing, the workshop leader or supervisor should explain that:

- 1) When using a borax solution or any other solution for flux, do not get any on the brick, your tools, or your hands. Do not rub your eyes or eat while using flux. Wash your hands and any surfaces where flux has been spilled immediately after using flux. Refer to WHMIS – SDS sheets for more information about hazardous materials.
- 2) Pickle is the acid used to remove oxides, flux, and oil from metal. Wear safety glasses, use only copper, brass, wood, bamboo, or plastic tongs. Do not use steel tongs. Use a water bowl to quench/cool your piece after heating and before pickling. Take care not to splash when placing metal pieces in the pickle. If you spill any pickling solution on your clothes or skin, rinse with water and neutralize with baking soda. Flush eyes with plenty of water and seek medical help should the acid splash in your eyes. Avoid inhaling the vapours by keeping the pot covered. **Baking soda neutralizes the acid and should be used to cleanup pickle.**
- 3) When lighting a propane or other flammable gas torch, open the valve gently and slightly (this prevents an explosive flame) so that you hear a small hiss, then use an electronic igniter or a flint/spark lighter to light the torch. Do not use a continuous open flame (for example a match or lighter), to ignite the gas. If the torch does not light, turn off the gas and start again. To close the valve on the torch, you need to close the valve until you just feel a bit of pressure. Then only move the valve a couple more millimetres – just enough to make it snug *NOT TIGHT!* Further tightening only damages the valve and causes it to leak. Propane has a strong smell so you should be able to smell it or hear it hiss if you have not closed the valve enough. The instructor should turn the flammable gas tanks on at the beginning and off at the end of the session. Flammable gas tanks shall only be changed by the instructor or workshop leaders and supervisors.
- 4) Follow safety standards around handling and storage of cylinders, and other brazing gases, along with leak detection.



## Chapter 4 – Lapidary Workshops

### Instructions for Lapidary Workshop Leaders and Supervisors

Lapidary workshop leaders and supervisors or trainers have an advanced level of skill, training, and knowledge about the use of lapidary equipment. The workshop leaders and supervisors shall be able to explain the rules, safety measures, and potential hazards of working in the lapidary workshop to the participants, as enforced by the club.

The club board/council sets standards. Workshop leaders and supervisors maintain adherence to those standards. Participants learn and follow the standards.

Responsibilities, at a minimum, include the following.

- 1) A responsible, competent person shall be identified when the lapidary workshop is in use. This shall be a workshop supervisor and/or a team leader.
- 2) Participants shall sign a Liability Waiver, and the workshop leader or supervisor shall witness the participant's signature. They will also ensure that participants sign in and out each time they use the lapidary workshop.
- 3) Workshop leaders and supervisors shall ensure that the lapidary equipment being used is not inoperable or in disrepair such that the safety of the participants using the equipment, and any guests who may be present, is jeopardized. Pre-use by workshop leaders or supervisors prior to any use of equipment by participants or guests is recommended.
- 4) Workshop leaders and supervisors shall advise the participants as to why and how the piece of equipment in question is used; highlight safety considerations when using the equipment in question; and demonstrate the use of the equipment before allowing the trainee to use the
- 5) Workshop leaders/ supervisors shall ensure that participants and guests understand the use of lapidary equipment and tools and the risks inherent in using them.
- 6) Workshop leaders/ supervisors advise participants about the correct coolant, how to monitor, and how to top up them to ensure that they are using appropriate amounts of coolant to cool the rock, blade, or wheels, and to prevent fire or serious injury, or damage to the equipment.
- 7) Workshop leaders and supervisors shall report problems (inclusive of tagging out) to those who are responsible for maintaining lapidary equipment (such as a workshop foreman).
- 8) Workshop leaders and supervisors shall ensure lapidary workshop health, safety, and best practices are followed.
- 9) Workshop leaders and supervisors shall check up on participants and users frequently to ensure they are operating the machinery safely and to answer any questions about the lapidary workshop and the use of equipment they may have.



## Chapter 4 – Lapidary Workshops cont'd

### Participant General Guidelines

- 1) Participants shall follow the Lapidary Workshop Code of Ethics.
- 2) Participants shall review and sign the lapidary workshop Liability Waiver and the workshop leader or supervisor shall answer any questions related to the Liability Waiver before participants sign it.
- 3) Participants using equipment in the lapidary workshop may be club members or guests. They shall have signed a Liability Waiver indicating that they have been made aware of and understand the basic safety rules of the workshop before using the workshop.
- 4) Participants shall sign the Sign-in Sign-out (SISO) sheet anytime they attend the lapidary workshop.
- 5) Participants are only allowed to operate lapidary equipment that they have been trained to use. They shall inform workshop leaders and supervisors if rotating equipment has excessively worn wheels, disks, etc. to prevent injuries.
- 6) Participants shall follow and abide by all the rules set out by the club and workshop leaders/supervisors. Failing that they shall be asked to leave.
- 7) Children shall be supervised by a parent / guardian / supervising adult when visiting the lapidary workshop, whether the children or parent / guardian / supervising adult are using equipment or not.
- 8) No-one shall be allowed to use the lapidary workshop for any purpose if he or she is under the influence of alcohol or impaired by drugs.
- 9) The consequences for violating lapidary workshop rules, continuing to abuse equipment, and/or continue to use equipment improperly shall be controlled by the local clubs.
- 10) Participants shall feel free to ask any questions related to the lapidary workshop of workshop leaders and supervisors.
- 11) All workshop documentation shall be available for participants, if they wish further information and/or further training.
- 12) Participants shall be made aware of:
  - i) emergency phone list (such as 911, local numbers for police, fire, and ambulance and closest hospitals);
  - ii) the location of the first aid kits – first aid kits should be in clear view in the lapidary workshop;
  - iii) the location of the fire extinguisher; and
  - iv) the location of a clear exit from the lapidary workshop.

**Please note, that when attending and/or participating at a CCFMS and CCFMS-affiliated club lapidary workshop, lapidary workshop leaders/supervisors have club-sanctioned overall responsibility and authority to refuse entry and/or ask participants to leave.**





## Chapter 4 – Lapidary Workshops cont'd

### Keep it Clean!

- 1) Participants shall leave their workstation clean at the end of their session. This includes emptying the water drip buckets and drainage pails.
- 2) All electric equipment shall be unplugged except when it is in use.
- 3) Sludge from water-cooled machinery shall be dumped outside in an acceptable spot or disposed of in some other acceptable manner. It should not be dumped down a drain.
- 4) Sludge from oil-cooled machinery shall be disposed of in an acceptable manner in accordance with local municipality's household hazardous waste disposal guidelines.

### Age Limits

- 1) Lapidary workshop leaders/supervisors are not babysitters.
- 2) Legislation in Manitoba, Ontario, and Québec states that the age of majority is 18.
- 3) Clubs can establish age limits and guidelines for the use of equipment in their lapidary workshops to ensure that young people using equipment can do so safely.
- 4) If consistent with a club's age restrictions, members or guests under 18 years of age can be trained to use equipment by a workshop leader or supervisor. If a member or guest under 16 years of age is being trained, however, the young person shall be accompanied by a parent / guardian / supervising adult.
- 5) Members or guests who are 18 years of age or older may operate equipment alone if a workshop leader or supervisor is on duty, and if the members or guests are qualified, meaning that the workshop leader or supervisor has confirmed that they have been successfully trained on the equipment they are using.

### Guests

People using equipment in the lapidary workshop may be club members or guests and shall have signed a Liability Waiver indicating that they have been made aware of and understand the basic safety rules of the workshop.

- 1) Guests to a lapidary workshop who are there to observe but not to use the equipment do not need to sign a Liability Waiver.
- 2) All guests shall be required to wear personal protective equipment in the workshop if there is equipment in use.
- 3) Guests are not allowed to use the equipment unless they are supervised and in training; or unless they are visiting to maintain/repair/inspect equipment or to train club members.
- 4) Guests who use the equipment are required to sign a Liability Waiver.
- 5) Guests shall stay clear of areas where fire or acids are used.
- 6) Children who are guests shall be supervised by a parent / guardian / supervising adult.



## **Chapter 5 – Club Hosting Responsibilities**

- 1) Clubs shall be responsible for creating a safe environment for their members and guests.
- 2) Clubs shall be responsible for having competent workshop leaders and supervisors.
- 3) Workshop leaders and supervisors shall determine whether a participant has gained adequate knowledge and skills necessary to use the lapidary equipment and tools and/or to do metalsmithing.
  - i) The names of participants who have completed a course and understand the safe practices of the use of a specific equipment (such as a capping machine or any other piece of equipment) shall be recorded in the workshop logbook. The record shall be dated and initialed by a workshop leader or supervisor.
- 4) Clubs shall provide manuals with detailed instructions on how to use their particular equipment. The CCFMS Lapidary Director can be of assistance with regard to user manuals.
- 5) Clubs should assign a competent person to oversee maintenance and repair of the machines.
- 6) Clubs shall post clear rules and standards in the workshop, which should be understood by both workshop leaders and supervisors, and by the participants.
- 7) Clubs shall be responsible for providing running water; up-to-date WHMIS – SDS sheets for hazardous materials; safety glasses; dust masks; aprons; and ear plugs, along with directions about proper waste disposal.

### **Financial Considerations**

Clubs may establish fees related to the use of the lapidary workshop.

- 1) Clubs can charge for training sessions and/or equipment use in the workshop.
- 2) Clubs can choose to hire third parties, whether they are members of a CCFMS club or not, to offer training sessions for their members.
- 3) Clubs may choose to sell materials to members and guests, or to allow instructors or club members to sell materials to members and guests.

### **Records**

- 1) Records should be kept of which equipment or activity each workshop leader, supervisor, and participant is trained to use, and the equipment on which each workshop leader and supervisor is qualified to train others. Clubs shall determine if someone is qualified.
- 2) Records of the participant's name, the workshop leader or supervisor who provided the training, the equipment or activity on which the participant was trained, the date of the training, and an indication of whether the participant gained approval to use the equipment in question should be maintained, in a workshop logbook, which shall be available for both leaders/ supervisors and participants.
- 3) Records should be kept showing which specific piece of equipment was used by each participant and qualified person when they were in the workshop.
- 4) General records should be kept on file for 7 years, while records related to incidents and accidents should be kept on file for 15 years.



## **Photo and Video Consent Form**

There is a lot of information – much of it conflicting – with regard to whether or not photographic and videographic images of individuals can be used without the permission of those individuals. For example, the federal *Privacy Act* is often assumed to provide personal privacy to individuals when in public. In fact, it only protects personal information that is submitted to a federal government agency, and provides for individuals to access their information.

A photographer or videographer can take a photograph or video anywhere that the photographer or videographer is legally allowed to be. However, a basic rule of thumb on whether a subject was legally photographed or filmed is considered to be whether the subjects have a “reasonable expectation of privacy.” Anybody who has a “reasonable expectation of privacy” cannot be legally photographed, even if other laws are being followed.

Because federal and provincial laws with regard to photographs and videos may vary, and because CCFMS wishes to ensure the privacy of individuals – especially children – who do not wish to have their images, or the images of their children, used in photographs or videos, CCFMS has prepared a Photo and Video Consent Form (**Appendix F**)

CCFMS recommends that CCFMS-affiliated clubs ask individuals to sign a copy of the Consent Form as part of their membership application process.

## **Checklist for Lapidary Workshops**

To help guide the executives of CCFMS-affiliated clubs, as well as workshop leaders, supervisors, participants and guests, a checklist has been included in this Kit as **Appendix G**. The checklist should be used to ensure that the workshops of CCFMS-affiliated clubs, and the activities in them, comply with the conditions of the liability insurance obtained through CCFMS.

- 1) The Lapidary Kit should be readily available in the workshop at all times.
- 2) The checklist includes information about the roles and responsibilities of the club executive, and workshop leaders and supervisors, along with workshop participants and guests.
- 3) It highlights emergency contacts; a range of health and safety considerations including first aid; fire safety and prevention; general workshop safety; personal protective equipment; safety related to food, beverages and skin contact; and safety related to lapidary work and metalsmithing.
- 4) The checklist ends with guidance related to record keeping, specifically using the sign-in sign-out sheet.

# CCFMS Lapidary Kit – Appendix A – Lapidary Workshop Liability Waiver

English version – dated April 2024 **CONFIDENTIAL**



## **Voluntary Participation**

I, the undersigned, wish to attend and participate, voluntarily, at the lapidary workshop hosted by

\_\_\_\_\_ *[name of CCFMS-affiliated hosting club]*

Being the lapidary workshop located at

\_\_\_\_\_ *[name and street address location of lapidary workshop]*

## **Health, safety, and inherent risks affirmations**

I understand, acknowledge, and agree that when attending / participating at the aforesaid lapidary workshop:

- 1) I will take responsibility and reasonable care for my own health & safety in the aforesaid lapidary workshop.
- 2) I have read the CCFMS Lapidary Code of Ethics and I am aware of the CCFMS Lapidary Kit Health and Safety Best Practices and I am thus aware of the most common potential risks and hazards to me associated with attending / participating in the aforesaid lapidary workshop.
- 3) Additionally, I will take note of any additional lapidary-specific risks and hazards that the lapidary workshop leader(s) and/or property owner(s) may identify.
- 4) To mitigate the most common potential risks and hazards associated with attending / participating in lapidary activities, I will follow all direction in the CCFMS Lapidary Kit Health and Safety Best Practices, as well as all direction from the lapidary workshop leader(s), including, but not limited to, wearing eye protection, wearing closed toed footwear, tying hair back, ensuring apron strings and sleeves will not be caught in rotating equipment, wearing of any designated personal protective equipment (PPE), etc.
- 5) I, and any minor children who may be accompanying me, will only use lapidary equipment that I/we have been trained to use safely.
- 6) I will inform the lapidary workshop leader(s) of any behaviour(s) and/or condition(s) that might endanger me and/or other participants at the aforesaid lapidary workshop – conditions such as, but not limited to, equipment that isn't working, guards that are loose, faulty electrical cords, and polishing wheels that are badly worn, etc.
- 7) I will inform the lapidary workshop leader(s) of any medical condition(s) that may affect my ability to participate safely in the aforesaid lapidary workshop, including medication that may cause drowsiness.
- 8) If I become injured or ill while at the aforesaid lapidary workshop:
  - i) I will immediately advise the lapidary workshop leader(s).
  - ii) I grant permission for first aid and/or CPR to be performed, including the use of Automated Electronic Defibrillators (AEDs), as necessary.
  - iii) I authorize the sharing of medical information with medical personnel, if required.
  - iv) I authorize, and will assume the costs of, emergency transport, if required.

## **Assumption of Liability**

In consideration of permission granted to me in attending / participating in the aforesaid lapidary workshop by:

\_\_\_\_\_ *[name of CCFMS-affiliated hosting club]*

And by

\_\_\_\_\_ *[name of property owner]*

And in consideration of the liability insurance provided for the aforesaid field trip by the Central Canadian Federation of Mineralogical Societies (CCFMS),

I agree to and hereby assume all risk of any and all injuries to myself and/or damage or loss of my property while attending / participating at the aforesaid lapidary workshop.

I further remise, release and forever discharge and agree to indemnify, and hold harmless on behalf of myself, my family, and next of kin, personal representatives, assigns, executors, administrators, successors, and heirs,

# CCFMS Lapidary Kit – Appendix A – Lapidary Workshop Liability Waiver

English version – dated April 2024 **CONFIDENTIAL**



the hosting club, the property owner, and the CCFMS, including as applicable to each of these entities, its board/council members, officers, lapidary workshop leaders, representatives, agents, volunteers, employees, assigns, and successors, from all manner of actions, suits, demands, and claims whatsoever which myself, my family, and next of kin, personal representatives, assigns, executors, administrators, successors, and heirs may have now and in the future in connection with all and any injuries to myself and/or damage or loss of my property while attending / participating at the aforesaid lapidary workshop. This agreement shall be binding on my heirs, executors, and administrators.

## ***Inclusion of Minor Children (under 18 years of age)***

I further understand, acknowledge, and agree that as a parent, legal guardian, or supervising adult that I agree to and hereby assume all risk of all and any injuries to and/or damage or loss of their property to any minor children accompanying me that are listed below, while attending / participating at the aforesaid lapidary workshop and that:

- 1) I will ensure that any minor children accompanying me that are listed below will be under my direct supervision and care.
- 2) I also agree that all and any provisions in this Liability Waiver that apply to myself also apply to the minor children accompanying me listed below in Signatures.

## ***Concluding Statement***

I acknowledge that I have carefully read and understand the entire contents of this Liability Waiver, the CCFMS Lapidary Workshop Code of Ethics, and the CCFMS Lapidary Kit Health and Safety Best Practices, as appropriate to participant and/or lapidary workshop leaders, and that:

- 1) I am fully aware of the potential risks and hazards associated with attending / participating at the aforesaid lapidary workshop.
- 2) I am fully aware of the legal consequences of this Liability Waiver and understand I am waiving certain rights and assuming the risk of any and all injuries to myself and/or damage or loss of my property arising from attending / participating at the aforesaid lapidary workshop.
- 3) I agree to the terms and conditions of this Liability Waiver.
- 4) I agree that any part or provision of this Liability Waiver, which is prohibited or which is held to be void or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining parts or provisions hereof.
- 5) The undersigned further expressly agrees that the foregoing Liability Waiver is intended to be as broad and inclusive as is permitted by the law of the province in which the event is conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

---

Date

---

Participant Name(s) (include names of any minor children + their ages) (printed) (digital signatures are acceptable)

---

Address

---

Telephone

---

Allergies or Special Medical Instructions

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Participant Signature(s) and/or Parent/Legal Guardian/Supervising Adult Signature(s). Include all adult participant signatures. Digital signatures are acceptable.



**Host:** \_\_\_\_\_  
[Enter CCFMS or the name of the CCFMS-affiliated club]

**Location:** \_\_\_\_\_  
[Enter location of the lapidary workshop]

### Instructions for lapidary workshop leaders

The host organization \_\_\_\_\_ (name of the CCFMS-affiliated club) and the location of the lapidary workshop must be recorded at the top of each Attendance/SISO sheet used. This information must be the same as recorded on the liability waiver.

Every person attending a lapidary workshop sponsored by a CCFMS-affiliated club must be recorded on the Attendance/SISO sheet to acknowledge their attendance at, and participation in, the aforesaid lapidary workshop.

For each participant, the following information must be recorded:

- i) Date of visit (spell out the month to avoid confusion)
- ii) First and last name (print please).
- iii) Age of any minor child (under 18 years of age) attending the lapidary workshop.
- iv) Signature (note: an adult, guardian, or supervising adult must sign for minor children).
- v) City where you live.
- vi) An indication as to whether the participant is a paid member of a CCFMS-affiliated club, a workshop leader, or is a club-approved/sanctioned guest.
- vii) The time the participant entered (Time In) and left (Time Out) the lapidary workshop. This information is necessary to track who has arrived and who has left, and to establish when a participant was actually on site in case of future liability insurance claims.

This Attendance/SISO sheet may be modified by the organization hosting the lapidary workshop. However, for the purposes of any future liability insurance claims, the following information is considered mandatory because it is required by the insurance company – first and last name, age of minor children, indication as to whether the participant is a paid member or guest, name of affiliated club, and time in and time out.

Attendance/SISO sheets are club records and must be kept confidential.

***Thank you for your co-operation.***



# CCFMS Lapidary Kit – Appendix B – Lapidary Workshop Attendance / SISO (sign-in/sign-out) sheet

English version – dated April 2024 **CONFIDENTIAL**



**Host:** \_\_\_\_\_  
 [Enter CCFMS or the name of the CCFMS-affiliated club]

**Location:** \_\_\_\_\_  
 [Enter location of the field trip]

Date of visit	Name – first & last – please print	age of minor children	Signature	City where you live	club name – member or workshop leader – or guest?	Time In	Time Out

# CCFMS Lapidary Kit – Appendix B – Lapidary Workshop Attendance / SISO (sign-in/sign-out) sheet

English version – dated April 2024 **CONFIDENTIAL**



**Host:** \_\_\_\_\_  
 [Enter CCFMS or the name of the CCFMS-affiliated club]

**Location:** \_\_\_\_\_  
 [Enter location of the field trip]

Date of visit	Name – first & last – please print	age of minor children	Signature	City where you live	club name – member or workshop leader – or guest?	Time In	Time Out

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.

## Field Trip and Lapidary Workshop Kits – Health & Safety Sheet

### Emergency Response Recommendations

English version – approved at the 2023 AGM – dated Nov 2023



Both rockhounding field trips and lapidary workshops can present hazards for participants, which may lead to minor or serious injuries or other medical emergencies. Field trip and lapidary workshop leaders can reduce the possibility of medical emergencies during field trips by following all steps in the Field Trip Checklist or when the workshop is in use by following all steps in the Lapidary Workshop Checklist.

Field trip and lapidary workshop leaders should have the following items and be aware of the following on every field trip or during lapidary workshops:

- 1) A first aid kit – ensure it has not expired and be familiar with its contents;
  - i) Ensure that participants are aware of where the first aid kit is located;
- 2) For field trips only, a loud signalling device for emergencies, such as an air horn;
- 3) A fully charged cell phone (so that you can call 911 and make any other emergency calls);
- 4) A copy of both the *CCFMS Calling 911* sheet (make sure you fill in the location information ahead of time) and the *CCFMS Accident/Incident Report* form;
- 5) Knowledge of where the nearest medical facility is and how to get there.

Purchase a first aid kit from a reputable source such as, Canadian Red Cross and St John Ambulance. At a minimum, kits should include the following items:

- sterile gauze pads (dressings) in small and large squares to place over wounds
- adhesive tape
- roller and triangular bandages to hold dressings in place or to make an arm sling
- adhesive bandages in assorted sizes
- scissors
- tweezers
- safety pins
- instant ice packs
- disposable non-latex gloves, such as surgical or examination gloves
- flashlight, with extra batteries in a separate bag
- antiseptic wipes or soap
- pencil and pad
- emergency blanket
- eye patches
- thermometer
- barrier devices, such as a pocket mask or face shield
- coins for pay phone
- Canadian Red Cross or St John Ambulance first aid manual

Someone with **First Aid Certification** is a definite asset on field trips or during lapidary workshop activities. If a field trip leader or a lapidary workshop leader is not a certified first aider, they should determine if anyone in the group is certified and let them take charge in an emergency situation.

It is **CRITICAL** that first aid be administered **ONLY** at a level consistent with your skill and training. First Aid Certification – in Canada – is provided by Canadian Red Cross and St John Ambulance.

**In an emergency situation where there are no certified first aiders present**, the following tips suggest what an **UNCERTIFIED** person can do to assist a patient:

#### 1) Take charge and assess the scene:

- i) After assessing the scene, offer first aid only if it does not endanger the safety of the first aider;
- ii) To the extent possible, remove anything that might result in further injury to the patient or someone providing first aid (such as broken glass, old nails, toxic chemicals, sharp metal objects, etc);
- iii) Ask others to help if needed;
- iv) Ask the patient for consent before you attempt to provide any first aid. Consent is implied if the person is unconscious.

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.  
**Field Trip and Lapidary Workshop Kits – Health & Safety Sheet**  
**Emergency Response Recommendations**

English version – approved at the 2023 AGM – dated Nov 2023



- 2) **Only administer first aid at a level consistent with your skill and training;**
  - i) You may help a patient retrieve medications but you must let them take the medications on their own;
  - ii) You may also assist a patient to use an *EpiPen*® Auto-Injector if the patient is incapacitated.
- 3) **If the injury or medical emergency is minor** (such as cuts, scrapes, sprained ankle) **apply very simple first aid** using reasonable care (such as clean and apply a sterile dressing to a cut), and transport the patient to the nearest medical facility, if additional medical attention is necessary.
- 4) **If the injury or medical emergency is serious** (such as head, neck, or back trauma; broken bones; serious bleeding; heart attack), **apply very simple first aid** using reasonable care (such as apply pressure to a wound to stop blood flow – do not use a tourniquet unless you are trained to do so);
  - i) **Do not move the patient, unless absolutely necessary** to avoid further injury to the patient.
- 5) **Call 911 immediately if the injury or medical emergency is serious – and follow any instructions the first responders provide:**
  - i) When calling 911, be able to describe your location well enough for first responders to find you. Use the information on the site location that you filled in on the *CCFMS Calling 911* sheet to communicate pertinent information for first responders;
  - ii) If there is no cell phone service, dispatch someone to a location with cell coverage, or use a land line to call 911(ensuring that that person reports back to you), while you wait with the patient for first responders to arrive;
  - iii) Remain with the patient until first responders arrive; keep the patient calm and as comfortable as possible.
- 6) Ensure that you fully complete the *CCFMS Accident/Incident Report* form.

Under *Good Samaritan* legislation in Manitoba, Ontario, and Québec, someone exercising reasonable care while voluntarily providing medical assistance to a person in need is not liable for any harm they may cause **unless** they are grossly negligent. **Thus, only administer first aid at a level consistent with your skill and training.**

### **First Aid Training – Certification**

As mentioned above, there are only two organizations in Canada that are accredited and authorized to provide **CERTIFIED** first aid training – Canadian Red Cross and St John Ambulance.

First aid certification courses include hands-on (practical) training, an exam, and a certificate. Links for their courses are:

- 1) Canadian Red Cross Certification Courses: [Training and Certification – Canadian Red Cross](#)
- 2) St John Ambulance Certification Courses [First Aid Training and Certification | St John Ambulance](#)

### **First Aid Training – Awareness**

Further information is available via online videos that can provide some first aid **awareness** and enhance your first aid knowledge. First aid awareness courses are **NOT** a substitute or a replacement for formal / official practical first aid certification training. Simply watching these online video courses does **NOT** certify anyone.

**Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.  
Field Trip and Lapidary Workshop Kits – Health & Safety Sheet  
Emergency – what to do and say when calling 911**



English version – approved at the 2023 AGM – dated Nov 2023 **CONFIDENTIAL**

**Dial 911 for any EMERGENCY situation**, whenever police, fire, or ambulance assistance is required immediately.

- In most urban centres in Manitoba, Ontario, and Québec, local police services are the default police responders for 911 calls.
  - Where there are no local police services, the default police responders for 911 calls are RCMP in Manitoba, OPP Ontario Provincial Police in Ontario, and SQ Sûreté du Québec in Québec.
- **When calling 911, you will need to provide the nature of the emergency AND your location.**
- Please have someone meet up with police, fire, or ambulance at the **closest easily accessible spot** so that person can direct the EMS people to the injured party.
  - If in an urban centre (where most lapidary workshops are located, this could be at an entrance door to a building);
  - If on a field trip, of which you may be in a more remote / inaccessible location, this could be at an entrance gate, a highway crossroad, or similar;
- It is possible that the injured person may have to be carried out / driven to a place that an EMS vehicle/air ambulance can access.
- Please note that when calling on a cell phone – particularly if at a remote location – you will need to ensure cellular service is available.

**Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.**

Fire/Ambulance/Police **911**  
Poison Centre 1-844-POISON-X, or 1-844-764-7669

**Nature of the emergency – 911 will likely ask the following questions.**

Your name and cell phone number	
Name of injured person	
Type of injury (such as broken bone, lots of bleeding, heart attack?)	
State of injured person (such as awake & groaning, unconscious)	
Any first aid or medical attention that has been provided? (such as splinting a broken bone, compresses on bleeding area, CPR given)	

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.  
**Field Trip and Lapidary Workshop Kits – Health & Safety Sheet**  
**Emergency – what to do and say when calling 911**



English version – approved at the 2023 AGM – dated Nov 2023 **CONFIDENTIAL**

What happened to cause the injury / accident / incident? (such as fell down/tripped, rock or chip hit the person)	
---	--

**Location is critical. Emergency services need to know your location to be able to get there. Dependent upon your location (as in an urban, rural, or remote area), you will need to provide the street address and/or GPS coordinates.**

Street address (particularly if in an urban centre – can also apply to a rural area) along with the easiest entrance door, floor number, room number, etc	
GPS co-ordinates (usually mid-site at a collecting location) (decimal GPS co-ordinates are universal)	
Driving directions (particularly if in a rural or remote area) and driving conditions (if relevant – such as poorly maintained logging road, muddy conditions, no room for an air ambulance [heavily wooded])	

**Contact Person**

Field Trip / Lapidary Workshop Leader name and cell / phone number (this might be the same person that contacted 911)	
---	--

**Any other notes:**



Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.  
Field Trip and Lapidary Workshop Kits – Health & Safety Sheet  
Accident / Incident Report sheet **CONFIDENTIAL**



English version – approved at the 2023 AGM – dated Nov 2023

**For field trip, lapidary workshop, and any event leaders, please conduct a follow up of the accident / incident within 48 hours of the accident / incident. Thank you.  
Additionally, please keep original file on file in your club records.**

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

**Name** of individual / minor child \_\_\_\_\_  
Age \_\_\_\_\_ Gender: Male or Female (circle one)

If applicable:

Name of parent/guardian \_\_\_\_\_

Address \_\_\_\_\_

City & postal code \_\_\_\_\_

phone (home / cell) \_\_\_\_\_

email address \_\_\_\_\_

**Nature of accident / incident** (such as Bob slipped and fell and twisted his left ankle while walking)

\_\_\_\_\_

Any additional information specific and/or relevant to this accident / incident.

\_\_\_\_\_

**First Aid or Medical attention provided?** Yes or No (circle one)

(such as ice pack placed on left ankle, Bob rested for about an hour, and was taken home by his wife)

\_\_\_\_\_

**If 911 / emergency services were called,**

time called \_\_\_\_\_ time arrived on scene \_\_\_\_\_ Unit# \_\_\_\_\_

Was the individual taken to hospital? Yes or No (circle one)

If yes, please provide name and location of hospital

\_\_\_\_\_

**Was there any property damage?** Yes or No (circle one)

Describe the extent of the property damage

\_\_\_\_\_

Was the property damage reported to the property owner? Yes or No (circle one)

To whom was the damage reported to and when?

\_\_\_\_\_

Field Trip / Lapidary Workshop **leader name & signature** \_\_\_\_\_ Date \_\_\_\_\_

**Follow up report** (please complete within 48 hrs of accident / incident)

\_\_\_\_\_

\_\_\_\_\_

**Appendix F – Photo and Video Release form**

CCFMS recommends that participants at CCFMS and CCFMS-affiliated club events sign a photo and video release form, such as the one below, before photos or videos are taken of them or their children for publication in documents or on social media platforms.

A separate form is not required for participants at each event, field trip, or other activity. Therefore, clubs may incorporate the form into their membership application process.

If the form has been signed, no further permission is required. However, CCFMS suggests that, as a courtesy, all participants should be asked for verbal permission before a portrait-style photo or video of them is taken.

**Photo and Video Release Form:**

As part of my participation in CCFMS and CCFMS-affiliated club workshops, presentations, and events, I, hereby, grant permission for photographs or video recordings to be taken of me and my minor children (if applicable), and I consent to the collection, storage, uploading and sharing of such content in promotional literature, and its release to print media, television, social media platforms or their agents and assignees without further consideration.

- 1) I understand that I am granting an irrevocable, perpetual, and unrestricted right for the CCFMS or CCFMS-affiliated club \_\_\_\_\_ to take, use, publish, and transfer and assign the rights of such image content at their sole discretion.
- 2) I understand that while the CCFMS or CCFMS-affiliated club \_\_\_\_\_ aim to maintain confidentiality, anonymity cannot be ensured as my image may be used without alteration or distortion. I understand and agree that I will not hold CCFMS or CCFMS-affiliated club \_\_\_\_\_ or its employees or agents responsible for any harm that may arise through the sharing of such image content.
- 3) This agreement is intended to be as broad and inclusive as is permitted by the law of the jurisdiction in which the event is conducted. I also understand that no royalty, fee, nor other compensation shall become payable to me by reason of such use.

\_\_\_\_\_ I (we) consent (Yes/Y) to this photo and video release for adults  
 \_\_\_\_\_ I (we) do not consent (No/N) to this photo and video release for adults

\_\_\_\_\_ I (we) consent (Yes/Y) to this photo and video release for my / our minor children  
 \_\_\_\_\_ I (we) do not consent (No/N) to this photo and video release for my / our minor children

Printed name(s) of adult(s), and /or parent(s) or guardian(s) \_\_\_\_\_  
 \_\_\_\_\_

## **Appendix G: Checklist for Lapidary Workshops**

Clubs shall ensure that they provide a safe and healthy working environment within a lapidary workshop, as well as well-trained and skilled Workshop Leaders and Supervisors and participants.

**1) Is the Lapidary Kit readily available in the workshop at all times?**

**2) No-one is allowed in workshop if under the influence of alcohol or impaired by drugs.**

**Please note that when attending and/or participating at a CCFMS-affiliated club lapidary workshop, lapidary workshop leaders and supervisors have club-sanctioned overall responsibility and authority to refuse entry or the use of equipment, and/or to ask participants to leave.**

### **Club Executive**

- Is the Code of Ethics posted in the lapidary workshop so that everyone can read and become familiar with it?
- Has the club requested its annual liability insurance certificate for the lapidary workshop?
- Have workshop leaders and supervisors, and participants and guests using or visiting the lapidary workshop signed Liability Waivers?
- Are workshop leaders and supervisors, participants, and guests signing in and signing out each time they visit the lapidary workshop?

### **Workshop Leaders and Supervisors**

- Are the workshop leaders and supervisors aware of their responsibilities?
- Have participants been told to follow the lapidary workshop leader's or supervisor's instructions – including referring to any manuals that are available?

### **Participants**

- Are participants following the Lapidary Code of Ethics?
- Have participants reviewed and signed the lapidary workshop Liability Waiver?
- Have participants signed the sign-in sign-out (SISO) sheet each time they visit the workshop?
- Are participants following all instructions given to them by the workshop leader and supervisors?
- Are participants able to ask workshop leaders and supervisors questions related to the lapidary workshop?

### **Guests**

- Are guests observing, but not using equipment except when authorized by the workshop leader and/or supervisor under specified circumstances such as when they are being trained or are there to repair equipment, provide training, etc.
- Are sponsors such as parents/guardians/responsible adults overseeing children under the age of 18 who are guests when visiting the lapidary workshop?

### **Emergency Contacts**

- Are participants and guests aware of the location of the emergency phone number list, first aid kit, fire extinguisher, and building exit(s)?

## CCFMS Lapidary Kit – Appendix G – Checklist for Lapidary Workshops

English version – dated April 2024

### **Health and Safety Considerations**

- Are participants and guests aware of the location of the WHMIS – SDS sheets for any hazardous materials in the lapidary workshop?
- Are workshop leaders and supervisors ensuring that no-one except for the landlord, fire and other safety inspectors, workers doing required maintenance, or similar authorities is allowed in the workshop without a lapidary workshop leader or supervisor being present?
- Have participants been trained in the safe use of machinery?
- Does everyone wear appropriate personal protective equipment (PPE) when using equipment?
- Does everyone contain loose clothing, long hair, jewellery, etc., so that it cannot be caught in rotating equipment?
- Have the hazards of rock dust been explained?
- Have safety considerations and the hazards of lapidary equipment been explained to participants?
- Has the need for adequate levels and types of coolants been explained?
- Have Workplace Hazardous Materials Information System (WHMIS) Safety Data Sheets (SDS) been explained?
- Has the safe use of the acids and alkaline substances used in the workshop been explained to those engaged in metalsmithing?
- Has safe torch use been explained to those engaged in metalsmithing?

### **First Aid**

- Is the First Aid Kit in clear sight, and does it meet Provincial Standards?
- Does the lapidary workshop have running water or an eyewash station available?
- Are emergency numbers and the locations and phone numbers of the nearest hospitals posted in an obvious location in the workshop?
- Are WHMIS – SDS sheets available for any hazardous materials in the lapidary workshop?
- Is there an Emergency Response plan for the lapidary workshop that includes the 911 info sheet, accident/incident report form, etc. (i.e., Appendices C, D, and E)?

### **Fire Safety and Prevention**

- Is there a working ABC-type fire extinguisher in clear sight?
- Is there an operating smoke detector present?
- Is there a fire blanket available?
- Are Ground Fault Circuit Interrupters (GFCIs) used for all pieces of lapidary equipment that use water and/or are near water?
- Is there a water bucket or fire-safe container available for oily rags?
- Are flammable gases, aerosols, and solvents stored properly?
- Are there guidelines for the safe use of flammable gases and torches?

# CCFMS Lapidary Kit – Appendix G – Checklist for Lapidary Workshops

English version – dated April 2024

## **General Workshop Safety**

- Are all participants and guests aware that they must leave their workstation(s) clean at the end of their session?
- Do participants and guests leave their workstation clean at the end of their session?
- Do participants and guests unplug the electric equipment they were using when their session ends?
- Are sludge and oily waste disposed of in an appropriate manner?
- Do participants and guests dispose of any rags and sludge in an appropriate manner?

## **Personal Protective Equipment (PPE)**

- Are all participants and guests wearing appropriate PPE at all times (for example, eye, ear, and breathing protection, protective aprons, etc.), as required by the workshop leaders and/or supervisors?
- Do all participants and guests ensure that they are not wearing loose clothing, jewellery, apron strings, etc.; that they are wearing appropriate footwear; and that they have tied back long hair?

## **Safety Related to Food, Beverages and Skin Contact**

- Do participants and guests refrain from eating in the lapidary workshop when there is airborne rock dust?
- Do participants and guests clean contaminated work surfaces and wash their hands before eating in the lapidary workshop?

## **Lapidary Safety**

- Are there guards on belts, pulleys, shafts, wheels or other drive mechanisms? Guards are essential.
- Is extra personal protective equipment (such as safety glasses, dust masks, gloves, aprons, hearing protection, etc.) provided by the club for those who don't have their own to use?
- Is the lapidary equipment unplugged except for when it is in use?
- Is all lapidary equipment in good running condition or marked clearly when repairs are needed and the equipment must not be used?
- Have participants and guests been trained in the use and risks inherent to the machinery they are using?
- Are participants and guests only allowed to operate machinery that they have been trained to use?
- Are participants and guests aware that they will be frequently checked to ensure they are using equipment safely?

## **Metalsmithing Safety**

- Do participants and guests know how to use acids and alkaline substances safely?
- Do participants and guests know how to use torches safely?
- Do participants and guests know how to handle and store containers of propane or other flammable substances safely?
- Are containers of propane or other flammable substances being handled and stored safely, if present?

## **Records**

- Is the workshop logbook used appropriately, filled out, and up to date?