



## **Guide Book & Rules**

Of the Clubhouse

For the Members of  
NORTH BRISBANE LAPIDARY CLUB Inc.

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## **Welcome**

To NORTH BRISBANE LAPIDARY CLUB INCORPORATED (NBLC)  
May your membership with this club bring you many  
years of enjoyment and satisfaction.

## **LAPIDARY**

Lapidary is the cutting, working and polishing of precious, semiprecious and other attractive stones for the purpose of display, ornamentation or making jewellery. It is a recreational activity requiring little physical effort, only good hand eye coordination, and is therefore, an activity which can be pursued by most people.

The NBLC clubhouse is primarily a workshop for the members to produce lapidary related items. Work carried out in the workshop includes cabochon cutting, faceting, slabbing and facing, silverwork and creating jewellery.

## **SAFETY**

When working with machinery, there is always the potential for an accident or injury due to carelessness, incorrect behaviour or complacency. Safety at the clubhouse is the number one focus of NBLC.

STRICT SAFETY RULES APPLY IN OUR WORKSHOP

PLEASE READ THE PAGES IN THIS BOOKLET ON THESE RULES  
BEFORE YOU COMMENCE WORK AND  
MAKE SURE THAT YOU UNDERSTAND AND OBSERVE THEM

THINK SAFE- WORK SAFE- STAY SAFE

## 1. HISTORY

North Brisbane Lapidary Club Inc. has been in existence since 1966 and was originally located in a small shop in a complex at 9 Church St Zillmere. The club then moved to Blenheim St Chermside until moving into our current location.

From the inception of the club the members have built and equipped the Club and its clubhouse. This has been achieved through a considerable amount of fund raising efforts, physical effort and the application of great organizational and administrative skills. It has taken a great deal of hard work over the years to provide these facilities for members to use.

NBLC moved to its present site in 1984 and the roof was blown off in a massive storm in 1985. It took close to a year to rebuild and for some of that time a club member gave some room at business premises on Lutwyche Rd near Norther St. The remaining part of that year and just prior to returning to our current building the club rented an area in the wool stores on St Vincent's Rd Banyo.

This building was constructed in two stages. Many members gave their time and money with most of the construction work being carried out by the members.

The main entrance into the clubhouse brings you into the first section of the building built in 1984 which is now the Silver working area. The second stage of construction was completed in 2006 with the Library and Gem room area and the Cabbing, Faceting and Office area being added.

When the club commenced it only offered only Cabbing and cutting rocks with a slabbing saw. They had three sets of grinders (two wheels on each) with a removable disc on the end that was changed as finer grades for finishing cabochons was required. It was common in those days to have two people working on one sanding disc (not accepted today from a safety perspective).

It was only when NBLC moved into the current building that we purchased faceting machines. This was the start of the expansion of the facilities range of crafts we offered. After faceting was included silver work, gold work and other crafts including wire wrapping, enameling and lost wax casting were added.

The club has grown into what we believe is the best Lapidary Club in Queensland and as a new member we hope you enjoy your time with us.

## 2. EXPECTATIONS

NBLC has expectations of you and you most probably have wishes and expectations as you join the club.

- 2.1. When becoming a member, you may have expectations which could include;
  - 2.1.1. learning new skills within the lapidary field;
  - 2.1.2. meeting with people of similar interests;
  - 2.1.3. gaining a broader knowledge of minerals, gemstones and lapidary terms; and,
  - 2.1.4. taking part in and enjoying our field trips and social activities.

By being a member we hope you expect to get experiences that will make your life more interesting and satisfying.

- 2.2. For its part, the Club also has expectations. The Club hopes and expects that members to;
  - 2.2.1. appreciate and make good all of the areas in the clubrooms at the end of each work session;
  - 2.2.2. use of the facilities provided in a responsible manner; and
  - 2.2.3. gain knowledge skills and personal satisfaction while being part of the club.
- 2.3. Being a member of any club has to be a two way relationship. A lot of energy has to be put in by members to administer the Club, raise funds, and carry out the maintenance, repairs and operations to keep the Club in a sound financial and operational state.

The Club expects that members recognise the effort to be put in to keep the Club alive and to support the Management Committee. The Club encourages members to take an active role in the running of the Club thus spreading the workload and to best ensure the club is run as best it can be.

As the older members reach that time where they have to step back and take things easier, there is the need for the newer and younger members to become more involved to replace them and maintain the continued healthy existence of the Club. The Management Committee also needs regular infusions of fresh, new ideas which new members can bring when getting involved. Through the continual enhancement and replenishment of the members involved in the clubs operations the Club will maintain a strong and bright future.

The Management Committee hopes that you are now aware of the Clubs feelings about the two-way relationship implied by club membership. We look forward to your involvement in all aspects of the clubs' operations and hope your membership is fulfilling.

### 3. STANDARDS OF BEHAVIOR

The club facilities are provided for those who wish to pursue Lapidary as a hobby and not for the purpose of members producing goods for sale at markets or other outlets. Therefore, any member found to be using the facilities for commercial gain may be asked to appear before the Management Committee to have their membership reviewed..

3.1. The standards by which the Club operates includes;

- 3.1.1. The Club promotes Lapidary as a family activity and members are expected to maintain an appropriate standard of behaviour at all times whilst in the clubhouse, and even more so when participating in club activities and when in front of the general public;
- 3.1.2. Members are to refrain from coarse, crude or vulgar language that may offend or upset other members or members of the general public. Members are to refrain from committing any act that may bring discredit on the club; and,
- 3.1.3. Members showing signs of being under the influence of alcohol or drugs will not be permitted to work in the workshop. If the member causes disruption to the work session, that member is to be requested to leave the club premises, or if necessary, be assisted to leave.

### 4. DISCIPLINE

Discipline is sometimes an unfortunate part of the management of the club. Disciplinary action will be taken when needed for the best interest of the club and all of its members. The discipline issues applied within the club include;

- 4.1. Any member breaking the Club General or Safety Rules, or does not follow direction given by the Duty Officer or Instructor, may have disciplinary action taken upon them. The Management Committee shall determine the action which may include a period of suspension from the clubhouse. If the breach is persistent or serious enough, the offending member may be requested to appear before the Management Committee to show reason why that member should not be expelled from the club; and,
- 4.2. If a member is convicted of an indictable offence, that member's membership is to be terminated automatically. ( by Club Constitution) The Club Secretary is to notify in writing to the member that membership has been terminated. (The Club Constitution, Clause 10.)

Fortunately, N.B.L.C. has never had to apply any of these provisions but other clubs have and it has been considered necessary to include them in our Constitution and Rules should an incident ever occur.

## 5. GENERAL CLUB RULES

The General Rules that applies to all club members and visitors include;

- 5.1. Members are to be Financial Members (having paid the membership fee) before starting work at any work sessions;
- 5.2. Ensure that you have PRINTED your name in the ATTENDANCE BOOK as you enter the clubhouse;
- 5.3. The Duty Officer or Instructor in charge of a work session has sole authority over workshop procedures at that session and members are required to observe any directions given by that person;
- 5.4. Smoking is not permitted within the clubhouse;
- 5.5. Members are to refrain from using uncouth language;
- 5.6. Members 16 years of age or under are to be accompanied to and from the clubhouse and be supervised at any work session by a responsible adult unless otherwise approved by the Club Management;
- 5.7. If the work session is busy only work on one item at a time on any machine to allow others to also use that machine in that work session;
- 5.8. At the end of a work session, clean down any machine you were using and leave the work area clean and tidy; and,
- 5.9. Any equipment taken on loan and removed from the clubhouse, is to be signed out in the loan register and signed back in upon return of the equipment in good, clean and working condition.

## 6. WORKSHOP GENERAL SAFETY RULES

The highest priority in the club is safety and All SAFETY RULES are to be observed at all times whilst present in the clubhouse. The general Safety Rules that apply at the clubhouse include;

- 6.1. Eye Protection is to be worn when required as detailed in operational procedures for machines or specific areas;
- 6.2. Footwear that fully encloses the feet must be worn. Thongs or open toed sandals are not permitted in the work areas;
- 6.3. Loose clothing, rings, jewellery, watches or any items that could get caught in moving machinery should not be worn;
- 6.4. Long hair and long beards must be tied back or enclosed in a net whilst working with machinery or other hazardous equipment;
- 6.5. Any damage to machines, tools or electrical equipment is to be reported immediately to the Duty Officer or the Instructor; and,
- 6.6. Any accident requiring treatment is to be reported immediately to the Duty Officer or Instructor and the incident recorded on an INCIDENT REPORT

## 7. MANAGEMENT STRUCTURE AND OFFICE BEARERS

The Club Management Committee consists of five people and there are several other roles within the club to best ensure smooth operation and continual improvement of the Club. The positions are as follows:-

### 7.1. **President**

The Presidents' responsibility is to overview the management and administrative operation of the club and to provide leadership and support to all its members. The President is the chairperson of meetings.

### 7.2. **Vice President**

The Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason (In accordance with club rules). The role of Vice President is the ideal position for those considering becoming club Presidents in the future, as the Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the club.

### 7.3. **Secretary**

The Secretary handles all correspondence and is often the first point of contact with other organizations and the general public. The Secretary's responsibilities include organising and preparing agendas for meetings, the record keeping and completing all legally required documents.

### 7.4. **Treasurer**

The Treasurer is the financial manager of the club, responsible for the collection, banking, payment and correct accounting for all monies

### 7.5. **5th Member**

The 5<sup>th</sup> Member is a legal requirement and performs duties as requested by the President and may, at times, act as the officer responsible for some other position.

### 7.6. **Other office bearers include (but are not limited to):**

Positions that assist in the running of the include Club Membership director, Field trip officer, Librarian, Newsletter editor, Maintenance & Purchasing officer, Publicity officer, QLACCA delegate, Social director, Fundraising director, Show convener, Safety officer and First Aid Officers.

### 7.7. **Work sessions operational roles**

NBLC also have Duty Officers and Instructors who are responsible for opening the Club, collection of monies and general running of the club on their allotted work session.

### 7.8. **Sub Committees**

There are several sub-committees to assist the Management Committee including Show committee, Social committee and Building committee.

There are plenty of opportunities for you to become involved in the operation of your Club. See notice board for current list of office bearers.

## 8. MEETINGS

NBLC holds regular meetings for the operation and governance of the club. These meetings include:

Meetings may be held in the club rooms, on line using a service such as Zoom or a combination of both in the rooms and on line.

### 8.1. Management Committee Meeting

Management Committee Meetings are held each month in the week preceding the general meeting and attended by the five members that make up the Management Committee. Planning, operational progress, legal requirements, planning and issues are discussed at this meeting.

### 8.2. General Meeting

The General Meeting is held on the 3<sup>rd</sup> Wednesday of each month at 7:30pm and all financial members are welcome to attend. From 2020 meetings have been on line and this may change in the future. The date can be changed in special circumstances as directed by the Management Committee. You will receive an email about each meeting and details will be posted on the notice board.

### 8.3. Special General Meeting

A Special General Meeting can be called for several reasons to sort out issues within the club and all financial members may attend. The details for Special General Meetings can be found in Clause 30 of the Constitution.

### 8.4. Annual General Meeting (AGM)

The AGM meeting is usually held on either the 3<sup>rd</sup> Wednesday night, Saturday or Sunday of March each year or as directed by the Management Committee. The AGM must be held within three months of the end of the financial year.

You are welcome at all General Meetings, Special Meetings and the AGM and your input will be appreciated.

## 9. FEES

There are several fees that are applied for and within NBLC. These are outlined below.

### 9.1. Joining Fee

9.1.1. A Joining Fee applies when joining the club and, as part of this, you will receive a New Members Kit.

### 9.2. Annual Subscription

9.2.1. Annual Subscription covers personal accident and public liability insurance and other recurring annual administration costs. Payment is due before the 31<sup>st</sup> December (NBLC end of financial year) each year. If a member has not paid within 2 months of the end of the club financial year the member may be removed from the list of members.

### 9.3. Workshop Fee

9.3.1. A workshop fee per member is levied for each session attended. This is to cover the use of all machinery and equipment and consumable materials plus tea and coffee.

### 9.4. Course Fees

9.4.1. During the year NBLC offers a wide variety of courses which may attract an additional cost for the materials and/or reimbursement to those who prepare the course material. Please check your emails, the NBLC web page and the notice board for the courses and fees.

**See the notice board for the current fees structure.**

## 10. INSURANCE

The Club has three types of insurance coverage:

- 10.1. A Building and Contents Policy
- 10.2. A personal Accident Cover
- 10.3. Public Liability Cover

## 11. FUND RAISING

Each year the Club is faced with considerable recurring costs being lease, rent, rates, electricity, insurance, and phone bills etc., costs which are increasing each year. In addition to the recurring costs NBLC maintains the equipment we have and upgrades or replaces equipment as required.

In order to meet the ongoing financial requirements there are five options for the Club to follow.

### 11.1. Raise the money from the members

11.1.1. This would require NBLC to raise all of the Fees and the fees would be adjusted each year

### 11.2. Raise the funds from the general public through efforts

11.2.1. The main fund raising activity each year is the GEM & JEWELLERY FESTIVAL which is a two day show held on the first weekend of March.

11.2.2. This requires a great effort from all of the club members to make it a success

### 11.3. Grants

11.3.1. NBLC submits proposals to various levels of government as well as organisations such as RSLs for grants to pay for specific projects. A Grants Officer monitors the opportunities and the Management Committee selects and directs the projects and submissions.

### 11.4. Donations

11.4.1. Donations to the Club are possible and they can come from members, the general public and any organization that see fit to donate.

### 11.5. Investments

11.5.1. Any money held by the club can be invested to gain a reasonable return and to protect the saving from loss of value due to inflation. The Management Committee will decide if any investing should be undertaken and how that investment would occur.

## 12. GEM & JEWELLERY FESTIVAL

The Gem and Jewelry Festival is the major fundraiser for the club each year. It is also an opportunity to lift the NBLC's profile within our community.

Setting up the festival commences on the Friday and packing up and clearing of the venue at the end of the event is completed on Sunday afternoon.

There are a lot of tasks to be done, so all members are expected to put in as much time as they can possibly spare for this one big main event on our Club calendar.

A Roster for the show is drawn up for you to identify how best you can volunteer for tasks. The more members who attend and work the less is the burden placed on all of us and in particular on those who work at the event for the full two & a half days.

Our show is recognised as one of the best on the gem show calendar and it has only become that through the efforts of hard working members.

## 13. WORK SESSIONS

Work sessions are programmed to allow all of the members with various obligations and restrictions to attend and enjoy lapidary work at the clubhouse. For up to date information check the website <http://www.nblc.com.au>

The work sessions are:

### **MONDAY**

7:00pm to 9:30pm

General work session and any form of lapidary may be done.

### **TUESDAY**

7:00pm to 9:00pm

General work session and any form of lapidary may be done.

### **WEDNESDAY**

9:00am to 12:00noon

General work session and any form of lapidary may be done.

### **FRIDAY**

7:30pm to 9:30pm

General work session and any form of lapidary may be done.

### **Saturday**

Every 2<sup>nd</sup> Saturday 10.00pmam to 2.00pm

General work session and any form of lapidary may be done.

This work session is held only on those Saturdays on which no other use of the club (such as courses, meetings etc.) is booked. Check your emails, the club web page or the notice board for notifications and details.

#### 13.1. When attending Work Sessions members are to:

- 13.1.1. Be financial before commencing work in the Clubhouse;
- 13.1.2. PRINT their name in the diary at the front door (attendance book) when entering the club for a work session;
- 13.1.3. Pay the work session fee BEFORE commencing work;
- 13.1.4. Display their current membership badge;
- 13.1.5. Leave any machinery that they have been using, clean, and all items are to be returned to their correct storage places;
- 13.1.6. Ensure the cabbing area is to be left mopped and dried at the end of each work session; and
- 13.1.7. Be aware of the time and start to clean up when nearing the end of a work session.

#### 14. CLUB SOCIAL ACTIVITIES

Each year the Club forms a social Sub-Committee under the guidance of a Social Director as chairman. The social committee identifies and proposes possible social activities with the management committee confirming the suitability of the activity and proposed date.

The types of activities depend on the imagination, creativity and drive of the social committee.

Periodically, the Club runs a social activity with the prime aim is entertainment and enjoyment of the members and the guests who attend. Any funds raised are minimal and only goes to cover the costs of the activity.

The social events are not limited to lapidary and could include the like of Bingo, Trivia Nights, film nights, BBQ's, treasure hunt rallies etc.

Joining our social committee is a great way to keep involved and let us have your ideas on some new, different and stimulating activities.

#### 15. THE CLUB NEWSLETTER "CRYSTALINES"

Regularly, the Club publishes a newsletter, "Crystalines" which is distributed to all members, other interested parties and other lapidary clubs. It is primarily the medium of communication by the Management Committee, to the members about coming activities and includes reports on past events. Most Office Bearers submit reports to the newsletter, so watch for coming events (especially field trips).

15.1. Newsletters are distributed by one of two methods:-

15.1.1. Collect- where members who do not have an email address collect newsletters when attending the Club; and,

15.1.2. E-mail- where the news editor e-mails a copy to you.



## Areas Within The Clubhouse

## **The Library**

NBLC maintains a comprehensive reference library that has been built up by the Club over the years. The library has been built through donations of books by members and other people or by purchases made using the library budget allocated by the Management Committee.

The content within the Library embraces a wide range of lapidary associated subjects. Topics such as workshop techniques, cabochon cutting, faceting, mineralogy, sapphire mining and anecdotes are just some of the many available. In fact, an appropriate response to a request for information on any particular lapidary topic can be provided in most instances.

### ***Borrowing***

Books and or magazines may be borrowed free of charge to financial members. With this privilege comes the responsibility that publications are treated with every care and that they are returned within a prescribed time limit (currently 2 Weeks) from signing out the item.

Remember, another member may be waiting to borrow the book that you have on loan.

Once you have been a NBLC member for three months you may borrow books and magazines from the Club Library. Borrowings are limited to TWO (2) items at any one time, e.g., 1 book and 1 magazine, or 2 books, or 2 magazines.

There are some books and publications which are NOT to be taken out of the Clubhouse.

Publications must only be taken from the Clubhouse once you have signed for them in the register provided for library transactions and obtained a counter signature from the Duty Officer or Librarian.

### ***Returns***

When borrowed items are returned, they must be handed to the Duty Officer or Librarian for checking off in the register; they should NOT be just left on the table or put back in the case unless so directed.

These few simple requirements have evolved over the years to preserve the library and to look after the collective rights of the Club members.

It is hoped that you take every opportunity to avail yourself of whatever subject material may take your interest or, if needed, seek the assistance of the librarian and enjoy the library as much as other members have over the years.

## **SILVER & JEWELLERY MAKING**

The jewellery making area consists of tables which will seat 4 per table as well as a dedicated area for hot work which also has furnaces and an area for drawing and shaping the silver items.

Each workspace at the tables has a heat proof sheet and fire brick. Each table has bowls for “pickle” acid, water and flux.

For heavier work and annealing tasks there are dedicated areas with additional work benches.

A range of tools and files are supplied by the Club as well as burner torches and LPG burners.

Other equipment in this area for working silver and gold include:

- ❖ Two rolling mills with plain and patterned rollers;
- ❖ A rolling mill designated for only using patterned plates;
- ❖ A flexi drive grinding/polishing unit;
- ❖ A heavy duty polisher/buffing machine;
- ❖ A vibratory polisher;
- ❖ An ultrasonic cleaner;
- ❖ A set of electronic scales; and,
- ❖ A unit for drawing wire.

Sterling silver (92.5) is the metal most often used for projects. The Club can supply most of the sizes of silver that are regularly used.

It is the Clubs’ recommendation and new silver workers are expected to complete three (3) projects as laid out in the Club work program before attempting projects of their own choice. This is to ensure that members get the basic skills in a structured order for soldering, filling, sawing, cleaning up and polishing.

Members who wish commence silverwork will be given a copy of the booklet:

“WELCOME TO THE SILVERWORK SECTION”

These members should read the booklet thoroughly so that they are aware of the special safety requirements when carrying out silverwork.

## **CABOCHON AREA**

Cabochon (from the Middle French caboche “head”) is a gemstone that has been shaped and polished as opposed to faceted.

The Cabochon area has 16 diamond impregnated wheels from a rough 80 grit up to a pre-polish 3,000grit. Each wheel has a work light and is plumbed with water to keep the wheel and stone cool and eliminate dust.

There is also a polishing section with 8 polishing pads for different stones. Polishing pads where water is used as a lubricant as well as polishing pads with oil as the lubricant are provided enabling the best polish to be achieved on the widest range of stones.

Within this area is also a Flat Lap for polishing the face of cut stones to present the stones structure. In the draw of the machine there is a procedure for using the Flat Lap and this must be studied prior to use the Lap and followed while using it.

### ***RULES***

- ❖ Long hair (including beards) must be tied up or covered;
- ❖ Always wear an apron to protect against water and grit getting on your clothes
- ❖ It is recommended that hearing protection be worn as using the grinding wheels can be loud;
- ❖ Always use water when cutting on the grinding wheels (never run them dry);
- ❖ Immediately clean-up any split water; and,
- ❖ Clean the machines and the whole at the end of each session.

## **FACETING**

Faceting is the cutting of many small faces (facets) on a gemstone at the appropriate angles and in the appropriate proportions in order to bring out the optimum beauty of the stone.

The Club has five faceting machines available for use by financial members.

These machines are high quality and capable of cutting stones to International Competition standards.

Each machine has a set of grinding and polishing laps, transfer jig etc.

“Introduction to Faceting” courses are run on an as required basis and this is usually two or three per year. Members are required to attend one of these courses before using the Club machines.

### ***RULES when faceting***

- ❖ Laps are expensive- DO NOT abuse the laps;
- ❖ DO NOT use excessive pressure on the laps;
- ❖ Use the coolant when cutting;
- ❖ DO NOT use excessive diamond spray or polishing compound;
- ❖ Remove your dop and stone from the machine at the end of each work session;
- ❖ Replace laps and other items in the cupboard at the end of work session;
- ❖ Leave machine clean and dry and replace the cover;
- ❖ DO NOT cross contaminate laps (wash your stone and hands between laps);
- ❖ Turn off power and light; and
- ❖ Report any damage to the duty officer.

## **OTHER CLUB FACILITIES**

### ***The Telephone***

The Club telephone was installed primarily as a safety measure should any member become ill or is injured whilst working at the Clubhouse. The phone is programmed to take messages from incoming callers and is sometimes used by committee members for club business. We avoid calling mobile phones from this phone as the costs for this are very high.

Members should use their private mobile phone when at the club.

### ***The Tumbler***

The Club has 2 Lortone tumblers, which are available for members to borrow. It has a set of barrels for first, second, pre-polish and polishing grinds. There is a fee for the use of this machine. See the duty officer at any work session for details, availability and fees.

### ***The Microscope***

The Club has a 30x power stereo microscope for the study of crystal structure in specimens and in micro mounts. If you wish to use it and it is your first time using it you must have tuition in the use of the microscope.

As it is kept locked away, you will have to ask the duty officer if you wish to use the microscope.

### ***The Sonic Cleaner***

The Club has a sonic cleaner for cleaning up jewellery items. If you are using it for the first time you must have tuition in the use of it. The duty Officer will find someone to teach you.

### ***Tea-Coffee making facilities-drinks-food heating***

Facilities are available for heating food and for making tea or coffee. Cold drinks are available for purchase with money to be placed in the tin that is next to the refrigerator.



## Using the Equipment at the Clubhouse

## **RULES FOR USING THE DIAMOND GRINDERS**

Of all the lapidary working machinery, the grinders have the potential to be the most dangerous; thereof it is essential that SAFETY RULES be strictly followed.

### ***Accidents and injury can arise from:-***

1. Grinding wheels that are chipped, cracked, abused or out of balance, any of which may cause the wheel to fly apart;
2. Fingers and hands being injured by rubbing on the wheel (concentration is important);
3. Clothing, long hair, or jewellery being caught in the wheels and dragging parts of the body into contact with the spinning wheels;
4. Fumes and dust which for some stones can be toxic can be given off whilst grinding with insufficient coolant.

### ***SAFETY RULES***

1. Wear eye protection - safety goggles are available - ask the duty officer;
2. Before switching on any grinder, check all wheels for damage, uneven wear etc. Report any problems to the duty officer.
3. Remove your watch, rings, jewellery or bracelets before starting grinder;
4. Roll back or secure long sleeves;
5. Tie back or cover long hair and long beards;
6. Stand to one side of the grinder before switching on, and wait until the machine has come up to running speed before working;
7. Turn on water tap as required to ensure enough lubrication and cooling for the task;
8. Only one person at a time to use grinder; and,
9. Hold the stone firmly in both hands.

### ***ALWAYS***

- ❖ Ensure there is sufficient water over the wheel; and,
- ❖ Rough grind any stone on the grinding wheels rougher than 220grit.

**IF EVER IN DOUBT - ASK FOR ASSISTANCE**

## **RULES FOR USING THE DIAMAOND SAWS**

The saws that the Club uses have blades rimmed with diamonds.

These blades are very expensive to replace so members are urged to take every care when using the saws so that the blades are not damaged or abused. They are not to set the cut at a very fast rate. They should be set at no faster than about 5 to 8 mm per minute. Do NOT be in a hurry- BE PATIENT.

The 24" saw is locked and only authorized members are allowed to use it.

### ***Make sure that, for all saws:-***

❖ There is coolant in the tank before starting to cut. The coolant used in the 6" trim saw, is water. Make sure that the coolant is being thrown up when the saw is switched on and make sure that the coolant is not too dirty or full of sludge.

❖ That they are left clean and free of chips, off cuts etc., on completion of your cutting.

### ***For the slab saws, both the 10" and 24"; make sure that:-***

❖ The material being cut is held firmly in the clamps on the carrier.

❖ The slab saws work at their own feed rate by a weight and gravity feed system. Do NOT add extra pressure to make them cut faster.

❖ The rock carriers slide freely and do not catch on any part of the machine or on the blade.

❖ The 10" saw can be used for cutting nodules or for large trim sawing tasks; an adaptor block is provided for this type of cutting.

❖ For any trim saw when holding any material in the hands, do not push too hard against the blade; let the blade do the work.

❖ Cuts are in a straight line only. Do not attempt to cut curves.

### ***For the 8"swing saw and the 6" saw make sure that:-***

❖ Your slab is sitting flat on the saw table before commencing your cut.

❖ Small nodules or rocks are not to be cut on either of these saws. They are for trim sawing of flat slabs or cab blanks only.

❖ Rocks must be smaller than 50mm x 50mm to be cut on the trim saw

❖ If sparks are coming off the stone STOP cutting and check for the problem. (could be low on coolant).

**IF YOU ARE FOUND TO HAVE ABUSED OR DAMAGED A BLADE,  
YOU COULD BE CALLED UPON TO PAY FOR A REPLACEMENT.**

## **RULES FOR USING THE SANDERS**

The Club has two types of sanders. They have moving spindles so the same rules apply as for the grinders about loose clothing, long hair, bangles, rings and jewellery etc.

### ***Disc Sanders/Polishers:-***

- ❖ Check the surface for wear and tear before switching on;
- ❖ Get the Instructor or Duty Officer to replace worn or damaged;
- ❖ Use the water spray bottles to keep the paper damp;
- ❖ Work on the disk in the lower quadrant, rotating downwards;
- ❖ WASH YOUR HANDS and your stone thoroughly when changing to a finer grit disk to avoid contamination of the finer disks;
- ❖ Stones should be dopped before sanding/polishing for better control and accuracy of the work;
- ❖ Use the full width of the disc from the rim to the centre for even wear; and,
- ❖ Take care with stones that have **sharp edges or corners** so they do not tear the disc.

### ***The Diamond Paste Sanders:-***

- ❖ These disks are to be used only for stones of good quality where a better than normal finish is required. Read the instructions prior to use.
- ❖ **DO NOT SAND BOULDER OPAL**
- ❖ **DO NOT SAND STONES THAT WILL DISCOLOR FROM THE DYE IN THE PASTE;**
- ❖ **DO NOT USE WATER SPRAY ON THESE DISKS;**
- ❖ Get the instructor to recharge the disk if necessary;
- ❖ Take care with stones that have sharp edges or corners that they do not gouge the disk; and,
- ❖ Wash hands and the stone thoroughly WITH SOAP when changing to a finer disk.

## **RULES FOR USING THE POLISHERS**

The club has polishing machines with four polishing heads.

The two shafts run at different speeds and there are two padded disks with leather facing, one hard backed disk with leather facing and one hard backed disk with hard felt facing. This allows for a choice of speed and pad type for polishing a variety of different stones.

Each polishing head has a polishing media (e.g. tin oxide powder) and the same media that has been allocated to each machine must always be used. No mixing of media should occur.

Water is sprayed onto the pads whilst polishing as a coolant, lubricant and dust suppressant.

It is a moving spindles machine so the same rules as for the grinders and sanders apply.

- ❖ Secure or cover long hair and long beards;
- ❖ Secure or roll back long sleeves;
- ❖ Remove watches, jewellery items etc.; and,
- ❖ Work on the wheel in the bottom quadrant, rotating downwards.
- ❖ **DO NOT** attempt to polish stones with sharp edges or corners;
- ❖ **DO NOT** use the pads dry; and,
- ❖ **DO NOT** overheat the stone as the dopping wax will become soft and the stone come off or the stone may crack.

Report any damage or problems with the pads to the Instructor or Duty Officer.

### ***HEAVY DUTY BUFFER/ POLISHER***

The Club has a heavy duty polishing machine for jewellery work.

The silverwork instructor will explain the use of this machine when required. Close lid on the polishing medium. Wash jewellery and hands between when moving between the two polishing wheels.

### ***14" FLAT LAP:-***

Please refer to and follow the instruction booklet that has been provided with the flat lap. Ask the Instructor or Duty Officer if you need assistance.

**REMEMBER SAFETY AT ALL TIMES WHEN USING MOVING MACHINERY**

## Dangers in the Work Areas and Damages you could sustain

**YOUR EYES:** can be damaged by:

- Flying particles or pieces of equipment;
- Irritation from dust and vapours;
- Splashes of corrosive liquids; and
- Burns.

**YOUR LUNGS:** can be damaged by:

- Vapours in the saw room from the saw coolant;
- Dust in the saw room from carving and casting;
- Dust and vapours from cabbing, sanding and polishing;
- Vapours from silver work; and,
- Dust from polishing and buffing.

**YOUR HANDS and SKIN:** can be damaged by:

- The coolant liquids used in the diamond saws;
- The melted wax when cabbing;
- Contact with moving grinding wheels;
- Splashes from corrosive liquids in silver work;
- The silver dust from cleaning up silver projects; and,
- The dust from casting investment.

**YOUR FEET:** can be damaged by:

- Heavy or sharp items being dropped on them;
- Items on the floor puncturing them;
- Corrosive liquids spilt on them; and,
- Hot materials dropped on them.

**YOUR BODY:** can be damaged by:

- Contact with moving machinery;
- Poor posture when working; and,
- Splashing of hazardous liquids.

**WHEN YOU USE THE EQUIPMENT WE ARE SURE YOU WOULD LIKE TO HAVE  
ALL THESE IN AS GOOD A CONDITION FOR AS LONG AS POSSIBLE**

**So FOLLOW the SAFETY Rules**



## Fossicking

## Field Trips or Fossicking Trips

The Club wishes to promote Fossicking as a great outdoor recreational activity, especially for family groups. Therefore, the Club tries to maintain a field trip program with two main trips each year and some short trips as the opportunity is found. The field trip program for the year is drawn up at the beginning of each year. It is published in the club newsletter and placed on the notice board.

Because of the lack of worthwhile fossicking areas near Brisbane, field trips are usually weekend or extended weekend trips. Most of the worthwhile areas are at least 200km's away from Brisbane. Each particular trip is also published in the newsletter with details of what can be found, what to wear, what to take and what accommodation is available.

For some trips, a list is posted on the notice board for members to add their names. This is to assist the Field Trip officer in planning, booking accommodation and administration of the trip. Therefore read your newsletter and watch the notice board. Almost all trips do not require a 4WD, but some members have them and they can act in a safety role, or as a shuttle in some areas.

Members on a field trip are to ensure that they have signed the "Field Trip Attendance Book" before setting off to work in a fossicking area. This is for insurance purposes in the event of personal injury.

The Club first aid kit is normally carried by the Field Trip officer and many members also have their own personal first aid kits.

Members should ensure that they have sufficient water when in the field, both for drinking and for first aid purposes. Members should know or should be encouraged to learn first aid treatment for bites, stings, cuts, fractures, heat exhaustion, hypothermia, eye injuries or any other injury that may occur whilst in the field BEFORE going on a field trip. It is recommended everyone complete a first aid course run by an authorised provider (the club knows of the QATB and St Johns courses).

Before going on the trip unaccompanied members, who have a medical history, e.g. heart problems, serious asthma or allergies, should inform the Field Trip officer. The details they should provide include the nature of their problem, any treatment being undertaken, any symptoms to watch out for and contact details of relatives and their doctor.

Some members own and use portable UHF CB's as an additional safety item. The Club uses Channel 27.

## **FOSSICKING & THE EQUIPMENT REQUIRED**

There are various levels of activities when fossicking:

### ***Specking***

This is what most casual fossickers do, it is simply walking over an area picking up specimens or anything that looks attractive or different that is showing on the surface of the ground, creek bed or seashore. It requires no special equipment, mainly good eyesight and patience. This is the best form of fossicking for a family group or the not quite so fit.

### ***Noodling***

A term from the opal fields meaning to scratch through old mullock dumps to find specimens. Requirements for noodling include the following. A bucket to carry the specimens found. A bucket between 1 to 10lt should do depending on how much you can carry as they can get heavy when filled. A small container like a pill bottle for the small specimens. A scratcher, which is a small hand cultivator to loosen the soil and expose specimens. Also a small pick (one handed), a garden hand trowel, a geologists' pick (Geo picks) can be useful. Some good quality items can be expensive.

### ***Surface Scratching***

Digging in ground up to 0.3m deep where only a scratcher or small pick is needed but some effort has to be made to break up the ground. An ability to sit in the dirt for long periods is useful. Some gemstones wash can be quite shallow. Equipment includes that use for noodling plus some additional equipment may be needed: These are small pick (2 handed) with a medium sized head, a small shovel with handle to suit the size of hole you are working in and SIEVES (usually a set of two- 1 x 3/16 mesh, 1 x 3/8 mesh usually 30cm in diameter).

### ***DIGGING***

Up to 1m deep – this is for the serious fossicker looking for more interesting stones. The requirements are the same as noodling and surface scratching plus gear to suit personal preferences and the stones you are digging for.

### ***SERIOUS DIGGING***

The digging might go down more than 1m and is usually only for the long term fossicker camped at a dig for weeks. The club does not recommend digging below 1m. If anyone digs below this depth the club understands shoring of the sides (to the relevant Australian Standard) would have to be installed. Requirements for serious digging come down to individual preferences and may include. A miners pick or ¾ size head pick. A normal handled shovel. A small shovel with a shortened handle. A medium garden shovel. A long handled- for working in creeks. WATER TUBS x 2- large enough to immerse sieve- one for pre wash, one for clean wash; Water drums – to carry at least 100lt water per day of sieving.

### ***MOST IMPORTANT***

- ❖ Suitable clothing- long sleeve shirt
- ❖ Broad brimmed hat or Legionnaires cap
- ❖ Sun screen
- ❖ Plenty of drinking water.

## **Fossickers Code of Behavior**

This code is a universal one and should be observed by all fossickers in any fossicking area in Australia. Generally, fossickers are required to maintain a high standard of safety, hygiene and behaviour on any visit to any area in which they intend to fossick. Remember to take your FOSSICKING LICENCE if fossicking in Queensland, or the equivalent documentation for other states. (When on a Club trip, we have the licence)

### ***FOSSICKERS MUST NOT:***

- Destroy or injure any trees;
- Clear any vegetation, except above an actual excavation;
- Pollute any watercourse, dam, stock watering place etc.;
- Create any area likely to erode;
- Interfere with any domestic stock or wildlife;
- Interfere with any improvements carried out by Landowners;
- Interfere with any heritage or cultural site;
- Undermine any banks or dig pits to create any tunnels or overlapping sections;
- Use a firearm, weapon, trap or explosives etc.;
- Damage any sign or other structure;
- Dig below 1m of the natural ground surface on land or below 0.5m in a stream bed; and,
- Dig on road reserves

### ***FOSSICKERS MUST:***

- Leave gates as they were found;
- Refill all excavations when finished;
- Remove all camping structures when leaving an area;
- Bury all human waste at least 20cm deep and 20m away from any high bank or water course;
- Remove all rubbish or deposit it in any bins or pit that may be provided, if none then take the rubbish with you; and,
- Do all things to ensure that any site is left in a safe, tidy and sanitary condition.

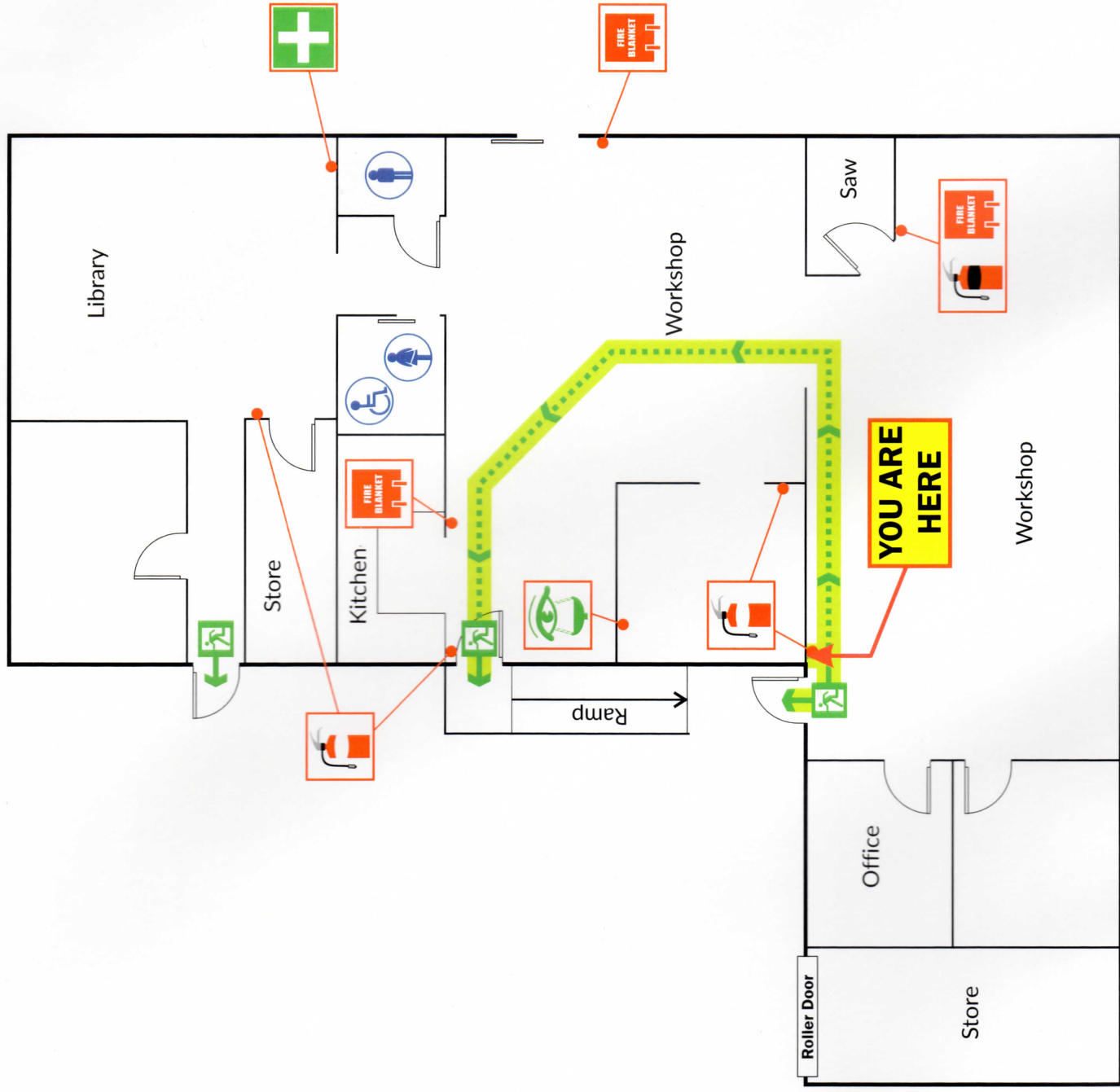
**REMEMBER- YOU MAY WANT TO GO BACK TO THAT AREA AGAIN SOMETIME  
DO NOT SPOIL IT FOR YOURSELF OR FOR OTHERS**

# EVACUATION SIGN & DIAGRAM

Issue Date:  
6 August 2021  
(This sign must be reviewed annually)

## GROUND FLOOR

NORTH BRISBANE LAPIDARY CLUB - NUDGEER ROAD, NUNDAH, QLD 4012



### RESPONSE TO AN EMERGENCY



**R REMOVE**  
If safe to do so, remove or rescue any persons in immediate danger.

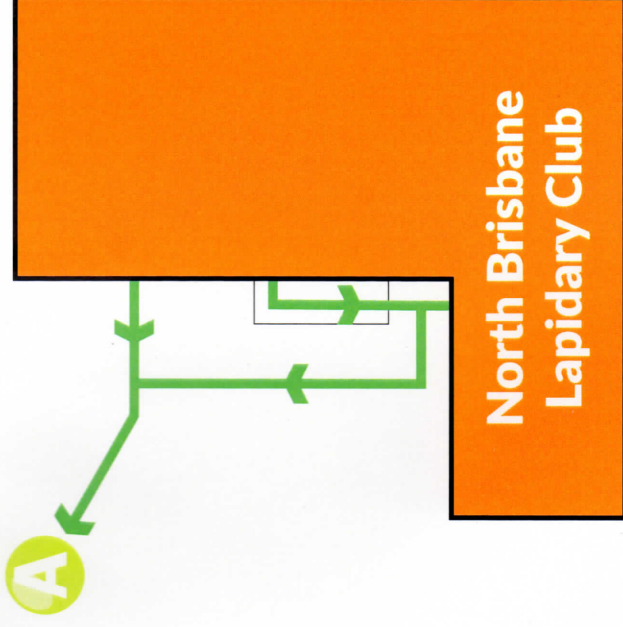
**A ALERT**  
Notify appropriate personnel or combating authority. This usually involves calling the Emergency Number and operating the nearest fire alarm.

**C CONTAIN/CONTROL**  
Close doors, and if safe to do so, deal with the threat.

**E EVACUATE/EXTINGUISH**  
Remove all other persons from danger. Evacuate to the Assembly Area and remain there until advised otherwise by the Chief Warden.

### ASSEMBLY AREA

NUDGEER ROAD



NUDGEER ROAD



FIRE BLANKET



CARBON DIOXIDE FIRE EXTINGUISHER



DRY CHEMICAL FIRE EXTINGUISHER



EMERGENCY EYE WASH



FIRST AID KIT



EMERGENCY EXIT



EXIT ROUTE



ALTERNATIVE EXIT ROUTE



ASSEMBLY AREA





**North Brisbane Lapidary Club (NBLC)**

**Acceptance of Guide Book and Rules of the NBLC. Inc.**

North Brisbane Lapidary Club has recently completed a review and upgrade to the Guide Book And Rules of NBLC Inc

It is a pre-requisite of any attendance at a work session that members accept the protocols included within the Guide Book And Rules of NBLC Inc.

Please read the updated document and accept the protocols by printing and signing this page and returning it via email to [info@nblc.com.au](mailto:info@nblc.com.au) or return it to the Duty Officer.

I \_\_\_\_\_, Membership No\_

Hereby declare that I understand and have read and accept the  
"NBLC – Guide Book and rules " V3.1 as outlined on the pages 1 – 32

**Signature**

**Date.....**