



Department of Visual Art + Design Safety Manual
Southeastern Louisiana University
SLU 10765, Hammond, LA 70402 | (985) 549-2193
[Visual Art and Design Department website](#)

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Safety Mission Statement:

The mission of the Department of Visual Art + Design Safety Manual is to provide a resource for safety procedures for faculty, staff, and students involved in teaching and creative activities and who work in our studios and labs.

Responsibility Statement:

It is the responsibility of each person in the Department of Visual Art + Design to read and understand the safety procedures for the University, department and the studio area in which they work.

Faculty Responsibilities:

- Maintain individual studio safety materials and display the placard with the QR Code and URL to the Department's Safety Manual and Safety Data Sheets (SDS) in a location easily visible to those people who work in those areas.
- Provide training and set rules for studio processes or on equipment used in the studios to ensure safe use of the studio areas.
- Ensure that safety rules are followed by students and visitors.
- Assure that proper safety equipment, such as eye protection, gloves, guards, and fire extinguishers are readily available, operable, and known to all people in the studio.
- Maintain ventilation for hazardous fumes or dust as much as possible.
- Ensure that appropriate warning signage is placed within the studio areas.
- Provide training on safety procedures, rules and recommended good practices.
- Assure SDS for hazardous chemicals are updated on the safety website and correspond to materials used in the studio.
- Prohibit drinking and eating in all studios.

Students, Student Workers, and Staff Responsibilities:

- Always follow safety rules.
- Report hazardous or unsafe conditions.
- Report accidents.

Building Evacuation

- At the beginning of each semester, the instructor shall inform the students in each of their classes the proper evacuation route from that classroom. In case of an emergency evacuation, the instructor shall make certain that all their students leave by the most direct and safest route. If the usual evacuation route is blocked, then the students shall exit the building by the most direct and safest alternate route.
- It is the instructor's responsibility to ensure that all their students have evacuated the building. If you suspect someone may be trapped inside the building, notify firefighters on the scene.
- Do not re-enter the building until directed by police or fire department personnel. Remain at least 50 feet from all building entrances during the evacuation.

Fire Alarm Procedure

If a significant fire occurs, and help is needed, pull the fire alarm. When a fire alarm is activated, lights will flash, and a loud, high-pitched alarm will sound. The alarm is monitored and the University Police will be automatically contacted. When a fire alarm sounds, the building must be evacuated. The building may not be re-entered until fire and police personnel gives an "All Clear". If specific information is known that will aid the police or fireman in fighting the fire, such as the material involved or the hazards, call the University Police at 985-549-2222.

Mandatory Compliance by Studio Area

ART EDUCATION

HAZARDOUS MATERIALS AND PROCEDURES IN THE ART EDUCATION AREA:

University regulations require that students be informed of health and safety risks in studio art classes. In addition to a general safety lecture, students in painting classes will be instructed in the safe use of tools, materials, and procedures as appropriate. Product safety information (SDS) on all materials used in classes is located online. The URL is displayed prominently in all lab classrooms. Students are encouraged to ask questions regarding safety at any time.

Specifically, students should observe the following rules about hazardous materials and procedures:

- Avoid inhaling excessive dust created from airborne graphite and charcoal.
- When working with ink, keep away from eyes and wear protective gloves or apron when appropriate.
- Workable and Gloss Spray Fixative are aerosol-based products. Use only outdoors away from open flame, building entranceways. Spray away from wind and away from other people when using on your drawings. Please allow ample time for fumes to dissipate before bringing sprayed work back inside.
- No food or drink in any of the rooms while working.
- Product safety information (SDS) on all materials used in classes are located online. The URL can be found displayed prominently in all lab classrooms.
- To avoid ingesting toxic materials, it is not advisable to eat or drink in the studio classroom. Wash your hands before eating.
- Be considerate when using solvents and sprays or any other toxic substances. Use toxic solvents ONLY at appropriate exhaust ventilation stations or outside. (This includes spray fixative)
- Leftover solvents must be disposed of in the proper Hazardous Waste containers.

- Wear appropriate clothing when working. Avoid loose flowing clothing when working with machinery or power tools. No sandals or bare feet
- Do not attempt any physical work that is beyond your own physical capacity. Get help!
- When you are done working, Clean Up! Make sure all shop tools have been returned to their proper places and that personal belongings are stored. Discard any used paper or other detritus. Be sure to leave plenty of time (minimally 10 minutes) if your schedule is tight.
- It is safer not to work alone, especially in the evening. If you must, make sure someone knows where you are and when you are expected to return.
- Know where the first aid kit and telephone are located.
- Report any unsafe equipment or condition to your instructor or shop assistant immediately.

Daily Clean-Up Procedure Notes:

Using your palette knife or paint scraper, clear all excess paint from your palette into the red cans for hazardous solids. Wipe the palette with a paper towel.

NEVER pour turpentine or other solvents down the sink drain, dispose of the items in the appropriately marked containers.

Store painting in racks in the studio with your name visible on the edge of the stretcher bar. Be careful not to scrape the surface of the painting while storing it in the racks.

Palettes:

Oil Paint

- After scraping the palette, place a quarter size amount of vegetable oil on the palette.
- Use a rag to loosen the remaining oil paint from the palette.
- Wipe the palette dry.
- Dispose of towels in appropriate containers only.

Brushes:

Oil Paint

- Wipe off with towel or rag excess paint.
- Brushes should be removed from the solvent and wiped dry
- Using soap and tap water – wash brush by applying liquid soap or commercial brush cleaner in your hand and then twist the bristles in a circular motion in your hand until clean
- Dry with paper towels and shape brush hair with your fingers to original shape

Palettes:

Acrylic Paint

- Place palette in the sink under running tap water.
- Wipe with a paper towel or your hand until clean.
- Drain excess water into the sink.
- Wipe dry with a towel.

Brushes:

Acrylic Paint

- Wipe off with towel or rag excess paint.
- Rinse and clean with tap water until the paint is removed from the tip of the brush to the ferrule.
- Clean with soap and tap water, wash brush by applying liquid soap or commercial brush cleaner in your hand and then twist the bristles in a circular motion in your hand until clean. Dry with paper towels and shape brush hair with your fingers to original shape.

ART HISTORY

Emergency Procedures for the Art History Conference Room and Classrooms

In the event of an emergency, call 2222 if calling from a University phone or 985-549-2222 from your cell phone. By calling this number, a variety of emergency response departments can then be alerted to your situation.

In the event of a fire emergency, pull the fire alarm nearest you, evacuate the building and call 911 or 2222 from a campus phone.

DO NOT USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN TRAINED TO USE ONE

Be familiar with the location and use of the following safety devices:

- Emergency Phone
- First Aid Kit
- Fire Extinguisher
- Clean up all small spills immediately. If a large chemical spill occurs that you are unable to clean up contact your instructor.
- Emergency exits, emergency shutoffs, fire extinguishers circuit breakers, and alarm pull stations must always be kept free of all projects or materials.
- Aisle ways, hallways, fire extinguishers, alarm pull stations, exit doors should be kept clear of everything.
- Bicycles should not be brought into the buildings. Use the bike racks located around Clark Hall or Fayard Hall. Please don't lock them to the fence or ramp railings outside of Clark or Fayard Halls. The railings are to assist people using the stairs, not hinder them.
- Pets shouldn't be brought into the building while you're working. There are many items in this building that could cause serious injury or death if eaten.

CERAMICS

There are some hazards inherent in the ceramic studio. The following are safety procedures and rules will guard against these hazards. These rules are to be followed at all times. The hazards can be grouped into three categories: Inhalation of chemical dust and fumes, ingestion of and skin contact with chemicals, and bodily injuries, such as cuts and burns.

Inhalation of Clay and Glaze Materials:

- It is mandatory that every student wear a silica mask when mixing clay or glazes. A mask is also necessary when sanding dry greenware. Be sure the mask is the correct type having NIOSH approval for silica filtration.
- NEVER inhale the dust of any material in the studio, even if you think it is safe. If dust is apparent in the studio air, immediately turn on the studio ventilation system. The switches are in the glazing area. The ventilation system in the clay mixing room or glaze mixing room must be turned on before mixing clay or glazes. Close the door of each of these rooms while mixing to prevent dust from entering the main studio.
- Do not brush dust carelessly off tables or cabinets; to keep the dust level down, clean the tables and cabinets with a damp sponge or rag, brushes may also be used if dampened.
- Never inhale kiln fumes. Carbon monoxide and other gases produced during firing can be highly dangerous. Keep the doors closed to this room when kilns are firing.

Ingestion and Skin Contact:

- Keep your hands clean. Rinse them off now and then while working with dry materials. Always wash your hands after working with any materials, especially before eating.
- Always use a stirring stick to mix glazes, never use your hands. Never put your hands into your mouth or wipe your eyes while working with glazes, slips or clay materials.
- Food and drink are not to be consumed in the ceramic studio, it is very easy to contaminate food or drinks and thereby ingest chemicals.
- Gloves and dust mask must be worn when glaze mixing and testing.

Bodily Injury

- Always close the cover on the clay mixer before turning on. Keep long hair tied back and do not wear long necklaces when mixing clay. Keep hands and any other objects out of the clay mixer when it is on.
- Always wear shoes and protective clothing around kilns, particularly when firing raku.
- Students may not start raku burners without faculty supervision and/or assistance. Gas kilns are to be fired only under the supervision of faculty.
- Stay well back from kiln peepholes and burner ports. Keep loose fitting clothes tucked in around all firing kilns.
- Always shut off and electric kilns before loading.
- Handle hot ware with gloves or wait until it cools enough to be taken out by hand.
- Handle fired glaze very carefully. Glaze is like glass, so runoffs or chips often have sharp edges.
- When chipping glaze off a shelf, always wear safety glasses.
- Clean up spills immediately as the floor will become very slippery. Be especially careful about this near the sink and glazing area.
- Any cuts or open wounds should be protected from all materials.
- Keep the wax heater at 200-250 degrees or below. If it smokes, the temperature is too high, or level of wax is too low. Level of wax should be about one-quarter inch. Turn off when not in use.

DRAWING AREA

Drawing rooms are open during lab hours from 5 pm to 9 pm weeknights and from 10 am to 4 pm on Friday and Saturday. Labs will be closed on Holidays and when the University is not in session.

Product safety information (SDS) on all materials used in Drawing classes is located online. The URL is displayed prominently in all lab classrooms.

SAFE USE OF DRAWING MATERIALS

- Avoid inhaling excessive dust created from airborne graphite and charcoal.
- When working with ink, keep away from your eyes and wear protective gloves or apron when appropriate.
- Workable and Gloss Spray Fixative are aerosol-based products.
- The Spray booth, located inside the breezeway between the big drawing room and the drawing office, should be used for the aerosol fumes. Light and fan must be turned off after each session. Filters for the spray booth unit need to be checked and replaced monthly. There are extra filters underneath the unit on shelf as one opens the cabinet.
- There is a bucket labeled for empty/spent spray fix cans. Once the bucket is filled, a trained student worker will take it to the CHA/Sculpture Area for proper disposal.
- Use only outdoors, away from open flame, building entrances. Spray away from wind and away from other people when applying to your drawings. Please allow ample time for fumes to dissipate before bringing sprayed work back inside.

- The still-life room with the shop sinks should be kept free and clear. Only water-based thinned out paint and ink should be disposed of here. Make sure sinks are not clogged and water runs freely when disposing of material.
- No food or drink in any of the rooms while working.

FOUNDATIONS AREA / 2-D DESIGN LAB

WORKING WITH HAZARDOUS MATERIALS AND PROCEDURES:

University regulations require that students be informed of health and safety risks in studio art classes. In addition to a general safety lecture, students in Foundations classes will be instructed in the safe use of tools, materials, and procedures when appropriate. Product safety information (SDS) on all materials used in classes is located online. The URL is displayed prominently in all lab classrooms. Students are encouraged to ask questions regarding safety at any time.

Specifically, students should observe the following rules about hazardous materials and procedures:

- Avoid inhaling excessive dust created from airborne graphite and charcoal.
- When working with ink, keep away from eyes and wear protective gloves or apron when appropriate.
- Workable and Gloss Spray Fixative are aerosol-based products. Use only outdoors away from open flame, building entranceways. Spray away from wind and away from other people when using on your drawings. Please allow ample time for fumes to dissipate before bringing sprayed work back inside.
- No food or drink in any of the rooms while working.
- Product safety information (SDS) on all materials used in classes are located online. The URL can be found displayed prominently in all lab classrooms.
- To avoid ingesting toxic materials, it is not advisable to eat or drink in the studio classroom. Wash your hands before eating.
- Be considerate when using solvents and sprays or any other toxic substances. Use toxic solvents ONLY at appropriate exhaust ventilation stations or outside. (This includes spray fixative)
- Leftover solvents must be disposed of in the proper Hazardous Waste containers.
- Wear appropriate clothing when working. Avoid loose flowing clothing when working with machinery or power tools. No sandals or bare feet
- Do Not attempt any physical work that is beyond your own physical capacity. Get help!
- When you are done working, Clean Up! Make sure all shop tools have been returned to their proper places and that personal belongings are stored. Discard any used paper or other detritus. Be sure to leave plenty of time (minimally 10 minutes) if your schedule is tight.
- It is safer not to work alone, especially in the evening. If you must, make sure someone knows where you are and when you are expected to return.
- Know where the first aid kit and telephone are located.
- Report any unsafe equipment or condition to your instructor or shop assistant immediately.
- Dispose of towels in appropriate containers only.

The Southeastern Louisiana University Contemporary Art Gallery

The Contemporary Art Gallery.

The information contained in this document is obtained from several sources. It is believed to be accurate but is not exhaustive. This document evolves and is appended as new conditions arise or as new technology becomes available. Please consult the gallery director about any safety issue not listed

here or about which you may be concerned. Providing a safe working/learning environment is important for us as well as teaching safe studio practices that will follow you through your career as an artist.

A. Gallery Awareness

- Only students who have been trained in the proper use of the equipment located in the gallery can use that equipment.
- Do not operate any tools while under the influence of drugs, alcohol, certain types of medication, or if you feel fatigued.
- Any accidents should be reported to your instructor.
- Always check tools and equipment to make sure they are in good working order, do not use a piece of equipment that has any faulty components.
- Keep all gallery and storage space floors free of fabric scraps, dust, obstacles, extension cords, or other materials while you or others are working in the space.
- Be alert to unsafe conditions and actions, and call attention to them so that corrections can be made as soon as possible.
- Above all, please use common sense when working in and around machinery or ladders whether they are in use or not are. Be aware of your surroundings at all times. Safety in the gallery is an absolute necessity.
- Become familiar with proper procedures (see sections below) that should be taken when you or someone in the shop is exposed to:
 - Fire / Flammables
 - Chemical Spills
 - Bodily Injury
 - Corrosive Chemicals
 - Power Tools / Hand Tools

A. Personal Safety & Personal Protective Equipment (PPE)

- Keep your work area clean and well lit.
- Never attempt to talk to, or otherwise startle a person while they are using sharp tools, ladders, or machinery. Never look away from your work when operating a piece of machinery.
- Do not use spray paint in the gallery, spray paint must be done outside.
- Do not stand in water, on damp floors or in the rain when working with electrical tools, keep your hands and tools dry.
- Make sure power cords or extension cords will not become caught or tangled in moving parts of any tool or machinery.

Personal Safety (Tool Use)

- Know the tool you are working with BEFORE attempting to use it.
- DO NOT ALLOW familiarity gained from frequent use of tools to become commonplace. Always remember that a careless fraction of a second is enough to inflict severe injury.
- Do not use dull scissors or blades if the force required to use these tools causes you to work in an unsafe manner.
- Inspect the tool before each use. Do not use any machinery that appears damaged, has frayed cords, does not start immediately, etc. Notify your instructor of any damaged tools or equipment.
- Use caution when around the ironing table, never leave the iron on when walking away from the ironing table.
- DO NOT ATTEMPT TO REPAIR ANY TOOLS. Any missing, malfunctioning, or broken equipment should be labeled as such, removed from public use, and reported to your instructor.
- Remember the location and keep easy access to the ON/OFF switch you are using so you can turn off the machine quickly.
- Do not use any tool in such a position that the on/off switch cannot be released immediately.

- ALWAYS keep a well-balanced stance as you work with tools. If you must force the tool or the material, then something is wrong. Stop working and notify your instructor.
- When using hand tools, the cutting action should always be away from your body.
- If a procedure feels dangerous/looks dangerous/doesn't seem right or you are not sure of how to use a particular tool, DON'T TRY IT! Wait and ask a qualified instructor.
- Do not force tools. If a tool does not work without force, notify your instructor.
- Do not remove any safety devices or alter them in any way.
- Do not rest material to be cut on your lap or support the cut line with any part of the body.
- Use the correct tools for the job. Do not use a tool or attachment for something it was not designed to do. Select the correct bit, cutter, or grinding wheel for the material with which you are working.

DON'T BE AFRAID TO ASK SIMPLE QUESTIONS and THERE ARE NO DUMB QUESTIONS WHEN IT COMES TO YOUR SAFETY

Personal Protective Equipment for the Vonnie Borden Scene Shop

Head/Face Protection

- Tie back long hair or wear a hat, as it could become tangled in moving machinery parts.
- The use of safety glasses is MANDATORY when using all power tools.
- The use of gloves and masks is mandatory when using all dye materials.

Protective Clothing

- Students must wear appropriate clothing while working in the shop.
- Secure any loose-fitting jewelry or clothing (roll up long sleeves) that may interfere with or become tangled in moving tool parts.
- Do not wear highly flammable clothing.

Foot Protection

- Shoes must be worn at all times when inside the shop. Open-toed shoes or slip-on shoes (such as flip-flops) are not permitted due to the risk of pins and needles on the floor.

Respirators/Masks

- Nuisance dust masks are provided to students and are recommended when performing certain tasks or working with certain materials in the shop.

A. Fire Prevention & Safety Equipment

Fire Prevention

Do not leave paper products or other flammable materials on or near worktables when you are working with shop tools that generate sparks, open flames, or high heat tools (irons, glue guns).

A. First Aid & Emergency Procedures

In the event of a medical emergency or injury, stop work and notify the instructor or shop monitor immediately. Immediately seek treatment of major injuries by calling 911 or 2222.

- In the event of an emergency, call 2222 if calling from a University phone. By calling this number, a variety of emergency response departments can then be alerted to your situation.
- In the event of a **fire emergency**, pull the fire alarm nearest you, evacuate the building, and call 2222 from a campus phone.

- DO NOT USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN TRAINED TO USE ONE

Be familiar with the location and use of the following safety devices:

- Fire Alarm
- First Aid Kit
- Fire Extinguisher
- Clean up all small spills immediately. If a large chemical spill occurs and you are unable to clean it up contact your instructor.

A. Chemical Labeling, Storage & Waste Disposal

Chemical Labeling & Storage

- ALL flammable materials (spray paints, aerosols, etc.) must be stored in the appropriate yellow safety cabinet.
- ALL containers that are stored in the yellow fire safety cabinets must be clearly labeled with the following information if they do not have a manufacturer's label:
- Yellow fire safety cabinet doors must be kept closed and latched when not in use.

Container Labeling

All containers must have a label that includes the following:

- Contents of the container
- Instructors name
- Current semester

Containers

- Containers must have a lid that fits properly.
- Absolutely no tin foil or plastic wrap lids, etc.
- Chemical containers, solvent waste containers, and rag waste containers must always be covered tightly when not in use.
- Any container left unopened or unlabeled will be removed from the safety cabinets.

Chemical Waste Disposal (Liquid Waste)

- Check with your instructor about the proper disposal of Chemical waste. Instructors will consult the MSDS and help you find an appropriate disposal method.
- Do not wash solvents or oil paints down the sink.
- Excessive amounts of water-based paints should not be washed down the sink.

A. Housekeeping

- Students are responsible for cleaning up all areas of the shop they are working in. Studios should be kept as clean as possible. Place material scraps in the storage areas.
- The shop should be swept of dust and debris and all tools and materials need to be put back in their designated places at the end of work hours.
- Extension cords must be unplugged from the walls, coiled up, and stored in the tool room.
- Do not use the ironing table as a worktable.
- Please put down paper or cardboard if you will be working with liquid glue, paint or stains.
- Emergency exits, emergency shutoffs, fire extinguishers circuit breakers, and alarm pull stations must always be kept free of all projects or materials.
- Aisle ways, hallways, fire extinguishers, alarm pull stations, exit doors should be kept clear of everything.

- Bicycles should not be brought into the buildings.
- Pets shouldn't be brought into the building while you're working. There are many items in this building that could cause serious injury or death if eaten.

A. Safety Data Sheets (SDS)

Product safety information (SDS) on all materials used in classes is located online. The URL can be found displayed prominently in all lab classrooms. SDS will tell you of any special procedures that may be required for the safe handling of a specific substance. If you are taking any medications, if you are pregnant, or if you have a medical condition such as an allergy, talk with your instructor and your physician for specific instructions about working in the Theatre Shops.

When using SDS you must apply your own good professional judgment to the information that they contain. SDS include information and procedures that usually apply to industrial settings, these situations will most likely not occur in the Visual Arts laboratory environment. Even so, SDS are a valuable source of information when you have questions or concerns about any chemical or material that you work with. It is a good idea to consult the SDS for any new chemical or material that is introduced into your work routine, this is a quick and easy way to familiarize yourself to any hazards or precautions that you should take when working with a new substance.

GRAPHIC DESIGN

Emergency Procedures for the Graphic Design Computer Lab/Classroom

In the event of an emergency, call 2222 if calling from a University phone or 985-549-2222 from your cell phone. By calling this number, a variety of emergency response departments can then be alerted to your situation.

In the event of a medical emergency or injury, stop work and notify the instructor or shop monitor immediately. Immediately seek treatment of major injuries by calling 911 or 2222 using a University phone.

In the event of a fire emergency, pull the fire alarm nearest you, evacuate the building and call 911 or 2222 from a campus phone.

DO NOT USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN TRAINED TO USE ONE

Be familiar with the location and use of the following safety devices:

- Emergency Phone
- First Aid Kit
- Fire Extinguisher
- Clean up all small spills immediately. If a large chemical spill occurs that you are unable to clean up contact your instructor.
- Emergency exits, emergency shutoffs, fire extinguishers circuit breakers, and alarm pull stations must always be kept free of all projects or materials.
- Aisle ways, hallways, fire extinguishers, alarm pull stations, exit doors should be kept clear of everything.
- Bicycles should not be brought into the buildings. Use the bike racks located around Clark Hall. Please don't lock them to the fence or ramp railings outside of Clark Hall. The railings are to assist people using the stairs, not hinder them.
- Pets shouldn't be brought into the building while you're working. There are many items in this building that could cause serious injury or death if eaten.

PAINTING AREA

WORKING WITH HAZARDOUS MATERIALS AND PROCEDURES:

University regulations require that students be informed of health and safety risks in studio art classes. In addition to a general safety lecture, students in painting classes will be instructed in the safe use of tools, materials, and procedures as appropriate. Product safety information (SDS) on all materials used in classes are located online. The URL is displayed prominently in all lab classrooms. Students are encouraged to ask questions regarding safety at any time.

Painting Area Hazardous Materials and Procedures:

- To avoid ingesting toxic materials, it is not advisable to eat or drink in the studio classroom. Wash your hands before eating.
- Be considerate when using solvents and sprays or any other toxic substances. Use toxic solvents ONLY at appropriate exhaust ventilation stations or outside. (This includes spray fixative)
- Leftover solvents must be disposed of in the proper Hazardous Waste containers.
- Wear appropriate clothing when working. Avoid loose flowing clothing when working with machinery or power tools. No sandals or bare feet
- Do Not attempt any physical work that is beyond your own physical capacity. Get help!
- When you are done working, Clean Up! Make sure all shop tools have been returned to their proper places and that personal belongings are stored. Discard any used paper or other detritus. Be sure to leave plenty of time (minimally 10 minutes) if your schedule is tight.
- It is safer not to work alone, especially in the evening. If you must, make sure someone knows where you are and when you are expected to return.
- Know where the first aid kit and telephone are located.
- Report any unsafe equipment or condition to your instructor or shop assistant immediately.

Daily Clean-Up Procedure Notes:

- Using your palette knife or paint scraper, clear all excess paint from your palette into the red cans for hazardous solids. Wipe palette with a paper towel.
- NEVER pour turpentine or other solvents down the sink drain, dispose of the items in the appropriately marked containers.
- Store painting in racks in the studio with your name visible on the edge of the stretcher bar. Be careful not to scrape the surface of the painting while storing it in the racks.

Palettes:

Oil Paint

- After scraping the palette, place a quarter size amount of vegetable oil on the palette.
- Use a rag to loosen the remaining oil paint from the palette.
- Wipe the palette dry.
- Dispose of towels in appropriate containers only.

Brushes:

Oil Paint

- Wipe off with towel or rag excess paint.
- Brushes should be removed from the solvent and wiped dry
- Using soap and tap water – wash brush by applying liquid soap or commercial brush cleaner in your hand and then twist the bristles in a circular motion in your hand until clean
- Dry with paper towels and shape brush hair with your fingers to original shape

Palettes:

Acrylic Paint

- Place palette in the sink under running tap water.
- Wipe with a paper towel or your hand until clean.
- Drain excess water into the sink.
- Wipe dry with a towel.

Brushes:

Acrylic Paint

- Wipe off with towel or rag excess paint.
- Rinse and clean with tap water until the paint is removed from the tip of the brush to the ferrule.
- Clean with soap and tap water. Wash brush by applying liquid soap or commercial brush cleaner in your hand and then twist the bristles in a circular motion in your hand until clean. Dry with paper towels and shape brush hair with your fingers to original shape

PHOTOGRAPHY STUDIO

Access:

Access to all photography area facilities is restricted to students currently enrolled in a photography class or those with special permission. Darkroom monitors will have a list of students currently enrolled in photography classes.

General Darkroom Policies:

- Read and obey all posted signs.
- No eating or drinking in the darkroom or digital lab.
- Clean up after yourself.

Darkroom Chemistry Information

- Your lab fees cover all normal chemistry needed for darkroom work.
- Fresh chemistry should only be mixed in the darkrooms when the old chemistry is exhausted. Always check with a lab monitor or your instructor if you aren't sure. Safety goggles must be worn when mixing chemistry.
- EXHAUSTED DEVELOPER:
 - Prints will take longer to develop and may have an uneven appearance.
- EXHAUSTED STOP BATH:
 - Stop bath will turn noticeably darker.
- EXHAUSTED FIXER:
 - Check with hypo-check. A white, cloudy precipitate will form when a drop of hypo-check is placed into the exhausted fixer.

Fixer

- Exhausted fixer should NEVER be poured down the drain. There are buckets for exhausted fixer under the sinks in the film processing rooms and both darkrooms. All other chemicals may go down the drain when exhausted.

Bringing your own chemicals, such as film developer.

- Must be in their original container.
- All chemical containers should be labeled with your name, the date, and the container's exact contents.
- You are also responsible for bringing a Safety Data Sheet for any personal chemistry. SDS sheets can be found on the manufacturer's websites.

Health and Safety

- Product safety information (SDS) on all materials used in classes are located online. The URL can be found displayed prominently in all lab classrooms.
- In the event of a chemical emergency, call SLU police first (985-549-2222). Be brief and specific: Give them your name, location (CHA 102) and tell them the nature of the emergency.
- There is a list of emergency phone numbers displayed prominently in all lab classrooms.
- There is one eyewash station in the lab. It is in front of the film loading rooms. If you need to use it, always run the water for a few seconds first to allow any sediment that has built up in the lines to clear.
- Wearing gloves and aprons is mandatory when you are processing film and working in the darkroom. Do not put your hands in the chemistry, even with gloves on; use the provided tongs. Eye protection is required when mixing chemistry. Safety goggles are in both darkrooms and the film processing room.
- Report any accidents, chemical or otherwise, to your instructor or the darkroom monitor immediately.
- The fire extinguisher is located by the front door. In case of fire alarm, exit the building immediately as there are chemicals on the premises that become unstable when heated.

PRINTMAKING/PRINT SHOP

Note that Product safety information (SDS) on all materials used in classes are located online. The URL can be found displayed prominently in all lab classrooms.

Safe Use of Inks

- Inks and ink additives may be toxic.
- Inks are extremely flammable. NO SMOKING!
- Wash your hands frequently and especially before eating or smoking.
- Wear gloves or use a barrier cream to avoid skin contact.

Safe Use of Solvents

- Solvents are toxic both to the touch and to inhale.
- Solvents are extremely flammable. NO SMOKING!
- Solvents should be used in the smallest amounts necessary to do the job.
- Gloves and safety goggles should be worn whenever using solvents.
- Solvent-soaked rags or paper towels must be placed in the red steel containers.
- Solvents such as acetone must be used under a ventilation hood or outside.
- Spills must be cleaned up immediately, and the rags disposed of properly.

- Wash your hands after using a solvent, especially before eating or smoking.
- The safest solvents in the shop are Soy Solve and Greased Lightning. Use these whenever applicable.

Safe Use of Acids

- Always wear the acid proof gloves and safety goggles.
- Always have the exhaust fan on when the acid trays are uncovered.
- Always have an acid neutralizer like baking soda or ammonia on hand.
- In case of skin contact flush with cold water and apply an acid neutralizer.
- In case of eye contact flush eyes with water for several minutes.
- In case of a small acid spill, apply an acid neutralizer like baking and lots of water, and then clean it up with paper towels.
- In case of a large acid spill, pull the fire alarm and evacuate the room.
- *We use non-toxic etching solution. Only under unusual circumstances would a tray of acid solution be in use in this print shop.
- No Food or Drink is allowed in the Print Shop at any time!
- The Print Shop is available to Printmaking Students and Visual Arts Majors Only!
- You Will Be Tested on This Material!
- Product safety information (SDS) on all materials used in classes are located online. The URL can be found displayed prominently in all lab classrooms.

NEW MEDIA AND ANIMATION LAB

Computer Station Safety

- Food is not permitted at any time in the laboratory. Drinks are allowed, as long as they are in no-spill containers.
- Bags, jackets, and other items should be placed under the computer stations.
- Students should be aware of their posture when using computer equipment.
 - Shoulders back but relaxed—(not slumping forward over the keyboard)
 - Back supported by the chair (sitting back in the chair with back $>90^\circ$ and well supported)
 - Feet firmly on the floor. (Knees at an angle $>90^\circ$)
 - Head balanced on neck (not tilted back or too far forwards)
 - Upper arms close to the body and relaxed with elbow angle $>90^\circ$.
 - Wrist neutral.
- Avoid stepping on electrical wires or any other computer cables.
- Do not move the lab equipment and/or computer cables.
- Turn off the machine once you are done using it. Always shut down the computer via Shut Down from the Apple () menu.
- Report any broken plugs or exposed electrical wires to a faculty member or lab monitor immediately.

3D Printer safety.

- The MakerBot Replicator generates high temperatures. Always allow the MakerBot Replicator to cool down before you reach inside.
- Don't reach inside the MakerBot Replicator while it is in operation.
- Do not print using materials that have not been approved by MakerBot for use with the MakerBot Replicator.

Epson Printer Safety.

- Always turn the Epson Printer off using the Power button on the control panel. When this button is pressed, the Power light flashes briefly, then goes off.
- Do not unplug the power cord or turn off the product until the Power light stops flashing.
- Do not put your hand inside the printer or touch the ink cartridges during printing.
- Do not move the print heads by hand.

SCULPTURE STUDIO, METAL SHOP, AND FOUNDARY

Sculpture Studio

The information contained in this document is obtained from several sources. It is believed to be accurate but is not exhaustive. This document evolves and is appended as new conditions arise or as new technology becomes available. Please consult your instructor about any safety issue not listed here or about which you may be concerned. Providing a safe working/learning environment is important us as well as teaching safe studio practices that will follow you through your career as an artist.

A. Studio Awareness

- Only students who have been trained in the proper use of the equipment located in the Sculpture Studio or Metal Fabrication Shop can use that equipment.
- Do not operate any tools while under the influence of drugs, alcohol, certain types of medication, or if you feel fatigued.
- Any accidents should be reported to your instructor.
- The sculpture studios are to be used ONLY by students enrolled in studio art classes, faculty, or staff of the SELU Visual Arts Department.
- Always check materials for nails, staples, or screws before machining (especially if you are using any material from the Wood Shop scrap pile) as these will cause sparks, damage blades, or injury.
- Keep all studio floors free of scraps, sawdust, plaster chunks, and dust, tools, extension cords, or other art projects while you or others are working in the studios.
- Be alert to unsafe conditions and actions, and call attention to them so that corrections can be made as soon as possible.
- Above all, please use common sense when working in and around machinery whether machines are in operation or not. Be aware of your surroundings at all times. Safety in the shops is an absolute necessity.
- Become familiar with proper procedures (see sections below) that should be taken when you or someone in the studio is exposed to:
 - Fire / Flammables
 - Chemical Spills
 - Bodily Injury
 - Corrosive Chemicals
 - Power Tools / Hand Tools

A. Personal Safety & Personal Protective Equipment (PPE)

Personal Safety (General)

- Keep your work area clean and well lit.
- Never attempt to talk to, or otherwise startle a person while they are using power tools. Never look away from your work when operating a power tool.
- Do not use the air compressor to blow the dust off your clothes or direct compressed air towards others.
- Do not use spray paint in the sculpture studios, spray paint must be done outside.

- Metal or wood finishing, including painting or priming, especially if using aerosols or solvent-based products, must be done outside the sculpture studios in an appropriately ventilated area, preferably in the covered work area.
- Heavy sanding or grinding must be done outside the studio, preferably outside in covered work area.
- Do not stand in water, on damp floors or in the rain when working with electrical tools, keep your hands and tools dry.
- Make sure power cords or extension cords will not become caught or tangled in moving parts of any tool or machinery.
- Before welding, cutting, or grinding, make sure you know what type of metal you are working with. Know what types of safety precautions are necessary when working with various metals. Galvanized steel releases harmful fumes when welding, etc. and is not recommended for use unless using mechanical fasteners.

Personal Safety (Tool Use)

- Know the tool you are working with BEFORE attempting to use it.
- DO NOT ALLOW familiarity gained from frequent use of tools to become commonplace. Always remember that a careless fraction of a second is enough to inflict severe injury.
- Inspect the tool before each use. Do not use any machinery that appears damaged, has frayed cords, does not start immediately, etc. Notify your instructor of any damaged tools or equipment.
- DO NOT ATTEMPT TO REPAIR ANY TOOLS. Any missing, malfunctioning, or broken equipment should be labeled as such, removed from public use, and reported to your instructor.
- Remember the location and keep easy access to the ON/OFF switch you are using so you can turn off the machine quickly.
- Do not use any tool in such a position that the on/off switch cannot be released immediately.
- ALWAYS keep a well-balanced stance as you work with tools. If you must force the tool or the material, then something is wrong. Stop working and notify your instructor.
- No machine shall be left running unattended. Make sure moving parts have
- COMPLETELY STOPPED before leaving the area or before adjusting the machine.
- When using hand tools, the cutting action should always be away from your body.
- If a procedure feels dangerous/looks dangerous/doesn't seem right or you are not sure of how to use a particular tool, DON'T TRY IT! Wait and ask a qualified instructor.
- Work only at full operating speeds. Do not use a power tool before it has reached operating speed or while it is coming to a stop. Never force an object into moving parts to stop a machine.
- Do not force tools. If a tool does not work without force, notify your instructor.
- Tool guards must always be used.
- Guards should be adjusted only when the power is turned off.
- Do not remove any safety device or alter them in any way.
- Exceptions are made on the table saw for specialty cuts (e.g. dados) where the splitter and the anti-kickback device cannot be used.
- Feather boards should be used when not using the table saw guard.
- Check with the instructor before disengaging the splitter on the table saw.
- Blade heights, tool angles, and guards should be adjusted ONLY when the power is turned off.
- Disconnect tools from power sources when installing new blades or bits to prevent injury from accidental startup.
- Do not rest material to be cut on your lap or support the cut line with any part of the body.
- Do not use tools that might emit sparks in the presence of flammable gas or liquids.
- Use the correct tools for the job. Do not use a tool or attachment for something it was not designed to do. Select the correct bit, cutter, or grinding wheel for the material with which you are working.

DON'T BE AFRAID TO ASK SIMPLE QUESTIONS and THERE ARE NO DUMB QUESTIONS WHEN IT COMES TO YOUR SAFETY

PPE for the Sculpture Studios

Head/Face Protection

- Tie back long hair or wear a hat, as it could become tangled in moving machinery parts.
- Wear a face shield if flying particles are expected during the machining process Eye Protection.
- The use of safety glasses is MANDATORY when using all power tools.
- Proper eye protection should be worn when doing subtractive work which requires the use of a hammer or chisel.
- Students may purchase their own safety glasses that meet ANSI Z87.1 standard (the glasses will be labeled with this information).
- The appropriate welding goggles/helmet must be worn when working with the plasma cutter, MIG welder, or the oxy/acetylene torch.

Ear Protection

Earplugs and muff type protective devices are provided to students at no cost and should be used while working with power tools.

Protective Clothing

It is MANDATORY that students wear appropriate clothing while working in the sculpture studios. Working with some sculpture materials is a dirty job, wear clothing that is appropriate for the type of work that you are doing. Secure any loose-fitting jewelry or clothing (roll up long sleeves) that may interfere with or become tangled in moving tool parts.

- Do not wear highly flammable clothing.
- Proper clothing must be worn when working with the plasma cutter, MIG welder, ARC welder or the oxy/acetylene torch.
- Long pants must be worn while working in the Metal Shop. Absolutely no shorts or skirts.
- Do not wear pants with cuffs.

Hand Protection

- When working with chisels or hammers, work gloves are helpful in protecting from impact injuries.
- Do not wear gloves when working close to moving machine parts.
- When wearing gloves, be sure they fit properly and are rated for the specific task you are performing.

Foot Protection

Open toed shoes or slip-on-type shoes (flip-flops, clogs, mules, etc.) are not allowed to be worn while working in the Metal Shop or Wood Shop.

Respirators/Masks

- Nuisance dust masks are provided to students and are recommended when performing certain tasks or working with certain power tools in the sculpture studios.
- The Wood Shop is equipped with dust control systems to remove as much dust as possible from certain power tools. While the miter saw, radial arm saw, table saw, disc sander, and band saw are all connected to dust collectors, they do not remove all dust from the air and a properly worn nuisance dust mask will help alleviate breathing in excessive amounts of dust.
- While the Metal Shop is equipped with engineering controls to remove as much metal fumes from welding or cutting, and soot from the oxy/acetylene torch as possible tools, a properly worn particulate respirator mask will help alleviate breathing in excessive amounts of soot and metal particles.

A. Fire Prevention & Safety Equipment

Fire Prevention

- Do not leave paper products or other flammable materials on or near worktables when you are working with shop tools that generate sparks, open flames, soldering irons, or wax tools.
- Wood dust is highly flammable. Please clean up as much of your workspace as possible. Please be aware of any ignition sources, such as frayed electrical wires, propane torches, matches, etc.

Safety Equipment

Flammable Storage Cabinet

The Flammables storage cabinet is designed for storage of flammable or combustible liquids. ALL Flammable liquid materials MUST be stored in this cabinet and not in student lockers. All containers stored in this cabinet MUST be clearly labeled as to the contents. All containers MUST have appropriate lids that fit. (ABSOLUTELY no tin foil or plastic wrap can be used for lids) Any "unlawful" container will be removed from the storage cabinet.

Eye Wash Station and Safety Shower

There is one Eye Wash and Safety Shower in the Sculpture Studio located near the plaster area. Instruction will be given to each class as to its proper use.

A. First Aid & Emergency Procedures

- In the event of an emergency, call 2222 if calling from a University phone. By calling this number, a variety of emergency response departments can then be alerted to your situation.
- In the event of a medical emergency or injury, stop work and notify the instructor or shop monitor immediately. Immediately seek treatment of major injuries by calling 911 or 2222 using the Emergency Phone near the hallway to the restrooms.
- In the event of a fire emergency, pull the fire alarm nearest you, evacuate the building and call 911 or 2222 from a campus phone.
- DO NOT USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN TRAINED TO USE ONE

Be familiar with the location and use of the following safety devices:

- Emergency Phone
- Safety Shower
- Eye Wash Station
- Fire Alarm
- First Aid Kit
- Fire Extinguisher
- Clean up all small spills immediately. If a large chemical spill occurs that you are unable to clean up contact your instructor.

A. Chemical Labeling, Storage & Waste Disposal

Chemical Labeling & Storage

- When chemicals are transferred from the manufacturer's original container to a secondary container, that new container must be appropriately labeled as to the chemical identity and hazard warning(s).
- ALL flammable solvents (mineral spirits, turpentine, propane fuel, etc.) must be stored in the appropriate yellow safety cabinet.
- Storage of solvents in students' lockers, in/on work tables, or left out in the studio is prohibited.
- ALL containers that are stored in the yellow fire safety cabinets must be clearly labeled with the following information if they do not have a manufacturer label:
 - Students name
 - All contents of container
 - Instructors name
 - Current semester
- All containers must have a lid that fits properly. Absolutely no tin foil or plastic wrap lids, etc.
- Chemical containers, solvent waste containers, and rag waste containers must always be covered tightly when not in use.
- Yellow fire safety cabinet doors must be kept closed and latched when not in use.
- Any container left unopened or unlabeled will be removed from the safety cabinets.

Chemical Waste Disposal

Liquid Waste

- Check with your instructor about the proper disposal of Chemical waste. Instructors will consult the MSDS file and help you find an appropriate method for disposal.
- Do not wash solvents or oil paints down the sink.
- Even excessive amounts of water-based paints should not be washed down the sink.

Solid Waste

Spills of solvents and excessive amounts of paints should be absorbed with an absorbent compound such as cat litter or Oil Dry or cleaned up with rags or paper towels. Your instructor will advise you as to the proper disposal of the absorbent compound or the rags or paper towels.

A. Housekeeping

- Students are responsible for cleaning up all areas of the shop they are working in. Even if you need to leave for only a few hours, please store your project(s) on the provided shelves or in your locker and put away ALL tools. You might not return at all, and other students need to use the limited table space we have available.
- Studios should be kept as clean as possible. This doesn't mean spotless (this is an art building) but trash should be thrown away in the appropriate bins, materials not used stored in appropriate places, spills cleaned up, etc.
- Place material scraps in the storage areas. Please DON'T SAVE every little scrap of wood, space is limited in the shop.
- The studio should be swept of dust and debris and all tools and materials need to be put back in their designated places at the end of class sessions or work hours.
- Extension cords must be unplugged from the walls, coiled up, and stored in the tool room.
- Do not use the table saw as a worktable.
- Please put down paper or cardboard if you will be working with liquid glue, paint or stains.
- Emergency exits, emergency shutoffs, fire extinguishers circuit breakers, and alarm pull stations must always be kept free of all projects or materials.

- Aisle ways, hallways, fire extinguishers, alarm pull stations, exit doors should be kept clear of everything.
- Bicycles should not be brought into the buildings. Use the bike racks located around Clark Hall. Please don't lock them to the fence or ramp railings outside of Clark Hall. The railings are to assist people using the stairs, not hinder them.
- Pets shouldn't be brought into the building while you're working. There are many items in this building that could cause serious injury or death if eaten.

Project Storage

- Any project made of wood, metal, or other materials that is brought into the building by the student should be labeled with their name, instructor, and current semester. If the project is for the entire class, it should be labeled as such.
- At the end of each semester, due to limited space in Sculpture Studio, no projects or materials are to be left in the studio unless the instructor has given the student permission.
- At the end of each semester, students will be alerted as to when materials need to be removed from the Sculpture Studio.
- If materials are still in the building after notice has been given, and especially if they are not labeled, they will be thrown out or reused by other students.

A. Safety Data Sheets (SDS)

Note that Product safety information (SDS) on all materials used in classes are located online. The URL can be found displayed prominently in all lab classrooms.

SDS will tell you of any special procedures that may be required for the safe handling of a specific substance. If you are taking any medications, if you are pregnant, or if you have a medical condition such as an allergy talk with your instructor and your physician for specific instructions about working in the Sculpture Studio.

When using SDS you must apply your own good professional judgment to the information that they contain. SDS include information and procedures that usually apply to industrial settings, these situations will most likely not occur in the Visual Arts laboratory environment. Even so, SDS are a valuable source of information when you have questions or concerns about any chemical or material that you work with. It is a good idea to consult the SDS for any new chemical or material that is introduced into your work routine, this is a quick and easy way to familiarize yourself to any hazards or precautions that you should take when working with a new substance.

THEATRE DESIGN SHOPS

This includes the scene shop and costume shop and related areas located in D Vickers Hall. The information contained in this document is obtained from several sources. It is believed to be accurate but is not exhaustive. This document evolves and is appended as new conditions arise or as new technology becomes available. Please consult your instructor about any safety issue not listed here or about which you may be concerned. Providing a safe working/learning environment is important us as well as teaching safe studio practices that will follow you through your career as an artist.

A. Studio Awareness

- Only students who have been trained in the proper use of the equipment located in the Vonnie Borden Scene Shop can use that equipment.
- Do not operate any tools while under the influence of drugs, alcohol, certain types of medication, or if you feel fatigued.

- Any accidents should be reported to your instructor.
- Always check materials for nails, staples, or screws before machining (especially if you are using any material as these will cause sparks, damage blades, or injury).
- Keep all shop floors free of scraps, sawdust, plaster chunks, and dust, tools, extension cords, or other art projects while you or others are working in the shop.
- Be alert to unsafe conditions and actions, and call attention to them so that corrections can be made as soon as possible.
- Above all, please use common sense when working in and around machinery whether machines are in operation or not. Be aware of your surroundings at all times. Safety in the shops is an absolute necessity.
- Become familiar with proper procedures (see sections below) that should be taken when you or someone in the shop is exposed to:
 - Fire / Flammables
 - Chemical Spills
 - Bodily Injury
 - Corrosive Chemicals
 - Power Tools / Hand Tools

A. Personal Safety & Personal Protective Equipment (PPE)

Personal Safety (General)

- Keep your work area clean and well lit.
- Never attempt to talk to, or otherwise startle a person while they are using power tools. Never look away from your work when operating a power tool.
- Do not use the air compressor to blow the dust off your clothes or direct compressed air towards others.
- Do not use spray paint in the shop, spray paint must be done outside.
- Metal or wood finishing, including painting or priming, especially if using aerosols or solvent-based products, must be done outside the shop in an appropriately ventilated area.
- Do not stand in water, on damp floors or in the rain when working with electrical tools, keep your hands and tools dry.
- Make sure power cords or extension cords will not become caught or tangled in moving parts of any tool or machinery.

Personal Safety (Tool Use)

- Know the tool you are working with BEFORE attempting to use it.
- DO NOT ALLOW familiarity gained from frequent use of tools to become commonplace. Always remember that a careless fraction of a second is enough to inflict severe injury.
- Inspect the tool before each use. Do not use any machinery that appears damaged, has frayed cords, does not start immediately, etc. Notify your instructor of any damaged tools or equipment.
- DO NOT ATTEMPT TO REPAIR ANY TOOLS. Any missing, malfunctioning, or broken equipment should be labeled as such, removed from public use, and reported to your instructor.
- Remember the location and keep easy access to the ON/OFF switch you are using so you can turn off the machine quickly.
- Do not use any tool in such a position that the on/off switch cannot be released immediately.
- ALWAYS keep a well-balanced stance as you work with tools. If you must force the tool or the material, then something is wrong. Stop working and notify your instructor.
- No machine shall be left running unattended. Make sure moving parts have
- COMPLETELY STOPPED before leaving the area or before adjusting the machine.
- When using hand tools, the cutting action should always be away from your body.
- If a procedure feels dangerous/looks dangerous/doesn't seem right or you are not sure of how to use a particular tool, DON'T TRY IT! Wait and ask a qualified instructor.

- Work only at full operating speeds. Do not use a power tool before it has reached operating speed or while it is coming to a stop. Never force an object into moving parts to stop a machine.
- Do not force tools. If a tool does not work without force, notify your instructor.
- Tool guards must always be used.
- Guards should be adjusted only when the power is turned off.
- Do not remove any safety device or alter them in any way.
- Exceptions are made on the table saw for specialty cuts (e.g. dados) where the splitter and the anti-kickback device cannot be used.
- Feather boards should be used when not using the table saw guard.
- Blade heights, tool angles, and guards should be adjusted ONLY when the power is turned off.
- Disconnect tools from power sources when installing new blades or bits to prevent injury from accidental startup.
- Do not rest material to be cut on your lap or support the cut line with any part of the body.
- Do not use tools that might emit sparks in the presence of flammable gas or liquids.
- Use the correct tools for the job. Do not use a tool or attachment for something it was not designed to do. Select the correct bit, cutter, or grinding wheel for the material with which you are working.

DON'T BE AFRAID TO ASK SIMPLE QUESTIONS and THERE ARE NO DUMB QUESTIONS WHEN IT COMES TO YOUR SAFETY

PPE for the Vonnie Borden Scene Shop

Head/Face Protection

- Tie back long hair or wear a hat, as it could become tangled in moving machinery parts.
- Wear a face shield if flying particles are expected during the machining process.
- The use of safety glasses is MANDATORY when using all power tools.
- Proper eye protection should be worn when doing subtractive work which requires the use of a hammer or chisel.
- Students may purchase their own safety glasses that meet ANSI Z87.1 standard (the glasses will be labeled with this information).

Ear Protection

Earplugs and muff type protective devices are provided to students at no cost and should be used while working with power tools.

Protective Clothing

It is MANDATORY that students wear appropriate clothing while working in the shop. Working with some sculpture materials is a dirty job, wear clothing that is appropriate for the type of work that you are doing. Secure any loose-fitting jewelry or clothing (roll up long sleeves) that may interfere with or become tangled in moving tool parts.

- Do not wear highly flammable clothing.
- Do not wear pants with cuffs.

Hand Protection

- When working with chisels or hammers, work gloves are helpful in protecting from impact injuries.
- Do not wear gloves when working close to moving machine parts.
- When wearing gloves, be sure they fit properly and are rated for the specific task you are performing.
-

Foot Protection

Open toed shoes or slip-on-type shoes (flip-flops, clogs, mules, etc.) are not allowed to be worn while working in the shop.

Respirators/Masks

Nuisance dust masks are provided to students and are recommended when performing certain tasks or working with certain power tools in the shop.

A. Fire Prevention & Safety Equipment

Fire Prevention

- Do not leave paper products or other flammable materials on or near worktables when you are working with shop tools that generate sparks, open flames, soldering irons, or wax tools.
- Wood dust is highly flammable. Please clean up as much of your workspace as possible. Please be aware of any ignition sources: frayed electrical wires, propane torches, matches, etc.

Safety Equipment

Flammable Storage Cabinet

The flammables storage cabinet is designed for storage of flammable or combustible liquids. ALL Flammable liquid materials MUST be stored in this cabinet and not in student lockers. All containers stored in this cabinet MUST be clearly labeled as to the contents. All containers MUST have appropriate lids that fit. (ABSOLUTELY no tin foil or plastic wrap can be used for lids) Any "unlawful" container will be removed from the storage cabinet.

A. First Aid & Emergency Procedures

In the event of an emergency, call 2222 if calling from a University phone. By calling this number, a variety of emergency response departments can then be alerted to your situation.

In the event of a medical emergency or injury, stop work and notify the instructor or shop monitor immediately. Immediately seek treatment of major injuries by calling 911 or 2222.

In the event of a fire emergency, pull the fire alarm nearest you, evacuate the building and call 911 or 2222 from a campus phone.

DO NOT USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN TRAINED TO USE ONE

Be familiar with the location and use of the following safety devices:

- Fire Alarm
- First Aid Kit
- Fire Extinguisher
- Clean up all small spills immediately. If a large chemical spill occurs that you are unable to clean up contact your instructor.

A. Chemical Labeling, Storage & Waste Disposal

Chemical Labeling & Storage

- ALL flammable solvents (mineral spirits, turpentine, propane fuel, etc.) must be stored in the appropriate yellow safety cabinet.
- ALL containers that are stored in the yellow fire safety cabinets must be clearly labeled with the following information if they do not have a manufacturer label:
 - All contents of container
 - Instructors name
 - Current semester
- All containers must have a lid that fits properly. Absolutely no tin foil or plastic wrap lids, etc.
- Chemical containers, solvent waste containers, and rag waste containers must always be covered tightly when not in use.
- Yellow fire safety cabinet doors must be kept closed and latched when not in use.
- Any container left unopened or unlabeled will be removed from the safety cabinets.

Chemical Waste Disposal

Liquid Waste

- Check with your instructor about the proper disposal of Chemical waste. Instructors will consult the SDS file and help you find an appropriate method for disposal.
- Do not wash solvents or oil paints down the sink.
- Even excessive amounts of water-based paints should not be washed down the sink.

Solid Waste

- Spills of solvents and excessive amounts of paints should be absorbed with an absorbent compound such as cat litter or Oil Dry or cleaned up with rags or paper towels. Your instructor will advise you as to the proper disposal of the absorbent compound or the rags or paper towels.

A. Housekeeping

- Students are responsible for cleaning up all areas of the shop they are working in. Studios should be kept as clean as possible. Place material scraps in the storage areas.
- Please DON'T SAVE every little scrap of wood, space is limited in the shop.
- The shop should be swept of dust and debris and all tools and materials need to be put back in their designated places at the end of work hours.
- Extension cords must be unplugged from the walls, coiled up, and stored in the tool room.
- Do not use the table saw as a work table.
- Please put down paper or cardboard if you will be working with liquid glue, paint or stains.
- Emergency exits, emergency shutoffs, fire extinguishers circuit breakers, and alarm pull stations must always be kept free of all projects or materials.
- Aisle ways, hallways, fire extinguishers, alarm pull stations, exit doors should be kept clear of everything.
- Bicycles should not be brought into the buildings
- Pets shouldn't be brought into the building while you're working. There are many items in this building that could cause serious injury or death if eaten.

A. Safety Data Sheets (SDS)

Note that Product safety information (SDS) on all materials used in classes are located online. The URL is displayed prominently in all lab classrooms.

SDS will tell you of any special procedures that may be required for the safe handling of a specific substance. If you are taking any medications, if you are pregnant, or if you have a medical condition such as an allergy talk with your instructor and your physician for specific instructions about working in the Theatre Shops.

When using SDS you must apply your own good professional judgment to the information that they contain. SDS include information and procedures that usually apply to industrial settings, these situations will most likely not occur in the Visual Arts laboratory environment. Even so, SDS are a valuable source of information when you have questions or concerns about any chemical or material that you work with. It is a good idea to consult the SDS for any new chemical or material that is introduced into your work routine, this is a quick and easy way to familiarize yourself to any hazards or precautions that you should take when working with a new substance.

THEATRE COSTUME DESIGN SHOP

This pertains to the costume shop and related areas currently located in Anzalone Hall.

The information contained in this document is obtained from several sources. It is believed to be accurate but is not exhaustive. This document evolves and is appended as new conditions arise or as new technology becomes available. Please consult your instructor about any safety issue not listed here or about which you may be concerned. Providing a safe working/learning environment is important for us as well as teaching safe studio practices that will follow you through your career as an artist.

A. Studio Awareness

- Only students who have been trained in the proper use of the equipment located in the Anzalone Hall Costume Shop can use that equipment.
- Do not operate any tools while under the influence of drugs, alcohol, certain types of medication, or if you feel fatigued.
- Any accidents should be reported to your instructor.
- Always check tools and machine to make sure they are in good working order, do not use a piece of equipment that has any faulty components.
- Keep all shop floors free of fabric scraps, dust, obstacles, extension cords, or other materials while you or others are working in the shop.
- Be alert to unsafe conditions and actions, and call attention to them so that corrections can be made as soon as possible.
- Above all, please use common sense when working in and around machinery whether machines are in operation or not. Be aware of your surroundings at all times. Safety in the shops is an absolute necessity.
- Become familiar with proper procedures (see sections below) that should be taken when you or someone in the shop is exposed to:
 - Fire / Flammables
 - Chemical Spills
 - Bodily Injury
 - Corrosive Chemicals
 - Power Tools / Hand Tools

A. Personal Safety & Personal Protective Equipment (PPE)

Personal Safety (General)

- Keep your work area clean and well lit.
- Never attempt to talk to, or otherwise startle a person while they are using sharp tools, hot irons, or machinery. Never look away from your work when operating a piece of machinery.
- Do not use spray paint in the shop, spray paint must be done outside.
- Do not stand in water, on damp floors or in the rain when working with electrical tools, keep your hands and tools dry.
- Make sure power cords or extension cords will not become caught or tangled in moving parts of any tool or machinery.

Personal Safety (Tool Use)

- Know the tool you are working with BEFORE attempting to use it.
- DO NOT ALLOW familiarity gained from frequent use of tools to become commonplace. Always remember that a careless fraction of a second is enough to inflict severe injury.
- Do not use dull scissors or blades if the force required to use these tools causes you to work in an unsafe manner.
- Dispose of all damaged pins, needles, and other small pieces of metal in the appropriate sharps container. Notify your instructor if the sharps container is nearly full.

- Inspect the tool before each use. Do not use any machinery that appears damaged, has frayed cords, does not start immediately, etc. Notify your instructor of any damaged tools or equipment.
- Use caution when around the ironing table, never leave the iron on when walking away from the ironing table.
- DO NOT ATTEMPT TO REPAIR ANY TOOLS. Any missing, malfunctioning, or broken equipment should be labeled as such, removed from public use, and reported to your instructor.
- Remember the location and keep easy access to the ON/OFF switch you are using so you can turn off the machine quickly.
- Do not use any tool in such a position that the on/off switch cannot be released immediately.
- ALWAYS keep a well-balanced stance as you work with tools. If you must force the tool or the material, then something is wrong. Stop working and notify your instructor.
- When using hand tools, the cutting action should always be away from your body.
- If a procedure feels dangerous/looks dangerous/doesn't seem right or you are not sure of how to use a particular tool, DON'T TRY IT! Wait and ask a qualified instructor.
- Do not force tools. If a tool does not work without force, notify your instructor.
- Do not remove any safety devices or alter them in any way.
- Do not rest material to be cut on your lap or support the cut line with any part of the body.
- Use the correct tools for the job. Do not use a tool or attachment for something it was not designed to do. Select the correct bit, cutter, or grinding wheel for the material with which you are working.

DON'T BE AFRAID TO ASK SIMPLE QUESTIONS and THERE ARE NO DUMB QUESTIONS WHEN IT COMES TO YOUR SAFETY

PPE for the Vonnie Borden Scene Shop

Head/Face Protection

- Tie back long hair or wear a hat, as it could become tangled in moving machinery parts.
- The use of safety glasses is MANDATORY when using all power tools.
- The use of gloves and masks is mandatory when using all dye materials.

Protective Clothing

It is MANDATORY that students wear appropriate clothing while working in the shop. Secure any loose-fitting jewelry or clothing (roll up long sleeves) that may interfere with or become tangled in moving tool parts.

- Do not wear highly flammable clothing.

Foot Protection

- Shoes must be worn at all times when in the shop. Be cautious of wearing open-toed shoes or slip-on-type shoes (flip-flops) when there is the potential for pins and needles on the floor.
- Respirators/Masks
- Nuisance dust masks are provided to students and are recommended when performing certain tasks or working with certain materials in the shop.

A. Fire Prevention & Safety Equipment

Fire Prevention

Do not leave paper products or other flammable materials on or near worktables when you are working with shop tools that generate sparks, open flames, or high heat tools (irons, glue guns).

Safety Equipment

Flammable Storage Cabinet

- The flammables storage cabinet is designed for storage of flammable or combustible liquids.
- ALL Flammable liquid materials MUST be stored in this cabinet and not in student lockers.
- All containers stored in this cabinet MUST be clearly labeled as to the contents.
- All containers MUST have appropriate lids that fit. (ABSOLUTELY no tin foil or plastic wrap can be used for lids).
- Any "unlawful" container will be removed from the storage cabinet.

A. First Aid & Emergency Procedures

- In the event of an emergency, call 2222 if calling from a University phone. By calling this number, a variety of emergency response departments can then be alerted to your situation.
- In the event of a medical emergency or injury, stop work and notify the instructor or shop monitor immediately. Immediately seek treatment of major injuries by calling 911 or 2222.
- In the event of a fire emergency, pull the fire alarm nearest you, evacuate the building and call 911 or 2222 from a campus phone.
- DO NOT USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN TRAINED TO USE ONE
- Be familiar with the location and use of the following safety devices:
 - Fire Alarm
 - First Aid Kit
 - Fire Extinguisher

A. Chemical Labeling, Storage & Waste Disposal

Chemical Labeling & Storage

- Clean up all small spills immediately. If a large chemical spill occurs and you are unable to clean it up contact your instructor.
- ALL flammable materials (spray paints, aerosols, etc.) must be stored in the appropriate yellow safety cabinet.
- ALL containers that are stored in the yellow fire safety cabinets must be clearly labeled with the following information if they do not have a manufacturer label:
 - All contents of container
 - Instructors name
 - Current semester
- All containers must have a lid that fits properly. Absolutely no tin foil or plastic wrap lids, etc.
- Chemical containers, solvent waste containers, and rag waste containers must always be covered tightly when not in use.
- Yellow fire safety cabinet doors must be kept closed and latched when not in use.
- Any container left unopened or unlabeled will be removed from the safety cabinets.

Chemical Waste Disposal

Liquid Waste

- Check with your instructor about the proper disposal of Chemical waste. Instructors will consult the MSDS file and help you find an appropriate method for disposal.
- Do not wash solvents or oil paints down the sink.
- Even excessive amounts of water-based paints should not be washed down the sink.

A. Housekeeping

- Students are responsible for cleaning up all areas of the shop they are working in. Studios should be kept as clean as possible. Place material scraps in the storage areas.
- The shop should be swept of dust and debris and all tools and materials need to be put back in their designated places at the end of work hours.

- Extension cords must be unplugged from the walls, coiled up, and stored in the tool room.
- Do not use the ironing table as a worktable.
- Please put down paper or cardboard if you will be working with liquid glue, paint or stains.
- Emergency exits, emergency shutoffs, fire extinguishers circuit breakers, and alarm pull stations must always be kept free of all projects or materials.
- Aisle ways, hallways, fire extinguishers, alarm pull stations, exit doors should be kept clear of everything.
- Bicycles should not be brought into the buildings.
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Theatre Performance Areas

STAGE RULES FOR REHEARSAL AND PERFORMANCE

For safety follow these rules and regulations at the beginning of rehearsals for each new production.

- The stage floor must be swept before rehearsals and performances.
- All emergency exits paths should be clear of any wagons, furniture, or other obstacles.
- Any accidents should be reported to your Stage Manager.
- Be alert to unsafe conditions and actions, report them immediately to the Stage Manager.
- Do not be anywhere you are not required to be during your time in the Theatre.
- Wear appropriate shoes and clothing for rehearsal. No open toed shoes.
- Rehearsal shoes and clothing should be hung up and stored away after each rehearsal.
- Valuable personal property should not be brought to rehearsals.
- Valuables should be put in a lock box before each performance and returned at the end of the night by the Stage Manager.
- If a prop doesn't belong to you DO NOT TOUCH.
- When transitioning into the Theatre all personnel should be given a Safety Tour of the space.
- Actors should be given time to walk the stage for safety and be informed of any hazard's areas onstage and backstage.

Weapons Safety (Stage Combat)

Weapon safety in the Theatre is of the utmost importance. They are not toys and if misused could cause serious injury or death.

- DO NOT TOUCH a weapon (knife, sword or gun) at any time if it hasn't been assigned to you. Only touch when you need to rehearse or during a performance. Use common sense and never fool around with any theatrical weaponry. Follow other rules given to you by your Fight Director
- NO REAL GUNS ONSTAGE EVER.
- A Gun Wrangler is needed for each production that uses live fire weapons.
 - Needs to be trained for each new production that uses live guns that fire blanks.
 - Responsible for preparing the weapons preshow.
 - Responsible for clearing each weapon safely as it comes off stage.
 - Responsible for properly stowing away the guns and the ammo in separate locations each night during technical rehearsals and performances.

First Aid & Emergency Procedures

- In the event of an emergency, call 2222 if calling from a University phone. By calling this number, a variety of emergency response departments can then be alerted to your situation.
- In the event of a medical emergency or injury, stop work and notify the Stage Manager. Immediately seek treatment of major injuries by calling 911 or 2222.
- In the event of a fire emergency, pull the fire alarm nearest you, evacuate the building and call 911 or 2222 from a campus phone.
- DO NOT USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN TRAINED TO USE ONE
- Be familiar with the location and use of the following safety devices:
 - Fire Curtain
 - Fire Extinguisher
 - Stage Manager should be equipped with a First Aid Kit