

Safety information for Art 181 Foundation Drawing and Art 184 Foundation Life Drawing

The safety rules are relevant for FA4 rooms 204, 113, 212, 215, 215 and any other room in FA4 used for Art 181 and Art 184.

GENERAL SAFETY

1. Hazard Communication – Labeling of Containers - NOT APPLICABLE FOR ART 181 AND ART 184

- Containers must be clearly labeled as to their contents, and containers previously used for other purposes may only be reused if their prior labeling is completely removed or obscured so as to avoid any confusion about contents.
- You must operate on the assumption that anyone could get ahold of your container and misunderstand its contents if it is not clearly labeled.
- Please inform faculty of any containers that are unlabeled or that you believe may be inaccurately labeled.

2. Material Safety Data Sheets (MSDS) - NOT APPLICABLE FOR ART 181 AND ART 184

- A Material Safety Data Sheet (MSDS) is a document that lists information relating to occupational safety and health for the use of various substances and materials. Material Safety Data Sheets are not needed in Foundation Drawing and Foundation Life Drawing classes.
- Material Safety Data Sheets for Charcoal Powder and Chalk Pastel Pencils are available for review upon request.

3. Proper Disposal of Art Materials and Chemicals - NOT APPLICABLE FOR ART 181 AND ART 184

- Oil-based paints and solvents are not allowed in FA4 113, 212 and 215.
- All mineral-based materials must be disposed of in the mineral waste dumpsters. Please DO NOT dispose of such materials in trashcans located throughout FA4.
- For disposal of other materials, please consult 2D Foundation faculty before disposing

4. No Eating/drinking/Smoking Policies

- Food and Beverage are not to be consumed in the Foundation Drawing and Life Drawing classrooms.
- Smoking and vaping of any substance, as well as use of any tobacco product, are not permitted anywhere on the premises.
- Alcoholic beverages may only be consumed on Campus in areas that have been permitted by the California Department of Alcoholic Beverage Control, or that have been approved for special events. The Foundation classrooms are not so permitted, nor are any events in these rooms pre-approved for serving or consuming alcohol.
- With the exception of rare approved special events, which will be announced as such by University Personnel, alcoholic beverages may not be possessed or consumed anywhere in FA4.
- Anywhere on the CSULB campus, and on property owned or operated by the University, the solicitation, sale, use, or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics (as these terms are used in California statutes) are prohibited. Excepted are drugs lawfully prescribed or lawfully permitted. However, use of cannabis, whether prescribed or otherwise, is prohibited on Campus grounds and facilities.

- CSULB enforces all drug laws in the University community. Violations of any of the above will result in legal sanctions, University sanctions, or both (California Health and Safety Code, Division 10, all, and including, Section 11357 through 11401).
- The use, possession or sale of cannabis and any THC derivatives are prohibited at CSULB. Under federal law which supersedes State law, cannabis is still illegal. The campus is held to two federal laws, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act. These laws say that in order to receive any federal funding (work-study, financial aid, and federal research grants), the university must prohibit all illegal drugs. As for medical cannabis, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act do not distinguish medical and non-medical use. CSULB, like all public colleges and universities, prohibits any cannabis use, regardless of medical status.
- Use or possession of illegal drugs on Campus, including drugs that may be considered legal by the state of California but remain prohibited under federal law and/or by CSULB, is strictly prohibited.
- No one is to work in the Foundation classrooms, be in or operating University vehicles, be in or operating personal vehicles while engaged in University activities, or in any way otherwise engaged in University activities while “under the influence” of a controlled substance, alcohol, illegal drugs, cannabis, THC derivatives or any substance which could compromise performance or safety. This includes the use of prescription and over-the-counter drugs not used in accordance with the prescription directions.

5. Common Physical Environmental Hazards

Please be mindful of the following:

- Be aware of shock hazards in general and particularly related to electrical equipment such as extension cords and desk lamps or other electrical equipment, particularly if used adjacent to water.
- Trip/Slip hazards such as extension cords, drawing horses, easels, backpacks, and wet/slippery floors.
- Ingestion hazards: No food or drink in labs.
- Respiratory hazards: wear a face mask whenever creating dust
- Hot surfaces: assume all light bulbs, portable heaters, and glue guns are HOT.
- Fumes: use spray fixative with proper ventilation/outdoor only.

6. Conduct

- All those present in 2D Foundation Classrooms are expected to conduct themselves in a respectful, responsible, and considerate manner towards others.
- Classroom-appropriate behavior is expected at all times. We are here to have fun working, but we are here to work effectively and to contribute to an environment that allows others to work effectively. Respect for all those working in the area is a must.
- All those present in the 2D Foundation Classrooms must operate at all times according safety to rules and safe practices as discussed, demonstrated, and documented in courses, instruction, training, and daily operations.
- All those present in the 2D Foundation Classrooms must clean up thoroughly at the end of any work session in or outside of course times.
- All those present in the Foundation Classrooms must use the common areas respectfully and help keep them clean and ready for use by others.
- All those present in 2D Foundation Classrooms must maintain regular, open and responsive communication with CSULB faculty and staff, including responding promptly to email, text, and phone messages regarding university-related matters.

- Wherever you are working, and whatever you are working with, take appropriate precautionary steps for yourself and your neighbors, use the material in a safe and appropriate way, protect the area where you're working, clean up your mess, and dispose of material waste properly.
- If someone else tells you that you are operating in a way that negatively impacts them, then you need to stop what you are doing until you can consult with faculty and resolve the matter.
- All persons present in 2D Foundation Classrooms must at all time while in the area comply with all university, CSULB, COTA, SoA, CCC, and CAP policies and directives including but not limited to the following.

CSULB General Policies and Regulations:

<http://catalog.csulb.edu/content.php?catoid=7&navoid=771>

CSULB Campus Standards of Conduct:

<http://catalog.csulb.edu/content.php?catoid=7&navoid=771#campus-standards-of-conduct>



- All persons present in 2D Foundation Classrooms must at all time while in the area comply with all laws and University policies applicable to my presence on Campus, engagement in the Activity, and all business and conduct with and within the University

7. Reporting of Accidents, Exposures, and Injuries

- All accidents, exposures or potential exposures to hazardous substances, or injuries must be reported promptly to supervising faculty or staff in the area.
- In the event of an emergency, call 911.

8. Safety Shower - NOT APPLICABLE FOR ART 181 AND ART 184

9. Eyewash - NOT APPLICABLE FOR ART 181 AND ART 184

Open the yellow covers and place eyes directly over them. Push the metal lever to start the flow of water.

- Eyewash stations are located in FA4 202 and 203

10. Fire Extinguishers and Smoke/Fire Detection, Alarm, Emergency Lighting, and Fire Suppression Equipment

- Fire extinguishers are located throughout FA4. Please note their location (there is one on the first floor near the East exit opposite FA4 109, one on the second floor near the East Stairwell to the left of FA4 224, and two on the third floor in FA4 301 and 303.
- No one may remove, disable, disconnect, or inhibit any smoke/fire detection, alarm, emergency lighting, or fire suppression equipment. This includes blocking access to this equipment or blocking visibility of this equipment.

11. Proper Attire

- Clothing made of comfortable, durable, breathable, fabrics you can comfortably move in, and that you don't mind getting messy or possibly ruining.

12. Emergency Evacuation Route

- Exit routes are clearly marked with signs. In the event of an evacuation due to an actual emergency or drill, please follow exit signs and proceed to central green area on the West side of FA4.

13. Emergency Phone/Contact Procedure

- In FA4 there is a direct line to the University Police Dispatch on the first floor opposite the Elevator, on the second floor near the South stairwell near FA4 200.
 For non-emergency police contact, please call (562) 985-4101.
 For emergencies, use 911: call if you can; text if you can't.

14. No Working Alone, Working in 2D Foundation Classrooms Outside of Scheduled Class Time

- At almost all hours when the building is open, there are other people in the building; however, if you find yourself alone in the building, we ask that you leave or coordinate with another person to join you. No participants may work alone in the building. If you're working in the building at night or on weekends, take note of who else is in the building. Let them know you're working in the building and how long you plan to stay, and ask them how long they plan to stay. Let others know when you are leaving, and don't work alone in the building after everyone else has left. Simply put, there should be no "last person out." The last two people should leave together.
- Quiet times on campus are great times to work in 2D Foundation Classrooms, but they're also times when we need to be mindful of best practices for safety and security. Be aware of your surroundings and who is in the building. Don't leave valuables unattended. Don't be out of reach of a phone, and keep your phone charged.

If something or someone seems suspicious to you, even if you're unsure, just call the University P police and let them check it out and sort it out.

For non-emergency police contact, please call (562) 985-4101.

For emergencies, use 911: call if you can; text if you can't.

- Understand that when the campus is quiet, activity of any kind seems more out of the ordinary, so whether they've been called or not, the University Police may come through the building just to see what's going on, and because they're generally not expecting to see people in our work areas at odd hours, they might ask who you are and ask a question or two. Keep your cool, show them your ID if they ask (please keep it handy) and let them know why you're on campus. If you're a student, provide the name of your instructor and your course information. If you're here by other arrangement, explain clearly and provide the name of your faculty or staff contact.

15. Working While Pregnant

- Users should be aware of the health risks that come with the equipment, materials and processes they are using.
- Users also should consider their own specific ability, health, and exposure concerns and follow a line of consultation as follows.
- You are encouraged to inform faculty and staff of any ability concerns or limitations, health concerns or limitations, or exposure concerns or limitations, and indicate any needed accommodation. Users may be referred to the CSULB Bob Murphy Access Center for further consultation and/or may be asked to seek further medical consultation and documentation.
- If you are not comfortable discussing such personal information with faculty and staff, please contact the Bob Murphy Access Center and/or a licensed medical doctor and ask them to provide information and instructions about how faculty and staff may try to accommodate you without revealing your underlying concerns.

- If you are pregnant, please understand that your condition comes with unique concerns about ability, about maintaining health, and about exposure. In addition to any consultation regarding your pregnancy you wish to engage in with faculty or staff, please contact the Bob Murphy Access Center AND a licensed medical doctor and ask them to provide information and instructions about how faculty and staff may try to accommodate you.

Site Specific Chemical Material and Equipment Hazards

Chemicals

Barrier Cream - NOT APPLICABLE FOR ART 181 AND ART 184

Cleansers - NOT APPLICABLE FOR ART 181 AND ART 184

Paint/Spray Paint

Spray Fixatives and aerosols should not be used in the classrooms. They should be used outdoors.

- Safety Glasses
- Respirator appropriate to vapors/fumes associated with material or process
- Nitrile or other material-appropriate gloves required
- Surrounding Awareness
- Ingestion Hazard
- Inhalation /Respiratory Hazard
- Skin Irritation / Damage Hazard
- Eye Irritation

Red Cans - NOT APPLICABLE FOR ART 181 AND ART 184

Solvent - NOT APPLICABLE FOR ART 181 AND ART 184

Turpentine - NOT APPLICABLE FOR ART 181 AND ART 184

Materials

Charcoal/Pastel Dust

Charcoal Toning of paper should be done at home whenever possible to minimize large volumes of charcoal dust in classroom spaces

Ingestion of large amounts may cause gastrointestinal irritation.

Inhalation of large amounts may irritate the respiratory tract

- Dust Mask
- Ingestion Hazard
- Inhalation /Respiratory Hazard
- Skin Irritation / Damage Hazard
- Eye Irritation /Injury Hazard

Environmental

Working Alone

If you're working in the building at night or on weekends, take note of who else is in the building. Let them know you're working in the building and how long you plan to stay, and ask them how long they plan to stay. Let others know when you are leaving, and don't work alone in the building after everyone else has left.

Hot Surfaces

Desk Lamps, light bulbs and space heaters generate heat and can burn you.

- Shock Hazard
- Hot Surface/Fire/Burn Hazard

Dust

Ingestion of large amounts of dust may cause gastrointestinal irritation.

Inhalation of large amounts of dust may irritate the respiratory tract

- Dust Mask
- Ingestion Hazard
- Inhalation /Respiratory Hazard
- Skin Irritation / Damage Hazard
- Eye Irritation /Injury Hazard

Personal Safety Equipment

Clothing

Clothing made of comfortable, durable, breathable, fabrics you can comfortably move in, and that you don't mind getting messy or possibly ruining.

Hair - NOT APPLICABLE FOR ART 181 AND ART 184

Dust Mask

Wearing a mask while creating charcoal or chalk pastel dust is recommended.

Gloves - NOT APPLICABLE FOR ART 181 AND ART 184

Glasses - NOT APPLICABLE FOR ART 181 AND ART 184

Equipment

Easels

Make sure all adjustment points are tightened before using the easel.

Do not rest your foot on the base bar beneath the moveable crossbar of the easel in case it was to loosen and slide down on your foot.

- Protective Footwear
- Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)
- Crush/Pinch Hazard
- Surrounding Awareness
- Path/Direction of Force Caution

Miter Saw - NOT APPLICABLE FOR ART 181 AND ART 184

Paper Cutter

- Trimmer should be on a stable, flat surface.
- Safety latch should be on when trimmer is not in use.
- When cutting, keep hands and fingers behind the guard rail and clear of the cutting blade at all times.
- When finished, always place the cutting handle in the down position and secure the safety latch.

Ventilation Fans

- Shock Hazard
- Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)
- Sharp Point/Blade – Laceration/Abrasion Hazard
- Trip/Slip/Fall Hazard

Space Heater

- Shock Hazard
- Hot Surface/Fire/Burn Hazard
- Trip/Slip/Fall Hazard

Extension Cords

Do not daisy chain extension cords or use one if the wire or plug is damaged

- Shock Hazard
- Trip/Slip/Fall Hazard

Track Lighting

Do not remove or adjust the bulbs without faculty supervision

- Shock Hazard
- Trip/Slip/Fall Hazard

Desk Lamps

Do not plug one in if it looks damaged

Do not attempt to replace a broken bulb without faculty supervision

- Shock Hazard
- Hot Surface/Fire/Burn Hazard

Model Stand

The model stands are heavy and should not be moved by students without the supervision of a faculty member

- Protective Footwear
- Crush/Pinch Hazard
- Surrounding Awareness
- Path/Direction of Force Caution
- Trip/Slip/Fall Hazard
- Bodily Injury Hazard

Tables on Casters

- Protective Footwear
- Crush/Pinch Hazard
- Surrounding Awareness
- Path/Direction of Force Caution

- Trip/Slip/Fall Hazard
- Bodily Injury Hazard

Hand Tools

Box Knife - NOT APPLICABLE FOR ART 181 AND ART 184

Scissors

Remember to set the scissors down while you are not using it.

Do not perform other tasks while holding scissors.

- Sharp Point/Blade – Laceration/Abrasion Hazard
- Crush/Pinch Hazard
- Eye Irritation/Injury Hazard

Screwdriver

- Sharp Point/Blade – Laceration/Abrasion Hazard
- Path/Direction of Force Caution

Staple Gun

Do not use the staple gun if the safety mechanism is not working

- Sharp Point/Blade – Laceration/Abrasion Hazard
- Path/Direction of Force Caution

Xacto-Knife

While working with an Xacto knife or mat knife, remember to set it down while you are not cutting.

Do not perform other tasks while holding an Xacto knife/mat knife.

Always cut away from your body.

Remove the blade when not in use, and store it in a container with a lid, or use the cap if provided by the manufacturer.

Once a blade has become dull, wrap it in masking tape before discarding it to protect others.

- Path/Direction of Force Caution
- Bodily Injury Hazard

Pliers

- Crush/Pinch Hazard
- Bodily Injury Hazard