



California State University Long Beach
1250 Bellflower Blvd., Long Beach, CA 90840 USA

CSULB School of Art
Drawing and Painting Program

**General Expectations, risks and hazards,
precautions, Personal Protective Equipment
(PPE), and Health/Safety Considerations for
the Drawing and Painting Area**

(Health/Safety Document)

Updated 2022-09-18

NOTE: All Participants in the D&P Area must fully familiarize themselves with this Health/Safety Document.

NOTE: This Health/Safety Document is provided to all Participants prior to their access to and utilization of facilities and equipment in the Drawing and Painting Program, and utilization of materials and processes in the D&P, for the purpose of informing Participants of general expectations, risks and hazards, precautions, personal protective equipment (PPE), and health/safety considerations for area-specific facilities, equipment, tools, materials, and processes in the D&P.

The D&P program is an instructional and working area combining the characteristics of an art studio environment.

Participants accessing and utilizing facilities and equipment in the D&P, and utilizing materials and processes, will work with, encounter, be exposed to, and work in the presences of facilities, equipment, materials, and processes that come with associated known and unknown risks and hazards including but not limited to those detailed in this Health/Safety Document.

Risks associated with the D&P include but are not limited to risks of physical or psychological injury, pain, illness, for anyone who accompanies the participant in the D&P Area, and potentially for the unborn children or future descendants of the Participant.

NOTE: This Health/Safety Document is NOT a training or authorizing document for use of any facilities, equipment, processes, or materials described herein.

This Health/Safety Document ONLY provides information on expectations, risks and hazards, precautions, personal protective equipment, and health/safety considerations.

Receipt of this Health/Safety Document in no way implies training or authorization to work in the D&P or to use any of the facilities, equipment, processes, or materials described herein

NOTE: Direct supervision and assistance from staff and/or faculty are provided routinely in the D&P only during and in scheduled course meetings, and at all other times and in all other locations and circumstances, Participants cannot expect direct supervision and assistance from staff and/or faculty.

Additional Important Notifications

NOTE: The term “Participant” is used throughout this Health/Safety Document. A Participant is a person who has an appropriate current status in relation to CSULB, the College of the Arts (COTA), the School of Art (SoA), and the D&P program; who has voluntarily requested access to and utilization of facilities and equipment in the D&P Area, and utilization of materials and processes in the D&P area; and who has been authorized for such authorization as defined in the five Participant Levels described in this Health/Safety Document, titled “General Expectations, Risks and Hazards, Precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the D&P program.”

NOTE: The information herein applies to the entirety of the CSULB D&P program inclusive of D&P Studio art Program spaces, graduate and undergraduate studios, and instructional spaces, and inclusive of all first-floor indoor spaces at the east end of building FA4

NOTE: The information herein applies to all individuals accessing the D&P art studio spaces.

NOTE: Use of facilities, equipment, processes, and materials in the D&P program is strictly limited to D&P faculty and staff; students currently enrolled in Drawing and Painting courses; D&P MFA, BFA, and Minor students currently enrolled and in good standing; guest and resident artists of the D&P program; and authorized personnel or guests.

NOTE: This Health/Safety Document addresses expectations, risks and hazards, precautions, personal protective equipment, and health/safety considerations regarding facilities, equipment, processes, and materials, and addresses them ONLY in the context of the D&P program. This Health/Safety Document does not and cannot serve as informational regarding same or similar facilities, equipment, processes, and materials utilized elsewhere. Additionally, it is very important to understand that the facilities, equipment, processes, and materials addressed in this Health/Safety Document may have other and or additional expectations, risks and hazards, precautions, personal protective equipment, and health/safety considerations attached to them, and may be unsafe and dangerous, if taken out of the CSULB D&P program, or if same or similar facilities, equipment, processes, and materials are employed in an off-campus setting, particularly in a domestic setting or other setting accessible to untrained users.

Drawing & Painting Program Access/Utilization – Participant Levels

Access to and utilization of facilities and equipment in the D&P area, and utilization of materials and processes in the D&P area, are limited as follows.

Every person accessing and utilizing facilities in the D&P program, and utilizing materials and processes in the D&P area, does so voluntarily, either as an employee of the university working in accordance with an employment contract, or by request as a Participant in one of the following five levels.

Participant Level 1 – Student During Class: Participant is a student currently enrolled in a course in the D&P program, who requests access to facilities directly related to the course and in order to work only during scheduled course-meeting time. Limited specifically to scheduled course meeting times.

This level requires the following for access Drawing and Painting Program:

- Participant has completed General Safety Training for the D&P program inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the D&P document;
- Participant has completed Safety Certification Process and has been authorized for access and utilization within regular weekday hours.

Participant must complete additional training before using any materials, processes, tools, or equipment, and may have to complete intensive training and testing for some materials, processes, tools, and equipment.

This access/utilization may be further limited or revoked at any time by CSULB faculty or staff.

Participant Level 2 – Student Outside of Class: Participant is a student currently enrolled in a course in the D&P program, who requests access to facilities and equipment, and utilization of materials and processes, in the D&P program, directly related to the course in order to work outside of scheduled course-meeting time. Limited to the semester/term during which the student is enrolled in the course.

- Participant has completed General Safety Training for the D&P program inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the D&P program document;

- Participant has completed Safety Certification Process and has been authorized for access and utilization within regular weekday hours.
- Participant must not work alone in the D&P program defined by the School of Art and College of the Arts.

Access/utilization during “after hours” such as weekend hours or extended hours in the late night or early morning is subject to further limitation and requires satisfactory completion of a safety test by the Participant.

Participant must complete additional training before using any materials, processes, tools, and may have to complete intensive training and testing for some materials, processes, tools, and equipment.

Access/utilization may be limited or revoked at any time by CSULB faculty or staff.

Participant Level 3 – D&P Minor or BFA: Participant is a student currently enrolled in a D&P Minor or BFA D&P Option program of study, who requests general access to facilities and equipment, and utilization of materials in the D&P program. Limited to the current semester/term.

- Participant has completed General Safety Training for the D&P program inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the D&P program document;
- Participant has completed Safety Certification Process and has been authorized for access and utilization within regular weekday hours.
- Participant must not work alone in the D&P Program using process defined by the School of Art and College of the Arts.

Access/utilization during “after hours” such as weekend hours or extended hours in the late night or early morning is subject to further limitation and requires satisfactory completion of a safety test by the Participant.

Participant must complete additional training before using any materials, processes, tools, or equipment, and may have to complete intensive training and testing for some materials, processes, tools, and equipment.

Access/utilization may be limited or revoked at any time by CSULB faculty or staff.

Participant Level 4 – Drawing and Painting MFA: Participant is a student currently enrolled in the MFA D&P program of study, who requests general access to facilities and equipment, and utilization of materials and processes in the D&P Program Area. Limited to the current semester/term.

- Participant has completed General Safety Training for the D&P Program Area inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the D&P Program Area document;
- Participant has completed Safety Certification Process and has been authorized for access and utilization within regular weekday hours.
- Participant must not work alone in the D&P Program Area using process defined by the School of Art and College of the Arts.

Access/utilization during “after hours” such as weekend hours or extended hours in the late night or early morning is subject to further limitation and requires satisfactory completion of a safety test by the Participant.

Participant must complete additional training before using any materials, processes, tools, or equipment, and may have to complete intensive training and testing for some materials, processes, tools, and equipment.

Access/utilization may be limited or revoked at any time by CSULB faculty or staff.

Participant Level 5 – Other Authorized Participant: Participant is a person not enrolled in a course or program of study associated with the D&P Program Area, who requests defined/limited access to facilities and equipment, and utilization of materials and processes in the D&P Program Area. Limited to dates and hours defined by written agreement.

Participant may not be enrolled as a student at CSULB, and may be subject to additional agreements defining and limiting the Participant’s status in relation to the University, CSULB, College of the Arts, School of Art, and D&P program

- Participant has completed General Safety Training for the D&P program inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the D&P Area document;
- Participant has completed Safety Certification Process and has been authorized for access and utilization within regular weekday hours.
- Participant must not work alone in the D&P Program using process defined by the School of Art and College of the Arts.

Access/utilization during “after hours” such as weekend hours or extended hours in the late night or early morning is subject to further limitation and requires satisfactory completion of a safety test by the Participant.

Participant must complete additional training before using any materials, processes, tools, or equipment, and may have to complete intensive training and testing for some materials, processes, tools, and equipment.

Access/utilization may be limited or revoked at any time by CSULB faculty or staff.

General Stipulations/Provisions

Access to and utilization of facilities and equipment in the D&P Program Area, and utilization of materials and processes in the D&P Program Area, is by request of the Participant, must be authorized, requires General Safety Training, may require additional specialized training and/or testing, and is revocable and subject to further limitation.

Some facilities, equipment, materials, and processes will require additional specialized training and/or testing prior to access/utilization.

Access to and utilization of facilities in the D&P Program Area is limited as appropriate to the Participant's status in relation to CSULB, the College of the Arts (COTA), the School of Art (SoA), and the D&P Program Area, and as designated in one of the five Participant Levels defined and limited in this Health/Safety Document, and further defined and limited in additional information, guidelines, and policies issued by CSULB, the College of the Arts (COTA), the School of Art (SoA), and/or the D&P Area. Any change in the Participant's status in relation to CSULB, the College of the Arts (COTA), the School of Art (SoA), and/or the D&P Program Area, including but not limited to withdrawal from or completion of a course or program of study, suspension or leave from CSULB, or termination of an agreement defining the Participant's status in relation to CSULB, the College of the Arts (COTA), the School of Art (SoA), and/or the D&P Program Area, VOIDS all access/utilization.

Authorization for access to and utilization of facilities and equipment in the D&P Program Area is granted on an individual basis, to a single Participant, and cannot be extended or transferred by the Participant to other persons.

The University may terminate a Participant's access/utilization at any time.

Conduct by a Participant in violation of the principles defined in this Health/Safety Document may result in further restriction, suspension, or termination of access

GENERAL SAFETY

Right-to-know/Hazard Communications, Containers, and Reuse of Containers

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.

All contents of containers must be stored in Flammables cabinet in the classroom (OMS, any mediums you use) must be labelled appropriately with the following:

STUDENT's first and last name

Semester (i.e. Fall 2022)

Contents (i.e. OMS, Galkyd, linseed oil)

- **Flammable materials must be marked with a flammables sticker.** These can be found tucked into envelopes inside the flammables cabinet.
- All OMS jars and medium containers must be school approved plastic or metal jars or original containers. You may not use any repurposed food containers (no matter how much you have scratched off the label). Do not use glass jars.
- **Please make sure that doors of flammables cabinets are fully closed after use. Do not expect others to close it after you.**
- Toxins/flammable materials such as OMS may not be stored in lockers.
- Even if you are using non-toxic materials (such as safflower oil, or water for acrylic painting), you must use original containers (no repurposed food containers). These jars should be properly labeled with your name and the contents to avoid any confusion if they are being stored in communal areas on campus. Non-flammable materials do not need a flammables sticker.

Material Safety Data Sheets (MSDS)

- These are provided by the product manufacturer and can be found in binders in the classrooms that are hanging above the eye-wash stations.
- Gamblin Paints provides good information about product safety on their website: <https://gamblincolors.com/studio-safety/studio-safety-create-without-compromise/>

Proper disposal of art materials and chemicals for painting classes:

- Food and drink waste can be disposed of in the classroom trash or recycling bins. NO painting materials should end up in these bins.
- After a painting session, **use blue shop towels to clean excess paint out of brushes (paper towels may be used for acrylic).** No paint should go down the sink. Use soap and water to rinse brushes after the paint has been wiped off with both a shop towel and with solvent.
- Blue shop rags and paper towels are disposed of in the red metal fireproof containers near the classroom sink. You may ONLY use blue shop towels while working with oil paints on campus; these can be purchased in the campus art store or in auto shops.
- **OMS, medium, and oil paints are not to be disposed of in the sink.** Only use clearly marked cans & barrels for painting waste. **Dispose of “spent” OMS sludge in large white plastic barrels located near the classroom sinks.** These are the barrels with funnels.
- **Recycle OMS using the two-jar system to reduce waste.**
- Spent medium jars, OMS cans, & empty tubes of oil paint are disposed of in small white cans with lids marked Solids Disposal.
- **Disposable pallets are not to be used in the classroom - they generate too much waste.**

No eating/drinking/food and no smoking policies

- Food and Beverage are not to be consumed painting at the Drawing and Painting Program area
- Keep all painting materials away from pets and small children if working at home.
- If washing brushes at home, use a bathroom sink rather than the kitchen sink to avoid contamination.

Alcohol, Substance Use

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 Drawing and Painting Area is not so permitted, nor are any events in the Drawing and Painting Area pre-approved for serving or consuming alcohol. Alcoholic beverages are not permitted in the Drawing and Painting Area except on the rare occasion of an event officially sponsored by the CAP, CCC, SoA, COTA, or CSULB and approved for the serving of alcoholic beverages.

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 the Drawing and Painting Area.

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.

Physical environmental hazards e.g., trip, slip, fall

Be very mindful of storing your personal items away safely in the classroom. Place backpacks and other personal materials under your taboret.

Larger items should be stowed off to the side of ask the instructor to store for you in the Part-Time office.

Be mindful of your environment and other people using the classroom. No running.

Easels and extension cords are a significant trip hazard. Be aware of your surroundings while working.

Common Physical Environmental Hazards Please be mindful of the following:

Shock hazards in general and particularly related to electrical equipment used with liquids such as extension cords and desk lamps or other electrical equipment use adjacent to water.

Trip/Slip hazards such as extension cords, drawing horses, easels, backpacks wet/slippery floors.

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.

Conduct/Etiquette in classrooms

We are working in communal spaces and access is not guaranteed if we don't share and use our spaces safely. Therefore, it is very important to adhere to posted signage and safety protocol as well as your instructor's directions.

Please be respectful of life models and following instructor's directions. We want our models to be happy and continue working here!

Do not leave your personal belongings unattended. Bring them with you after class as many other classes share the rooms.

Conduct in the Drawing and Painting Area

All those present in the Drawing and Painting Area are expected to conduct themselves in a respectful, responsible, and considerate manner towards all people present on Campus learning and making community.

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 Drawing and Painting area must operate at all times according to safety rules and safe practices as discussed, demonstrated, and documented in courses, instruction, training, and daily operations.

All those present in the Drawing and Painting Area must clean up thoroughly at the end of any work session in or outside of course times wherever they may have worked in the lab.

All those present in the Drawing and Painting Area must use the common areas in the Drawing and Painting Area respectfully help keep them clean and ready for use by others.

All those present in the Drawing and Painting Area 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.

Compliance with Law and Policy

All persons present in the Drawing and Painting area 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=6&navoid=640>

CSULB Campus Standards of Conduct:

<http://catalog.csulb.edu/content.php?catoid=6&navoid=640#campus-standards-of-conduct>

All persons present in the Drawing and Painting area 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.

All persons present in the Drawing and Painting area must at all time while in the area comply with all laws and University policies applicable to use of the D&P Area and Campus including, without limitation, laws relating to fire safety and materials use.

Reporting accidents, exposures, injuries

Please let your instructor know promptly if you are injured in a class. Instructors; please notify me promptly if a student is injured in one of your classes: katie.marshall@csulb.edu
There are some first aid supplies in the part-time office (FA4-200).

In the event of an emergency, call 911.

Safety shower

If OMS or medium gets in your eyes, immediately flush eyes with water from the small metal sink near the classroom door and run for 15 minutes. Yellow plastic caps cover the eye basins. These should be flipped open for use and the metal lever on the side pushed to start the water.

Please do not place anything (i.e., trash cans) under the eye showers as they will impede access.

Fire extinguishers

Classrooms are all equipped with fire extinguishers that are installed near the classroom door.

The BFA studios (FA4-217) have a fire extinguisher mounted on the wall near the door in the refrigerator area.

Proper attire

Please wear clothes you feel comfortable standing in and painting in for up to three hours.

It is strongly recommended to only wear closed-toed shoes to class.

You may wish to wear a smock or apron to protect clothing

Emergency Evacuation Route

In case of earthquake, duck and cover under tables or along interior walls. For painting classrooms, go to the hallways outside the classrooms if you can't find a table.

In event of an evacuation, our staging area is in the grassy quad area to the west of the art buildings. Follow all instructions, especially those of fire and building marshals, in the event of an evacuation. Do not use elevators in case of fire.

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 buildings FA2

Don't work alone

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 the Drawing and Painting Program Area, 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.

Please keep the building and kiln yards looking as buttoned up as possible. There is no clearer advertisement of our permeability and vulnerability than to have gates and exterior doors standing open. At all hours, the loading dock gate should be opened only when needed for a specific task, and then immediately closed as soon as the task is complete.

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

There is a direct line to the University Police Dispatch in the hallway by the drinking fountain near where the two corridors cross in the Drawing and Painting Program.

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.

Working while pregnant

If you are pregnant, please notify your instructor as quickly as possible so that accommodations can be made, including wearing a respirator, using gloves and other safety precautions.

For painting classes, you will likely wish to take the class at a later time based on the toxicity of materials.

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 materials and equipment:

-Barrier cream/gloves – These are recommended if you are at all sensitive to painting materials. Gloves can be disposed with blue shop towels in painting trash.

-Cleansers – All excess paint should be removed from brushes with a rag prior to washing. Wash brushes with soap or brush restorer and water.

-Paint- Do not ingest paint! Be sure to properly dispose of used paint. Do not use spray paint or aerosols in the classrooms.

-Charcoal and chalk dust can be a skin and respiratory irritant. Whenever possible, toning charcoal paper should be done at home outside of classrooms. Please sweep pencil shaving and excess charcoal off the floor as it presents a slip hazard. When cleaning large amounts of chalk or charcoal dust, it is recommended to use a wet rag as this will reduce the amount of floating particulate matter.

-Spray Fixatives cannot be used in classrooms. These must be applied outside classroom buildings or at home.

-Glaze – Glazing mediums such as Galkyd, Liquin, and Linseed oil are flammable and should be stored in the flammables cabinets. Do not ingest these mediums as they are toxic.

-Red flammables cans are used for disposing spent blue shop towels, paper towels (for acrylic paints) and gloves used in painting.

-ONLY Gamsol OMS may be used in the classrooms/on campus. Turpentine is too toxic. Place lids on top of solvent jars when not in use to prevent the escape of fumes.

-Clothing – Wear what is comfortable. Closed-toed shoes recommended. I recommend a smock or painting shirt to protect clothing.

-Hair you may wish to tie long hair back during class so it doesn't catch on easels or drag through paints.

-Dust mask Wear one if you are doing any activity involving sanding. An N95 respirator is recommended as it is OSHA certified. Please do not sand canvases in classrooms or campus buildings. The dust poses a slip hazard and the particulate matter is dangerous to other students.

-Glasses and/or safety glasses should be worn whenever you are using tools (i.e., hammers, staple guns, Xacto knives, etc.). Be serious about protecting your eyes.

-Easels are very heavy and have pinch points. Please exercise caution when opening and adjusting the easels and make sure that knobs are fully tightened into position.

- Be aware of overhanging racks on easels (used to stabilize large canvases) as these can often be at eye level.
- Make sure that all telescoping (twisting) hardware is secure prior to use. The easel can collapse or parts can fall down if it is not secure.
- If you find a broken easel, please label it and move it to the front of the classroom. Contact the Facilities Coordinator (katie.marshall@csulb.edu) to report.

-Ventilation wall the back walls of the painting classrooms are part of a venting system that reduces solvent fumes in the classrooms. Please do not lean or affix anything to these walls.

-Space heaters are used for life models. Please make sure they are turned off and properly stored after use. Keep space heater areas clear of fabric and other flammable objects.

-Fans are provided in the classrooms to help circulate air and cool things down. If you feel you are faint or overheating, please leave the classroom and take a break/have some water. Please report any instances of heat related problems to the Facilities Coordinator or Program Head.

-Extension cords and power strips – DO NOT DAISY CHAIN power strips to one another; this poses an electrical hazard. Be mindful of trip hazards posed by extension cords within the classroom.

-Screwdriver, staple gun always direct away from yourself and wear safety goggles to protect your eyes while working. Never point these items at anyone else. Ask your instructor for a demo if unsure how to use.

-Xacto-knife Wear safety goggles while using. Always use sharp blades and make small multiple cuts rather than hacking into a surface. Xacto blades must be wrapped in tape prior to disposal or placed in designated sharps containers in the classrooms.

- If using a blade to sharpen pencils, always direct the blade away from yourself.
- Never direct the blade toward others.

Site Specific Chemical Material and Equipment Hazards Chemicals

Barrier Cream N/A

Cleansers N/A

Paint/Spray Paint

- Paint is toxic if ingested.
 - If using oils, you must paint in a well-ventilated area.
 - Spray painting/working with aerosols must be done outside or at home.
 - Wear gloves or protective clothing (long sleeves) if you are sensitive to materials.
- Ingestion Hazard
 - Inhalation /Respiratory Hazard

- Skin Irritation / Damage Hazard
- Eye Irritation /Injury Hazard

Safety Glasses

- Should always be used while operating a staple gun or drill
- Recommended for use when using an Xacto knife

Respirator appropriate to vapors/fumes associated with material or process N/A

- Dust mask (N95 respirator) should be used when sanding.

Nitrile or other material-appropriate gloves required

- Not required. Wear if at all sensitive to painting materials.

Red Cans

- Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)
- Crush/Pinch Hazard
- Surrounding Awareness

Solvents and oil painting mediums

- Solvents, and oil painting mediums are all toxic if ingested.
- You must work in a well-ventilated area to use these materials.
- Avoid skin contact with solvents and oil painting mediums.
- If solvents or mediums get in your eyes, use the Eye Wash station to flush with water.
- Keep lids on Solvent containers when not in use (including during class time when not actively painting).
- Ingestion Hazard
- Inhalation /Respiratory Hazard
 - Skin Irritation / Damage Hazard
 - Eye Irritation /Injury Hazard

Materials

Charcoal/Pastel Dust

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

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

Easels

- 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

- Miter saw should only be used in consultation with faculty and upon receiving a demonstration from faculty.
- Miter saw boxes and equipment should only be used on campus during classroom hours.

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

- Shock Hazard
- Trip/Slip/Fall Hazard

Track Lighting

- Shock Hazard
- Trip/Slip/Fall Hazard

Make sure that track lighting is turned off after class/use

Desk Lamps and Clamp Lights

- Shock Hazard
- Hot Surface/Fire/Burn Hazard
- Make sure that all lamps and clamp lights are turned off after class/use

Model Stand

- 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

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

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

- Sharp Point/Blade – Laceration/Abrasion Hazard
- Path/Direction of Force Caution
- Always wear safety goggles when using a staple gun

Xacto-Knife

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

Pliers

- Crush/Pinch Hazard
- Bodily Injury Hazard