

# Illustration/Animation Safety Information

09.19.2022

## Part 1. General Safety Matters.

*Right-to-know/Hazard Communication, Labeling of Containers*  
NOT APPLICABLE for this program

### *Material Safety Data Sheets (MSDS)*

This program does not require the use of oil-based paints, inks or solvents, however some water-based materials and inks contain harmful ingredients, such as cadmium colors, and Indian inks.

- Always read the warning labels on all art materials.
- Care should be taken to avoid ingesting these substances, nor should they be used for any painting or decoration on the skin.
- Keep out of reach of children and pets.

### *Proper disposal of art materials and chemicals:*

- Oil-based paints and solvents are not allowed on the 3<sup>rd</sup> Floor of FA4 and are not used in courses in this program. No materials of this kind should be put in the trashcans in FA4.

### *No eating/drinking/smoking:*

- Eating, drinking (other than water), and smoking/vaping of any kind are not allowed in Illustration/Animation classrooms.

### *Common Hazards (trip, slip, fall)*

- Be aware of shock hazards in general and particularly related to electrical equipment such as extension cords, laptops, tablets, and desk lamps or other electrical equipment, especially if using adjacent to water.
- Trip/Slip hazards such as extension cords, drawing horses, easels, backpacks wet/slippery floors.
- Fumes: use spray fixative and/or adhesives with proper ventilation/outdoor only.

### *Conduct/etiquette:*

- All those present in classrooms, inside and outside of class sessions, are expected to conduct themselves in a respectful and responsible manner towards others.
- All those working in classrooms, inside and outside of class sessions, are expected to clean up after themselves, and never cut anything on the desktops. All cutting should be done on cutting mats.

Students must comply with all policies from CSULB, COTA, SoA, and CAP. More information can be found at these links:

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>

*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.

*Safety Shower N/A*

*Eyewash N/A*

(An eyewash station is located in FA4 203)

*Fire Extinguishers and Smoke/Fire Detection, Alarm, Emergency Lighting, and Fire Suppression Equipment:*

- Fire extinguishers are located throughout FA4. Please note their location (two are located just inside the doors on FA4 301 and FA4 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.

*Proper Attire:*

- Wear comfortable clothing, appropriate for the weather, and understand art is messy.

*Emergency Phone/Contact Procedure:*

- There is a direct line to the University Police Dispatch in the hallway on the 3<sup>rd</sup> floor of FA4
- For non-emergency police contact, please call (562) 985-4101.
- For emergencies, use 911: call if you can; text if you can't.
- Please familiarize yourself with the Safety Procedures Poster on the wall of each classroom for more info on evacuation and phone procedures in emergency situations.

*No Working Alone in 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. It is advisable to alert family or friends in regard to your whereabouts and when to expect you home, if possible.

- Quiet times on campus are great times to work in available 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 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. Provide the name of your instructor and your course information.

#### *Working While Pregnant:*

- Individuals should be aware of the health risks that come with the equipment, materials and processes they are using.
- Individuals 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.

## **PART II. Site Specific Material and Equipment Hazards for Illustration/Animation**

### **Materials:**

#### *Water-based Paints:*

- Take care not to ingest, and do not apply to skin. Read all labeling for hazardous materials warnings.

#### *For Stop-motion Animation Supplies:*

- Avoid industrial Epoxy or Clay. Non-toxic Epoxy and Clay can be purchased at art supply stores or online.
- Use latex gloves and masks when you treat chemical materials such as epoxy, spray paint, silicone, etc.

#### *Computers/Tablets:*

- Pay attention to your body position and avoid glare from overhead lighting that might cause body strain when working.
- Get up every 20 to 30 minutes to avoid body strain, which can cause future back, neck, hand, arm issues.
- Refocus your eyes every 20 minutes or so on a distant object across the room to avoid eye strain.
- This applies to both traditional illustration work and digital work, but seems especially problematic when using digital tools.

#### *Animation Desks:*

- Pay attention when you adjust the angle/height of the animation desk. Make sure you securely tighten the nob of the lifter and put the desk position back to default after your work.

#### *Easels (these are only used in one classroom for our drawing courses, FA4 303):*

- 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.

#### *Paper/Mat cutters (we currently have no guillotine style cutters, only one wall-mounted cutter, with a protected blade, FA4 301):*

- Do not use the wall-mounted mat cutter before attending a demonstration from by faculty member.
- Never stick your fingers into the mechanism of the wall-mounted mat cutter.

- Do not attempt to change the blade without faculty supervision.

*Xacto knife/mat 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.

*Scissors:*

- Use care while using scissors.
- Store in a case when not in use.

*Other Sharp Tools include:*

- Triangles (metal or plastic)
- Rulers and T-Squares