

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

CSULB School of Art Galleries
General Expectations, risks and hazards,
precautions, Personal Protective Equipment
(PPE), and Health/Safety Considerations for
the Art Galleries (Health/Safety Document)

Updated 2022-11-30

NOTE: All students who wish to use the SOA Art Galleries 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 SOA

Galleries, and utilization of materials and processes in these spaces, 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 SOA Galleries.

CSULB Galleries include the FA2/3 Gallery complex and the SSSC graduate Gallery.

Participants accessing and utilizing facilities and equipment in the SOA Galleries 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 SOA Galleries include but are not limited to risks of physical or psychological injury, pain, illness, for anyone who accompanies the participant in the SOA Galleries, 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 SOA Galleries or to use any of the facilities, equipment, processes, or materials described herein.

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), and the School of Art (SOA); who has voluntarily requested access to and utilization of facilities and equipment in SOA Galleries, and utilization of materials and processes in SOA Galleries; and who has been authorized for such authorization as defined in the Participant Level described in this Health/Safety Document, titled "General Expectations, Risks and Hazards, Precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the SOA Galleries."

NOTE: The information herein applies to the entirety of the CSULB SOA Galleries.

NOTE: The information herein applies to all individuals accessing the above SOA Galleries.

NOTE: Use of facilities, equipment, processes, and materials in the SOA Galleries is strictly limited to CSULB faculty and staff; currently enrolled SOA students; 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 use of the SOA Galleries. 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 SOA Galleries, 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.

Emergency Contacts: SOA Galleries

University Police, Non-Emergency Line: 562.985.4101

You can also Text **911** to send a text message directly to the University Police Department Evening Escort Service is available through University Police / Campus Security **562.985.4101**

If injured, notify any available staff member and the School of Art Office FA4-106. Phone numbers to call **562-985-7907**, **562-985-7908**, **562-985-7909**, **562-985-4118**.

SOA Galleries/Utilization – Participant Levels

Access to and utilization of facilities and equipment in SOA Galleries, and utilization of materials and processes in these spaces, are limited as follows. Every person accessing and utilizing facilities in the SOA Galleries, and utilizing materials and processes in SOA Galleries, does so voluntarily, either as an employee of the university working in accordance with an employment contract, or by request as a Participant.

Participant

Participant is a student currently enrolled in the School of Art in fall or spring semesters or is requesting access over winter or summer terms but may not be enrolled. Participant requests general access to facilities and equipment, and utilization of materials and processes in the SOA Galleries. Limited to the current semester/term.

- Participant has completed General Safety Training for the SOA Galleries inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the SOA Galleries 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 SOA Galleries when using processes or equipment defined by the School of Art and College of the Arts to require the buddy system. These currently include:
 - Any use of ladders requires 2 trained individuals working together: one acting as a spotter, and the other climbing the ladder. Ladder training must be completed by BOTH individuals before using a ladder.

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.

Access/utilization to the SOA Galleries may be limited or revoked at any time by CSULB faculty or staff. In addition, due to the equipment and hazards that exist in these spaces, children and minors are not allowed in the SOA Galleries. In addition, Participants are not allowed to have people who are not trained on equipment and procedures to assist them with operating tools or machines.

Participant Level 2 – Other Authorized Participant:

Participant is a person not enrolled in a graduate course or program of study associated with the graduate studios, who requests defined/limited access to facilities and equipment, and utilization of materials and processes in the SOA Galleries. 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, and/or School of Art.

- Participant has completed General Safety Training for the SOA Galleries inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for SSSC graduate spaces.
- 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 SOA Galleries when using processes or equipment defined by the School of Art and College of the Arts to require the buddy system. These currently include:
 - Any use of ladders requires 2 trained individuals working together: one acting as a spotter, and the other climbing the ladder. Ladder training must be completed by BOTH individuals before using a ladder.

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.

Since the Participant level 2 is not a currently enrolled student, they must complete training on any item they wish to use before using any materials, processes, tools, or equipment, and may have to complete intensive training and testing for some materials, processes, tools, and equipment including use of ladders.

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 SOA Galleries, and utilization of materials and processes in the SOA Galleries, 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 the SOA Galleries 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 as designated in one of the two 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), and/or the School of Art (SOA). Any change in the Participant's status in relation to CSULB, the College of the Arts (COTA), and/or the School of Art (SOA), 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), and/or the School of Art (SOA), VOIDS all access/utilization.

Authorization for access to and utilization of facilities and equipment in the SOA Galleries is granted on an individual basis, to a single Participant, and cannot be extended or transferred by the Participant to other persons. Participants are not allowed to have people who are not trained on equipment, materials, and safety procedures to assist them with activities in the SOA Galleries.

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.

CORE Health and Safety Principles

No one may use any equipment, tools, materials, or processes in the SOA Galleries if they have not been trained on their use by CSULB faculty or staff. Any exceptions to this policy, which are rare, must be by written agreement.

Participants continually receive program-specific training on processes, tools, materials, and equipment appropriate to creative work, tools, equipment, materials, and processes in their program areas, or in areas they are taking classes in.

Participants must ensure that they have received the necessary training on any tool, equipment, chemical, material, or substance BEFORE they use it in the SOA Galleries.

Special exceptions require additional and separate trainings. Those currently include the following:

Any Use of Ladders (Requires Ladder Training)

Proper disposal of art materials and chemicals:

- Food and drink waste can be disposed of in trash and recycling bins.
- All recyclable materials should be recycled, either though program or campus recycling or by taking your materials to a dedicated recycling facility.

No eating/drinking/food and no smoking policies

 CSULB is a tobacco and smoke-free campus. Smoking is not allowed in any spaces on the CSULB campus.

- Open flames are not allowed in campus buildings and should never be near solvents or flammables.
- Food and Beverage are not to be consumed while working with some materials, and next to any toxic materials or processes. This includes but is not limited to painting materials used in SSSC graduate spaces, or other toxic materials.

Alcohol, Substance Use

Alcoholic beverages may only be consumed on Campus/SOA Galleries in areas that have been permitted by the California Department of Alcoholic Beverage Control, or that have been approved for special events. Alcoholic beverages are not permitted in the SOA Galleries except on the rare occasion of an event officially sponsored by the CAP, CCC, SOA, COTA, or CSULB and one that has been specifically approved for the serving of alcoholic beverages.

Except for rare approved special events, which will be announced as such by University Personnel, alcoholic beverages may not be possessed or consumed anywhere in the SOA Galleries.

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 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 SSSC graduate spaces, come to the SSSC graduate spaces, be present in the SSSC graduate spaces, be in or operating University vehicles, be in or operating personal vehicles while 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.

Common Physical Environmental Hazards – Please be mindful of the following:

- Appropriate Attire Caution: Appropriate attire is important for working safely with any tools or
 equipment that may have crush/pinch hazards, hot surfaces, or moving mechanical parts. Tie
 hair back, put hair or beard nets on when needed, avoid overly loose clothing or wearing
 jewelry or scarves while working.
- **Bodily Injury Hazards:** can be caused by hand tools, power tools, presses, and other equipment.
- **Crush/Pinch Hazards:** Are associated with equipment, tools, or furniture that moves or has moving parts, or equipment that exerts pressure or has significant weight.
- **Ear Injury/Hearing Damage Hazards:** can be caused by loud equipment or tools. The most common example of this is sanding equipment.
- **Eye Irritation/Injury Hazards:** can result because of projectiles, dust and airborne particulates, potential liquid splatters, tools that can injure eyes, or pressurized air.
- Inhalation / Respiratory Hazards: a face mask is highly recommended whenever you (or another student) are creating dust or working with materials that can be lung irritants such as charcoal. SSSC space users may NOT use materials or tools that create a lot of dust including but not limited to ceramic clay, plaster, cement, and sanding equipment and tools without dust collection units. These materials and tools must be utilized only in dedicated spaces.
- **Moving Mechanical Parts:** on both manually powered and electrically powered equipment. These pose the risk of catching fingers, hands, jewelry, clothing, hair, beard, etc.
- Musculoskeletal Sprains and Strains: Sprains and strains can be caused by awkward or heavy lifting or moving of materials or objects, such as lifting/carrying large artworks, materials, or equipment, or pushing carts laden with heavy or large objects.
- Path/Direction of Force Caution: is required to avoid any of the following: injury as the result of moving a tool or object in the direction of one's own body, causing or suffering injury as the result of one Participant being in the path of another Participant's tool, injury as the result of navigating space with an object of mass and momentum such as a heavy cart without visibility or awareness of other Participants in one's path, or injury as a result of unknowingly stepping into the path of another Participant in motion.
- **Projectile Hazards:** are usually found in the form of flying debris that can result from processes such as sanding or may happen accidentally.
- Repetitive Stress Injuries: can happen when working with many materials, equipment, or processes due to repetitive motions and positions. These injuries are common in the hands, wrists, elbows, and shoulders; however, they also can affect other areas including but not limited to the neck, back, knees, and ankles. Indications of a potential repetitive stress injury include pain, tingling, numbness, stiffness, or weakness in the affected area, as well as possible swelling and redness, and clicking or popping in a joint when moved. Contributing factors include repeated motions or tasks, awkward positions, forceful exertion, contact stress (such as resting wrists on the edge of a table), incorrect posture, vibration (such as from power tools), muscle fatigue, and lack of recovery time.

- Sharp point tools/blades or Laceration/abrasion Hazards: These hazards are common with many tools and equipment used in SSSC spaces. Make sure to always be aware of your free hand/limb and where others are around you when you are using sharp tools.
- **Shock hazards**: in general, particularly those related to electrical equipment used near liquids. In the SOA Galleries this might include extension cords.
- **Skin Irritation/Damage Hazards**: may result from materials that can dry, irritate, burn, or damage skin, and any equipment that can burn or abrade skin.
- **Surrounding Awareness Caution:** Is very important for working in the SOA Galleries. You must always be aware of where others are in shared spaces, particularly when working with hazardous materials or moving large objects.

Working while pregnant

If you are pregnant, please notify your instructors as quickly as possible so that accommodations can be made, including wearing a respirator, using gloves and other safety precautions. It is inadvisable to use many art materials during this time due to 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.

Know your limits

- Do not come to your studio or to the workroom if you are excessively tired or sick.
- Avoid working alone.
- Take regular breaks, practice good posture, and use proper body alignment to avoid strain on the body.
- If you are uncertain of how to safely use a material, tool, or piece of equipment, DO NOT USE IT. Ask a faculty or staff member to demonstrate proper use for you.
- If you encounter someone you do not know, or any suspicious behavior, just call University
 Police and let them check it out. This is particularly important during extended hours when
 fewer people are on campus.

Conduct/Etiquette

We are working in communal spaces and access may be revoked if you don't share and use spaces safely and with care for others. It is very important to adhere to posted signage and safety protocols, and to be mindful of the directions of staff and faculty. Anyone using the SOA Galleries are expected to conduct themselves in a respectful, responsible, and considerate manner towards all people present in our Campus learning and making community.

- Anyone using the SOA Galleries must always operate according to safety rules and safe
 practices as discussed, demonstrated, and documented in courses, instructions, training,
 and daily operations.
- All those working in the SOA Galleries must clean up regularly. This is important to avoid potential issues that would limit communal use of spaces, contribute to waste accumulation, or attract pests.
- Do not leave your personal belongings unattended or in shared spaces for extended periods of time. Communal spaces should be regularly available to other students in the area.
- Be mindful of your environment and other people using the SOA Galleries. Running or roughhousing is not permitted. Loud music or other sounds are not permitted. Be considerate with strong smells or loud noises that might create issues for others.
- 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.
- 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.

Compliance with Law and Policy:

All those present in the SOA Galleries must comply with all university, CSULB, COTA, SOA, CCC, and CAP policies and directives always, 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

At all times, all persons present in the SOA Galleries must comply with all laws and University policies while engaging in activities, and while engaging in all business and conduct with and within the University.

All persons present in the SOA Galleries must comply with all laws and University policies applicable to use of the Campus including, without limitation, laws relating to fire safety and materials use.

Smoke Detectors, and Alarms

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.

Emergency Evacuation Route

In case of earthquake, duck and cover under tables or along interior walls.

In event of an evacuation, our staging area is in the grassy quad area to the west of the Fine Arts buildings near FA2. 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/quad on the west side of buildings FA2.

Reporting accidents, exposures, injuries

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

Don't Work Alone

For non-emergency police contact, please call (562) 985-4101. For emergencies, use 911: call if you can; text if you can't.

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 coordinate with another person. In other words, 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, including days when campus is open during winter and summer break, are great times to work in the SOA Galleries. However, 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 buildings 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 doors 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 and sort it out.

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. 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 or committee chair, and your course information. If you're here by other arrangement, explain clearly and provide the name of your faculty or staff contact.

General Principles and Expectations

From wearing proper eye protection, to dust masks and respirators, to handling material and operating equipment properly, if you think you might be doing something in an unsafe way, or don't know what is safe or unsafe when it comes to what you're doing, stop and don't proceed until you know how to do it safely and are able to do so.

If you know you're doing something you shouldn't, then you shouldn't.

If you think you might be doing something you shouldn't, then you shouldn't.

If you're doing something you know would really be easier and safer if you had a couple of other people to help you or just be nearby in case you get into a pinch, don't try to do it by yourself. Wait until you can get assistance.

Whenever in doubt, consult first.

Not being able to consult because faculty or staff are unavailable at the moment does not mean that you just get to go ahead with what you want to do. It means you must wait until you can consult. Plan ahead.

Participants may not use any tools, equipment, or materials they have not been trained on.

Participants continually receive program-specific training on processes, tools, materials, and equipment appropriate to creative work, tools, equipment, materials, and processes in their program areas, or in areas they are taking classes in.

Participants must ensure that they have received the necessary training on any tool, equipment, or material BEFORE they use it in the SOA Galleries.

Special exceptions require additional and separate trainings. Those currently include the following:

Any Use of Ladders (Requires Ladder Training)

Health/safety considerations for area-specific facilities, equipment, tools, materials, and processes in the SOA Galleries.

Installation Materials/Moving Tools

Ladders

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

- Ladder Usage Requires a separate ladder training. Two trained students must be present during any ladder usage.
- Wire

Ingestion Hazard Laceration/Abrasion Hazard

- Wear Safety Glasses
- Push Carts, Hand Trucks and Dollies

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

Protective Footwear Required

Paint

Latex Wall Paint

Ingestion Hazard
Skin Irritation/Damage Hazard
Eye Irritation/Damage Hazard

- Only use the provided latex paint that has been approved by the SOA
- No other painting shall or should be done in the Gallery Spaces

Electrical Components

• Extension Cords (Upper Wall Mounted Outlets):

Shock Hazard Fire/Burn Hazard

Trip/Slip/Fall Hazard

Surrounding Awareness Caution

 Make sure all cords, wires, or plugs are not damaged. Never plug in a damaged extension cord or cable.

• Track Lighting

Shock Hazard

Trip/Slip/Fall Hazard

- o Lights must be turned off after use.
- o Gallery and hallway lights may be repositioned, but only with trained ladder usage.

Tools

• Drill Driver, Impact Driver, Cordless Drill

Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)

Laceration/Abrasion Hazard

Crush/Pinch Hazard

Appropriate Attire Caution

Surrounding Awareness Caution

Path/Direction of Force Caution

Projectile Hazard

Inhalation/Respiratory Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Injury Hazard

Ear Injury / Hearing Damage Hazard

Bodily Injury Hazard

- Use K95 dusk mask and safety glasses, along with hearing protection for extended use.
- Be aware of where both hands are always.

Hammer

Path/Direction of Force Caution

Crush/Pinch Hazard

Bodily Injury Hazard

Surrounding Awareness Caution

Projectile Hazard

Eye Irritation/Injury Hazard

- Wear safety goggles or glasses.
- o Be aware of where both of your hands are always.

Wall Sander

Laceration/Abrasion Hazard
Path/Direction of Force Caution
Projectile Hazard
Inhalation/Respiratory Hazard
Eye Irritation/Injury Hazard

Bodily Injury Hazard

- o Wear a N95 mask when sanding to prevent inhalation of dust.
- Wear safety goggles or glasses.
- o Be aware of where both of your hands are always.

• Screwdriver

Laceration/Abrasion Hazard
Path/Direction of Force Caution
Eye Irritation/Injury Hazard

- Wear safety goggles or glasses.
- o Be aware of where both of your hands are always.

• Spackling Knife

Laceration/Abrasion Hazard
Path/Direction of Force Caution