



California State University Long Beach

1250 Bellflower Blvd., Long Beach, CA 90840 USA

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

Updated 2022-11-25

**NOTE: All students who wish to use the
Shakarian Student Success Center (SSSC)
Graduate Spaces 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 SSSC Graduate Spaces, and utilization of materials and processes in these graduate 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 SSSC graduate spaces.

CSULB graduate spaces include the graduate studios, the graduate workroom, the graduate gallery, instructional spaces, and SSSC hallways.

Participants accessing and utilizing facilities and equipment in the SSSC graduate spaces, 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 SSSC graduate facilities include but are not limited to risks of physical or psychological injury, pain, illness, for anyone who accompanies the participant in the Graduate SSSC Spaces, 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 SSSC graduate spaces 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 program areas and during scheduled course meetings, however during most of the time participants cannot expect direct supervision and assistance from staff and/or faculty in SSSC graduate spaces.

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 graduate program; who has voluntarily requested access to and utilization of facilities and equipment in SSSC graduate spaces, and utilization of materials and processes in SSSC graduate spaces; and who has been authorized for such authorization as defined in the two 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 SSSC Graduate Spaces.”

NOTE: The information herein applies to the entirety of the CSULB graduate spaces in SSSC including: the graduate studios, the graduate workroom, the graduate gallery, instructional spaces, and SSSC hallways.

NOTE: The information herein applies to all individuals accessing the above graduate SSSC spaces.

NOTE: Use of facilities, equipment, processes, and materials in the graduate SSSC spaces are strictly limited to graduate faculty and staff; currently enrolled MFA students or MFA students requesting summer or winter break access; guest and resident artists of the graduate 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 use of the SSSC graduate spaces. 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 graduate SSSC spaces, 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: SSSC Graduate Spaces

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.**

Graduate SSSC Studios Access/Utilization – Participant Levels

Access to and utilization of facilities and equipment in SSSC graduate spaces, and utilization of materials and processes in these spaces, are limited as follows. Every person accessing and utilizing facilities in the SSSC graduate spaces, and utilizing materials and processes in SSSC graduate spaces, 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 two levels.

Participant Level 1 - Graduate MFA Student

Participant is a student currently enrolled in the MFA program 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 SSSC graduate spaces. Limited to the current semester/term.

- Participant has completed General Safety Training for SSSC graduate spaces inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the SSSC Graduate Spaces 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 SSSC graduate spaces 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 SSSC Graduate Spaces 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 SSSC graduate spaces. 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 SSSC Graduate Studio Areas. 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 SOA graduate program.

- Participant has completed General Safety Training for the SSSC graduate studios 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 SSSC graduate spaces 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 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 and any use of the Conrad Printmaking Press.

Access/utilization 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 SSSC graduate spaces. 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.

General Stipulations/Provisions

Access to and utilization of facilities and equipment in SSSC Graduate Spaces, and utilization of materials and processes in SSSC Graduate Spaces, 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 SSSC Graduate Spaces 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 Graduate Program, 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), the School of Art (SoA), and/or the Graduate Program. 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 Graduate Program, 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 SSSC graduate spaces 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 SSSC graduate spaces.

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 SSSC graduate spaces 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.

Other than small non-powered and non-heating tools, all tools or equipment brought into SSSC graduate spaces must be reviewed and cleared by CSULB faculty or staff prior to use. Clearance means that these items appear to be safe for use with proper use, handling, and precautions; it is not an assurance of safety.

Participants (often MFA Students) 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 SSSC graduate spaces.

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

- **Any Use of Ladders** (Requires Ladder Training)
- **Use of the Conrad Printmaking Press** (Requires having successfully finished a Printmaking course at CSULB that includes working with a similar press in the Printmaking program and authorization by Printmaking faculty).

Right-to-know/Hazard Communications: Proper Labeling, Containers and Reuse of Containers, and Proper Storage

Proper Labeling of Containers, Containers and Reuse of Containers:

All containers must be clearly labeled with their contents. 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.

Containers previously used for other purposes may only be reused if prior labeling is completely removed or obscured 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 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.

Materials must be labeled properly with:

STUDENT's first and last name
Semester (i.e. Fall 2022)
Contents (i.e. OMS, Galkyd, Liquin, linseed oil)

In addition, flammable materials must be marked with a "Flammable" sticker. These can be found tucked into envelopes inside the flammables cabinet. Non-flammable materials do not need a flammables sticker.

Proper Storage of Flammable Materials:

- Flammable materials (such as OMS and any painting mediums you might use) must be stored in the flammable materials cabinet in the graduate workroom (room 96) and properly labeled. They must not be stored in any other spaces.
- Please make sure that doors of flammables cabinets are fully closed after use. Do not expect others to close it after you.

Material Safety Data Sheets (MSDS):

- 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.
- These are provided by the product manufacturer and can be found in binders in applicable classrooms and School of Art labs and classrooms. Others may be available on request through staff or techs.

Proper disposal of art materials and chemicals:

- Food and drink waste can be disposed of in hallway trash and recycling bins.
- All recyclable materials should be recycled, either through program or campus recycling or by taking your materials to a dedicated recycling facility.
- Razors and any sharp materials must be disposed of properly. X-Acto blades must be wrapped in tape prior to disposal or placed in designated sharps containers.
- Solvents must never be poured down sink drains, but should be handled through dedicated disposal facilities in program areas or the SSSC graduate spaces.

Using & Disposing of Paint and Painting Materials:

- 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 must be disposed of in the red metal fireproof containers in the Graduate Workroom (room 96). 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 or in SSSC graduate spaces**. Only use clearly marked cans & barrels in Drawing & Painting classrooms for painting waste. **Dispose of "spent" OMS sludge in large white plastic barrels located near sinks**. These are the barrels with funnels.
- Recycle OMS using the two-jar system in Drawing and Painting classrooms to reduce waste.
- Spent medium jars, OMS cans, & empty tubes of oil paint are disposed of in small white cans with lids in Drawing & Painting classrooms marked Solids Disposal.
- **Disposable pallets are not to be used** - they generate too much waste.

Disposing of Raw Materials:

If you have raw materials that you no longer want to use but that are useful to others, you are welcome to bring them to the Reuse Studio in room 95. If you need to be keyed into this studio area, please contact one of the graduate assistants at COTA-Art@csulb.edu.

Disposing of Larger Waste or Furniture:

If you need to get rid of larger items, there are dumpsters located on the north side of SSSC. All waste must be properly sorted and disposed of. You will need to flatten boxes, and you may need to disassemble furniture or artwork so that it can be properly disposed of or recycled.

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.
- Users of SSSC graduate spaces may consume food and drink in these spaces, but special care must be given to disposing of these items properly to not attract pests.

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 SSSC Graduate Spaces are not so permitted, nor are any events in the School of Art Graduate Spaces pre-approved for serving or consuming alcohol. Alcoholic beverages are not permitted in the SSSC Graduate Spaces 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 SSSC Graduate Spaces.

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 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:

- **Aerosols:** Spray fixative, spray adhesive, and spray paint may not be used in SSSC graduate spaces. They are only allowed outdoors, and care must be taken not to leave residue on sidewalks or other surfaces.
- **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.
- **Fumes:** most solvents and chemicals that create fumes are not allowed in SSSC graduate spaces, with the exception of the use of OMS in dedicated spaces only (room 65). Lids of containers must be replaced when not in use to minimize fumes.
- **Hot surfaces:** assume all light bulbs, portable heaters, coffee pots, and glue guns are HOT. Do not touch.
- **Ingestion Hazards:** are common in the graduate spaces. All materials used in these spaces should be treated as ingestion hazards. Food and drink should not be consumed or prepared in spaces where any hazardous materials are being used. Hands should be thoroughly washed before preparing, handling, or consuming food or drink.
- **Inhalation / Respiratory Hazards:** a face mask is highly recommended whenever you (or another student) is 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 SSSC this might include extension cords and desk lamps or any other electrical equipment use adjacent to water.
- **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.
- **Splash/Splatter/Spill Hazards:** Can be caused by use of liquids in any working areas, or by water near sinks. It is important to clear up any spills immediately.
- **Surrounding Awareness Caution:** Is very important for working in graduate spaces. You must always be aware of where others are in shared spaces, particularly when working with hazardous materials or moving large objects.
- **Trip/Slip/Fall hazards:** are common in art working spaces. In graduate spaces, they often include but are not limited to extension cords, chairs, easels, backpacks, art objects, wet/slippery floors. It is important to keep personal items in your studios, tucked away to leave hallways clear, to clean up after using common spaces and quickly after any spills, and to be mindful of others using the space.

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 SSSC graduate spaces 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 SSSC graduate spaces 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 SSSC graduate spaces 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.
- Keep your own studios and workspaces tidy and use safe storage practices. Large items must be stored low to the ground. Shelves must be secured to the wall to prevent injury during an earthquake.
- Clean up any spills, liquids, charcoal dust, or other materials immediately to ensure that slip hazards are not created.
- Commonly used equipment such as easels and extension cords are a significant trip hazard. Be aware of your surroundings while working and ensure that the items that you are using will not be a hazard to others.
- All those present in the SSSC graduate spaces must maintain regular, open and responsive communication with CSULB faculty and staff, including responding promptly to email, text, and phone messages.
- Be mindful of your environment and other people using the graduate studios. 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 SSSC graduate spaces must comply with all university, CSULB, COTA, SoA, CCC, and CAP policies and directives at all times, 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 SSSC graduate spaces 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 SSSC graduate spaces 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.

Fire Extinguishers, Smoke Detectors, and Alarms

There is a fire extinguisher located in the center of the SSSC hallway, and alarms and smoke detectors in all SSSC graduate spaces.

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. You may also want to use the SSSC hallway 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 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 SSSC graduate spaces. 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 have to wait until you can consult. Plan ahead.

Participants may not use any tools or equipment they have not been trained on or work with any chemicals, creams, mediums, adhesives, materials, or solvents that they have not been properly trained to use.

Participants (often MFA Students) 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 SSSC graduate spaces.

Special exceptions require additional and separate trainings.

Those currently include the following:

Any Use of Ladders (Requires Ladder Training)

Use of the Conrad Printmaking Press (Requires having successfully finished a Printmaking course at CSULB that includes working with a similar press in the Printmaking Program and authorization by Printmaking faculty).

Health/safety considerations for area-specific facilities, equipment, tools, materials, and processes in SSSC graduate spaces.

Studio Space Safety:

Many art processes require dedicated shops and ventilation to handle fumes, dust, and other safety requirements and cannot be done in graduate spaces.

Common Art Processes NOT appropriate for graduate studios include but are not limited to:

- Use and Sanding of Plaster
- Use of Spray Adhesives or Spray Fixative
- Use of Spray Paint
- Ceramic Processes (only appropriate for dedicated Ceramics Studios in FA2)
- Use of Power Tools with Substantial Risk of Bodily Harm or Generation of Particulates (only appropriate to the Wood Shop or Sculpture Areas)
- Use of Photographic Chemistry (only appropriate to Photo or Printmaking Darkrooms)
- Use of Most Printmaking Solvents and Acids
- Use of Any Chemicals or Solvents not listed in this Document
- Use of Toxic Epoxy Resins that contain VOC
- Wood Sanding Without Attached Festool Dust Collection Units
- Oil Painting (exception is Room 65 in SSSC and FA4 graduate D&P studios which have dedicated ventilation systems)

CHEMICALS, CREAMS, MEDIUMS, ADHESIVES, MATERIALS, or SOLVENT HAZARDS

Students must receive proper instruction before use. While most people can recover quickly from short-term overexposure, consult with physician in case of serious exposure. Pregnant women (or those planning on becoming pregnant) should consult with their physician prior to working with any chemicals. MSDS sheets are available upon request.

Participants are required to read all labels carefully of any chemical, cream, medium, adhesive, or solvent they intend to use. If an item is not listed below, they must get permission to use this item in the SSSC graduate spaces. Remember that solvents must never be disposed down the drain for any reason and need to be handled through controlled waste collection, usually tied to primary program spaces in Drawing and Painting or Printmaking.

- **Ammonia:** Found in many cleaning agents including some glass cleaners.
Ingestion Hazard
Inhalation/Respiratory Hazard
Skin Irritation/Damage Hazard
Eye Irritation/Damage Hazard
 - NEVER MIX with BLEACH
 - Wear Gloves to prevent skin contact
 - Wear Eye Protection
 - Flush with water for 15 minutes if you get any on your skin or in your eyes.
- **Asphaltum:** Found in hard ground used in Printmaking.
Skin Irritation/Damage Hazard
 - Wear Gloves to prevent skin contact
- **Barrier cream:** No known hazards. Recommended if you are at all sensitive to painting materials or other materials you are working with.
- **Bleach:** Cleaning Agent. Found in many cleaners such as ajax or comet.
Ingestion Hazard
Inhalation/Respiratory Hazard
Skin Irritation/Damage Hazard
Eye Irritation/Damage Hazard
 - NEVER MIX with AMMONIA
 - Wear Gloves to prevent skin contact
 - Wear Eye Protection
 - Flush with water for 15 minutes if you get any on your skin or in your eyes.
- **Brush Cleaner (Winsor & Newton):** No known hazards, non-toxic. All excess paint can be removed from brushes with a rag prior to washing. Wash brushes with soap or brush cleaner and water.
- **Epoxy Resin** (Only Non-Toxic, Non-VOC epoxy resins such as Craft Resin can be used in SSSC graduate spaces)

Ingestion Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Damage Hazard

- Nitrile or other material appropriate gloves required.
- Respirator appropriate to fumes/vapors related to particular epoxy resin
- Wear Safety Glasses

- **Glues (Non-Spray): Rubber Cement, Super Glue, Archival Glues, and Non-Toxic Epoxy**

Ingestion Hazard

Inhalation/Respiratory Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Damage Hazard

- Nitrile or other material appropriate gloves required.
- Respirator appropriate to fumes/vapors related to glue or process
- Wear Safety Glasses
- Only non-toxic epoxy glues may be used in SSSC graduate spaces.
- Spray paint, spray adhesive, spray fixative, and all aerosols are **strictly prohibited** in SSSC graduate spaces due to known respiratory hazards and possible damage to facilities.

- **Murphy's Oil Soap**

Ingestion Hazard

Skin Irritation/Damage Hazard

- **Latex Wall Paint**

Ingestion Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Damage Hazard

- **Painting Materials: oil and acrylic paint**

Ingestion Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Damage Hazard

- Do not ingest paint, solvents, mediums, oils, or any painting materials. They are toxic.
- Oil painting is only allowed in studios in SSSC room 65, as this is the only properly ventilated room for oil painting in SSSC.
- **Red flammables cans** are used for disposing spent blue shop towels, paper towels (for acrylic paints) and gloves used in painting.
- **Spray paint**, spray adhesive, spray fixative, and all aerosols are **strictly prohibited** in SSSC graduate spaces.
- Wear gloves or protective clothing with long sleeves, and /or protective eyewear if you are sensitive to painting materials.

- **Painting Materials: OMS / Gamsol**

Ingestion Hazard

Inhalation/Respiratory Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Damage Hazard

- Do not ingest paint, solvents, mediums, oils, or any painting materials. They are toxic.
- **Gamsol OMS is the only approved solvent** for oil painting. Turpentine is too toxic and is prohibited.
- Avoid skin contact with and prolonged use of solvents and oil painting mediums. Solvents can cause damage over time to respiratory & nervous systems as well as eyes, liver, and kidneys. They can also cause dizziness, nausea, and headaches.
- DO NOT use solvents to clean your hands or clothing.
- **Red flammables cans** are used for disposing spent blue shop towels, paper towels (for acrylic paints) and gloves used in painting.
- Wear gloves and eye protection when using solvents.
- If solvents or mediums get in your eyes, use studio sinks to wash out with water.
- Keep lids on solvent containers when not in use.
- Follow directions for proper labeling and disposal of containers.

- **Painting Materials: glazing mediums such as Galkyd Varnish, Liquin, and Linseed Oil**

Ingestion Hazard

Inhalation/Respiratory Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Damage Hazard

- Do not ingest paint, solvents, mediums, oils, or any painting materials. They are toxic.
- **Glazing mediums** are flammable and should be stored in the flammables cabinets.
- Avoid skin contact with and prolonged use of solvents and oil painting mediums. Solvents can cause damage over time to respiratory & nervous systems as well as eyes, liver, and kidneys. They can also cause dizziness, nausea, and headaches.
- DO NOT use solvents to clean your hands or clothing.
- **Red flammables cans** are used for disposing spent blue shop towels, paper towels (for acrylic paints) and gloves used in painting.
- Wear gloves and eye protection when using solvents.
- If solvents or mediums get in your eyes, use studio sinks to wash out with water.
- Keep lids on solvent containers when not in use.
- Follow directions for proper storage, labeling, and disposal of containers.

- **Plasticine**

Ingestion Hazard

- **Printmaking Materials: Lamp Black**

Carcinogenic Hazard

Ingestion Hazard

Inhalation/Respiratory Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Damage Hazard

- Wear gloves or barrier cream
- Use hand cleaner and wash well after use.
- If using in powdered form, wear N95 Dust Mask

- **Printmaking Materials: Magnesium Carbonate Powder**
 Ingestion Hazard
 Inhalation/Respiratory Hazard
 Eye Irritation/Damage Hazard
 - Use hand cleaner and wash well after use.
 - Wear N95 Dust Mass

- **Solvents**
 Ingestion Hazard
 Inhalation/Respiratory Hazard
 Skin Irritation/Damage Hazard
 Eye Irritation/Damage Hazard
 - Nitrile or other material appropriate gloves required.
 - Respirator appropriate to fumes/vapors related to glue or process
 - Wear Safety Glasses

- **Isopropyl Alcohol**
 Ingestion Hazard
 Skin Irritation/Damage Hazards
 Inhalation/Respiratory Hazards
 Fire/Burn Hazard
 - Wear gloves and goggles or face shields and limit skin contact. Repeated exposure can cause a skin rash, itching, dryness or redness or irritation of the nose and throat.
 - DO NOT use solvents to clean your hands or clothing.
 - Wear gloves and eye protection when using solvents.
 - Highly flammable – must be stored in flammables cabinet and properly labeled.
 - Use in limited amounts and wear an appropriate respirator with extended use.

- **Vaseline**
 Ingestion Hazard

- **Wax**
 Ingestion Hazard
 Skin Irritation/Damage Hazards
 Eye Irritation/Damage Hazard
 - Wear nitrile or other material-appropriate gloves required
 - Wear Safety Glasses

- **Wire**
 Ingestion Hazard
 Laceration/Abrasion Hazard
 - Wear Safety Glasses

- **Wood**

Ingestion Hazard
Crush/Pinch Hazard
Inhalation/Respiratory Hazards
Skin Irritation/Damage Hazards
Eye Irritation / Injury Hazard
Bodily Injury Hazard
Ear Injury / Hearing Damage Hazard

- Wear Safety Glasses
- Wear N95 Dust Mask
- Wear Hearing Protection

DUST or PARTICULATE HAZARDS

A dust mask is highly recommended if you are doing any activity involving sanding. An N95 respirator is recommended as it is OSHA certified. Please check with your doctor if you have respiratory concerns. Remember that use of any materials and processes that produce large amounts of dust (such as working with ceramic, plaster, cement, and other similar materials) are **strictly prohibited in SSSC graduate spaces**. Sanding canvases with non-toxic surfaces, and wood projects is allowed, but only by using Festool equipment with attached dust collection units. If any excess dust is not captured by this equipment, you must clean it up promptly to avoid creating a slip hazard.

- **Charcoal and chalk pastel dust**

Inhalation/Respiratory Hazards
Ingestion Hazard
Skin Irritation/Damage Hazards
Eye Irritation / Injury Hazard

- Inhalation of large amounts of charcoal or chalk dust may cause gastrointestinal irritation. Exposure may also irritate the respiratory track, eyes and/or skin.
- 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.
- Whenever possible, toning charcoal paper should be done outdoors.
- Please clean up pencil shavings and excess charcoal off the floor as they present slip hazards.

- **Any other dust created by wood sanding**

Inhalation/Respiratory Hazards
Ingestion Hazard
Skin Irritation/Damage Hazards
Eye Irritation / Injury Hazard

- Any power sanding tools used in SSSC graduate spaces must be attached to dedicated Festool dust collection units.
- When sanding wood using sandpaper or other tools, it is a good idea to wear a N95 dust mask, as some wood has been treated with harmful chemicals such as formaldehyde, and inhaling dust is a common lung and throat irritant.

- **Hard-Ground or Other Non-Toxic Ground for Printmaking**

Inhalation/Respiratory Hazards

Ingestion Hazard

- Inhalation of large amounts of hard-ground may cause gastrointestinal irritation.
- Exposure may also irritate the respiratory track, eyes and/or skin.
- When cleaning large amounts of hard-ground, it is recommended to use a wet rag as this will reduce the amount of floating particulate matter.

EQUIPMENT & FURNITURE HAZARDS (non-electrical)

- **Conrad Printmaking Press:** Graduate Workroom (room 96)

Crush/Pinch Hazard

- Authorization of Printmaking faculty is required to use this press.
- Students must take at least one CSULB Printmaking course that uses a similar etching press in the Printmaking shop before being allowed to use this press.
- The hand/finger guard must always remain in place.
- Users may not use this press to crush items. It is only for printmaking.
- Hair or long beards should be tied up, jewelry should be removed, and clothing carefully secured. Users must be aware of where their hands and body are at all times.
- Do not put fingers past indicated pinch points or under the hand guards.
- Double check that no one else is near any danger points!
- Never force press beds!
- Center the press bed when finished printing.
- Do not adjust presses without micrometer dials.
- Never pull/yank anything that is pinned under the roller, not newsprint, not mylar, not anything.

- **Easels**

Crush/Pinch Hazard

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

Surrounding Awareness

- 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.

- **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.

- **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

- **Rotary Paper Cutter, Mat Cutter, or Guillotine:**
 Laceration/Abrasion Hazard
 Crush/Pinch Hazard
 Surrounding Awareness Caution
 Path/Direction of Force Caution
 Bodily Injury Hazard
 - All cutters must be used flat, stable surfaces.
 - When cutting, always keep hands and fingers behind the guardrail and clear of the blade.
 - Cut only paper: no metal or other materials are to be cut on these.
 - Keep the blade in the down position and locked when using the guillotine.
 - Do not raise the guillotine blade too high.

- **Saori Portable Loom (student supplied)**
 Crush/Pinch Hazard
 - Hair or long beards should be tied up, jewelry should be removed, and clothing carefully secured.

- **Tables on Casters**
 Crush/Pinch Hazard
 Bodily Injury Hazard
 Path/Direction of Force Caution
 Bodily Injury Hazard
 - Protective closed toe footwear recommended
 - Be aware of your surroundings

ELECTRICAL EQUIPMENT HAZARDS

Never use electrical equipment near water sources where electrical shock is likely to happen. Turn off equipment after use.

- **Box Fan**
 Shock Hazard
 Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)
 Laceration/Abrasion Hazard
 Trip, Slip, Fall Hazard

- **Coffee Pot and Electric Kettles**

Shock Hazard
Hot Surface/Fire/Burn Hazard

- **Desk Lamps & Clamp Lights**
Shock Hazard
Hot Surface/Fire/Burn Hazard
 - Lights must be turned off after use.

- **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 at all times.

- **Dremel Tool**
Laceration/Abrasion Hazard
Path/Direction of Force Caution
Bodily Injury Hazard
Eye Irritation/Injury Hazard
 - Always wear eye protection/safety goggles.
 - Make certain long hair is pulled back and secured.
 - Make sure that bits are firmly secured in the shaft/chuck of the tool.
 - Do not use electrical tools near water
 - Clean up any residual material

- **Extension Cords (Ceiling Mounted and Plugged into Outlets Along Walls):**
Shock Hazard
Fire/Burn Hazard
Trip/Slip/Fall Hazard
Surrounding Awareness Caution
 - **Extension cords and power strips** must NOT be DAISY CHAINED. In other words, you must not plug one power strip or extension cord into another power strip or extension cord. This poses an electrical hazard. In addition, be mindful of trip hazards posed by extension cords within the classroom.

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

- **Fabric Iron**
 - Shock Hazard
 - Fire/Burn Hazard
 - Trip/Slip/Fall Hazard
 - Surrounding Awareness Caution

- **Hot Glue Guns**
 - Shock Hazard
 - Fire/Burn Hazard
 - Skin Irritation/Damage Hazard
 - Bodily Injury Hazard
 - Surrounding Awareness Caution

- **Festool Sanding Equipment**
 - Laceration/Abrasion Hazard
 - Bodily Injury Hazard
 - Path/Direction of Force Caution
 - Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)
 - Crush/Pinch Hazard
 - Appropriate Attire Caution
 - Ear Injury / Hearing Damage Hazard
 - Surrounding Awareness Caution
 - Projectile Hazard
 - Inhalation/Respiratory Hazard
 - Skin Irritation/Damage Hazard
 - Eye Irritation/Injury Hazard
 - N95 Dusk Mask Required for Usage
 - Safety Glasses should be worn while using
 - Hearing Protection Required
 - Dust Collection must always be attached to sander
 - Be aware of where both of your hands are at all times.

- **Sewing Machines**
 - Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)
 - Laceration/Abrasion Hazard (Needle)
 - Crush/Pinch Hazard
 - Surrounding Awareness Caution
 - Bodily Injury Hazard
 - Be aware of where both hands are at all times.

- **Shop Vac:**
 - Shock Hazard

Inhalation/Respiratory Hazard
Surrounding Awareness Caution
Trip/Slip/Fall Hazard

- Wear N95 Dusk Mask During Use

- **Space heaters:**

Shock Hazard

Fire/Burn Hazard

Trip/Slip/Fall Hazard

- Keep space heater areas clear of fabric and other flammable objects.
- Must be turned off when you are not in the immediate area.

- **Track Lighting**

Shock Hazard

Trip/Slip/Fall Hazard

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

HAND TOOL HAZARDS

Safety glasses are required during usage of any of the following hand tools with potential Eye Irritations/Injury Hazards. Ask faculty or staff for a demonstration if you are unsure how to use these tools.

- **Box Knife or X-Acto Knife**

Laceration/Abrasion Hazard

Path/Direction of Force Caution

Bodily Injury Hazard

Eye Irritation/Injury Hazard

- When cutting make sure to use a cutting mat and a sharp blade.
- Wear safety goggles or glasses.
- Keep your fingers away from the blade edge. If you use a ruler, this means keeping them away from the edge of that as well.
- Do not force the cut when cutting thicker or firmer materials. If you press too hard, the knife could slip and cut your finger or damage the material. Only use light pressure on the blade when cutting.
- Place one hand on the material to stabilize it while you cut. However, make sure to keep your other hand out of the cut path.
- Press the blade down firmly and keep a grip of three fingers on the handle with your thumb on the other side so it does not slip.
- X-Acto 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.

- **Carving Tools (including Linoleum Carving Tools)**

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

- Wear safety goggles or glasses.
- Make sure to use a bench hook on non-slip mat.
- Always carve away from your body and rotate your block when possible to facilitate this.
- Be aware of others in your immediate area.
- Don't force the tool. If you are forcing it, you are carving too deep, or the tool is dull and you greatly increase the risk of slippage and injury

- **Crochet Hook**

Eye Irritation/Injury Hazard

- Wear safety goggles or glasses.

- **Hammer, Mallet, or Chisel**

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.
- Be aware of where both of your hands are at all times.

- **Needles: Sewing and Knitting**

Eye Irritation/Injury Hazard
Laceration/Abrasion Hazard
Bodily Injury Hazard

- Wear safety goggles or glasses.
- Be aware of where both of your hands are at all times.

- **Olfa Knife, Putty Knife, Fetting Knife**

Laceration/Abrasion Hazard
Path/Direction of Force Caution
Bodily Injury Hazard

- **Paint Scraper**

Laceration/Abrasion Hazard
Path/Direction of Force Caution
Inhalation/Respiratory Hazard

- Wear safety goggles or glasses.
- Wear N95 Dust Mask
- Be aware of where both of your hands are at all times.

- **Pins & Needles**
Laceration/Abrasion Hazard

- **Pliers and Clamps**
Crush/Pinch Hazard
Bodily Injury Hazard
 - Wear safety goggles or glasses.
 - Be aware of where both of your hands are at all times.

- **Sandpaper**
Laceration/Abrasion Hazard
Path/Direction of Force Caution
Projectile Hazard
Inhalation/Respiratory Hazard
Eye Irritation/Injury Hazard
Bodily Injury Hazard
 - Wear a N95 mask when sanding to prevent inhalation of dust.
 - Wear safety goggles or glasses.
 - Be aware of where both of your hands are at all times.

- **Scraper Burnisher and Needles for Etching & Intaglio**
Laceration/Abrasion Hazard
 - Wear safety goggles or glasses.
 - Be aware of where both of your hands are at all times.

- **Seam Ripper**
Laceration/Abrasion Hazard
Path/Direction of Force Caution

- **Small Handheld Saw, Hack Saw, Miter Saw, or Pull Saw**
Laceration/Abrasion Hazard
Path/Direction of Force Caution
Projectile Hazard
Eye Irritation/Injury Hazard
Bodily Injury Hazard
 - Wear safety goggles or glasses.
 - Wear K95 mask to prevent inhalation of dust.
 - Be aware of where both of your hands are at all times.

- **Scissors and Thread Snips**
Laceration/Abrasion Hazard
Crush/Pinch Hazard
Eye Irritation/Injury Hazard
 - Wear safety goggles or glasses.
 - Be aware of where both of your hands are at all times.

- **Screwdriver**
Laceration/Abrasion Hazard
Path/Direction of Force Caution
Eye Irritation/Injury Hazard
 - Wear safety goggles or glasses.
 - Be aware of where both of your hands are at all times.

- **Spackling Knife**
Laceration/Abrasion Hazard
Path/Direction of Force Caution

- **Staple Gun**
Laceration/Abrasion Hazard
Path/Direction of Force Caution
Eye Irritation/Injury Hazard
Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)
Surrounding Awareness Caution
Ear Injury/Hearing Damage Hazard
Bodily Injury Hazard
 - Wear safety goggles or glasses.
 - Be aware of where both of your hands are at all times.
 - Never point at yourself or at others.

- **Table Vice, Vice Grip, Spring Clamp, C Clamp, Bar Clamp**
Crush/Pinch Hazard
Surrounding Awareness Caution

- **Wire Cutters or Snips**
Laceration/Abrasion Hazard
Eye Irritation/Injury Hazard
Crush/Pinch Hazard
 - Wear safety goggles or glasses.
 - Be aware of where both of your hands are at all times.

- **Wrench**
Crush/Pinch Hazard

BODY STRAIN / REPETITIVE STRESS HAZARDS

Repetitive stress and strain 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 (especially while sawing or hammering),

forceful exertion, contact stress (such as resting wrists on the edge of a table), incorrect posture, vibration (such as from tools), muscle fatigue, and lack of recovery time.

- **Extended Computer Usage**

- Wear and Tear on the Body Hazards

- Repetitive Injury Hazards

- Eye Irritation/Injury Hazard

- Take Regular Breaks from Working at Your Computer
 - Use Ergonomic Chairs and Desk Heights
 - Use Proper Eyewear
 - Reduce Excessive Motions
 - Pay Attention to Posture

- **Extended Tool or Equipment Usage**

- Wear and Tear on the Body Hazards

- Repetitive Injury Hazards

- Take Regular Breaks
 - Use Tools Properly and Cautiously
 - Reduce Excessive Motions
 - Pay Attention to Posture
 - Wear Comfortable Footwear

- **Musculoskeletal Sprains and Strains**

- Wear and Tear on the Body Hazards

- Repetitive Injury Hazards

- Hazards from moving large or heavy items

- 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.

MOVING MECHANICAL PART HAZARDS

Various Tools & Equipment used in SSSC graduate spaces have moving mechanical parts and pose a risk of catching fingers, hands, jewelry, clothing, scarves, hair, or beards or rolling over toes. They need to be approached cautiously. Most of these tools and equipment are listed above with **Path/Direction of Force Caution** hazard reminders. Some best practices for these tools and equipment are:

- Hair or long beards should be tied up.
- Jewelry and scarves must be removed, and any loose clothing must be carefully secured.
- Closed toe shoes are highly recommended to protect feet from any falling items or wheels on tables and chairs.
- Users must be aware of where their hands and body are at all times.

COMMON PERSONAL PROTECTIVE EQUIPMENT (PPE) & PRECAUTIONS for working in SSSC Graduate Spaces:

Aprons

Safety aprons **should be worn when there is the possibility of being splashed with chemicals, oils and substances that you would not want to get on your clothing while working.** An apron can be worn to protect the front of the body so that the clothing that is being worn is not damaged. Protective aprons should be selected based on the hazards involved.

Dust Collection Units Attached to Sanders

Sanding of hazardous materials is strictly prohibited in the SSSC graduate spaces. These include but are not limited to lead paint, epoxy resins with any VOC content, silica, and some glues. Remember that use of power sanders without attached dust collection units and use of many materials and processes that produce large amounts of dust (such as working with ceramic, plaster, cement, and other similar materials) **are strictly prohibited in SSSC graduate spaces.** Canvases painted with non-toxic materials and smaller wood projects must only be sanded using Festool equipment with attached dust collection units. If any excess dust is not captured by this equipment, you must clean it up promptly to avoid creating a slip hazard.

Dust Masks, Respirators

A dust mask or respirator is highly recommended if you are doing any activity involving sanding of wood or paintings or working with any solvents or hazardous materials. An N95 respirator is recommended as it is OSHA certified. Please check with your doctor if you have respiratory concerns.

Ergonomic Work Practices

Use proper chairs and desk heights for ergonomic working positions and check in with your body regularly to make sure that you are not feeling unnecessary strain.

Footwear (Protective)

Closed toe shoes are important for working in art spaces and can help protect feet from spills, falls, wheels on tables, and other hazards.

Gloves

It is important to wear gloves when working with hazardous chemicals and other materials because when used properly **they can protect our hands from absorbing toxic materials, coming into contact with hot surfaces, or free from cuts and abrasions.** Protective gloves should be selected based on the hazards involved. Common types of gloves used in SSSC graduate spaces include leather gloves, nitrile or other approved material-appropriate gloves.

Hearing Protection

Common hearing protection devices include earmuffs or earplugs. Headphones and earbuds for music are not appropriate or safe.

Regular Breaks

Regular Breaks are important for working safely with most materials and processes and are important to individual health and well-being. Pay attention to any pains or fatigue, and do not push your body to the point where you develop repetitive motion disorders. Getting outside for a few minutes on a regular basis can help you take stock of how you are feeling and what might need to be addressed in your posture or workflow. It also allows your body to get a temporary break from any hazards that you might be working with.

Safety Glasses & Safety Goggles

Safety glasses or glasses provide eye protection from direct splashes. They are suitable for lower risk tools, materials, and processes.

Safety goggles are **tight-fitting eye protection** that completely cover the eyes, eye sockets and the facial area around the eyes and provide protection from impact, dust,, mists, and splashes. Safety goggles can be worn over prescription lenses. They are required for solvent use and more dangerous materials and processes.

Proper Ventilation

Oil Painting in SSSC studios is limited to graduate studio spaces outfitted with proper ventilation for this purpose. This only includes graduate studios in room 65. No other SSSC graduate spaces are outfitted with ventilation for oil painting/use of odorless mineral spirits (OMS).

Most art-based chemical processes cannot be done in SSSC graduate studio spaces due to limited ventilation or other issues. This includes photography processing and development, use of spray adhesive, spray fixative, and spray paint, and use of many chemical processes and solvents that need to occur in dedicated facilities with required exhaust systems or hoods.