

California State University Long Beach

1250 Bellflower Blvd., Long Beach, CA 90840 USA

CSULB School of Art

Wood Area

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

(Health/Safety Document)

Last Updated 2023,1,8

All Participants In The Wood Area Must Familiarize Themselves With This Health/Safety Document.

TO THE INSTRUCTOR/SUPERVISOR:

Please provide the Health/Safety Document for your discipline-specific area to all students in your class, or to all other authorized Participants in the Wood Area.

It is your responsibility review this Health/Safety Document with your class, and with all other authorized Participants in the Wood Area; to review all general expectations, risks and hazards, precautions, personal protective equipment (PPE), and health/safety considerations associated with the area in general; and all those specifically related to facilities, equipment, materials, and processes that will be utilized in your class or by authorized Participants.

This must take place within the first two weeks of the semester or upon arrival of other authorized Participants, AND before students or other authorized Participants begin use of any facilities, equipment, materials, and processes in the area.

Throughout the semester, it is your responsibility to ensure that the appropriate health and safety measures are followed. Any questions regarding this safety instruction, training, documentation, and enforcement should be directed to the Director of the School of Art in FA4-106, or the SOA Safety Officer.

TO THE STUDENT/PARTICIPANT:

It is your responsibility to fully familiarize yourself with the Health/Safety Document provided to you, to be knowledgeable in the safety-related matters associated with this course and area, and to abide by the safety policies and procedures presented by the instructor of your course and/or other faculty and technical staff in the area.

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

The Wood Area is an instructional and working area combining the characteristics of an art studio environment and an industrial environment.

Participants accessing and utilizing facilities and equipment in the Wood Area, and utilizing materials and processes in the Wood Area, 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 Wood Area include but are not limited to risks of physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death for the Participant, for anyone who accompanies the Participant in the Wood Area, and potentially for the unborn children or future descendants of the Participant.

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

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

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

NOTE: Direct supervision and assistance from staff and/or faculty are provided routinely in the Wood Area only during and in scheduled course meetings, and in some of the regularly scheduled, staff supervised, open machine shop work periods, and at all other times and in all other locations and circumstances, Participants cannot expect direct supervision and assistance from staff and/or faculty.

Warning – Respiratory Hazards and Dust, Required Protective Equipment

Inhalation/respiratory hazards are common in the Wood area as the result of the presence of large amounts of dust, as well as fumes that may result from the operation of gasoline powered engines, as well as the off gassing from glues, resins, solvents and various oil-based wood finishes. Respiratory hazards include both substances that can damage the lungs and respiratory system, and toxins that can be absorbed via the lungs and respiratory system.

Wood dust from species of wood that are known allergic sensitizers, toxic or carcinogenic as well as engineered wood products that use formaldehyde and phenolic resin-based adhesives.

WARNING - Skin Absorption, Irritation

Some materials used in the Wood Area pose a risk of toxic absorption through the skin. These include various forms of resins used as adhesives and wood finishes as well as Varnishes and oil-based finishes. Many materials used in the Wood Area tend to dry the skin and may irritate the skin.

Participants should always wear impermeable gloves such as Nitrile gloves when working in proximity to any of these materials or processes.

WARNING – Ingestion Hazards

Ingestion hazards are common throughout the Wood Area. All materials used in the area should be treated as ingestion hazards.

Food and drink are not to be prepared or consumed in the Wood Area. Containers previously used for Woodworking-related materials or should never be used to contain or serve food or drink.

Containers previously used for other purposes may only be reused in the Wood Area if their prior labeling is completely removed or obscured so as to avoid any confusion about contents.

Hands must be thoroughly washed before preparing, handling, or consuming food or drink.

NOTE: Ingestion hazards can include particles drawn into the mouth or nasal passages during respiration and then ingested.

WARNING – Cancer, Birth Defects and Other Reproductive Harm; Other Known Health Disorders and Diseases

Some materials and products used in the Wood Area, including....., are known to the State of California to cause cancer.

Some materials and products used in the Wood Area are known to the State of California to cause other health disorders and diseases. For more information, visit: www.p65warnings.ca.gov

Lead-bearing Materials Prohibited

Lead-bearing materials of all kinds—inclusive of raw lead, all lead compounds, fritted lead-bearing materials, and all materials and products containing lead in any form—are not allowed in the Wood Area.

CSULB does not provide lead-bearing materials for use on the premises. Lead-bearing materials may not be brought onto the premises. This includes architectural salvage materials that may have or have had lead paints as a finish throughout their history.

Controlled Access to Tools, Equipment, Materials, and Products

It is imperative that access to tools, equipment, materials, and products used in the Wood Area be limited to appropriate authorized and

trained users, and that none of these items are stored, transported, or used in circumstances where they may be accessible to children, pets, animals, or unauthorized and untrained users. For any tool or machine, each student must have completed safety training with a Wood Program faculty or staff member on the exact tool or machine before use. Training on a similar piece of equipment in another program, school or outside of the University is not sufficient to allow access.

Similar and Familiar Materials and Products

Though some materials such as Pressed nut and seed oils, which are used in raw form in the Wood Area and also are commonly used in products meant for human consumption including nutritional supplements, food products, cosmetics and skincare products, and other household products considered “safe” for use and consumption, the materials used in the Wood Area are not approved as “food-safe,” in their liquid forms.

These similar materials are not approved or safe for ingestion, inhalation, topical application, or contact with open cuts or skin abrasions, and in some cases are not safe for skin contact or eye exposure.

All material in the Wood Area should be treated as respiratory and ingestion hazards, and as potential eye and contact hazards.

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 Wood Area; who has voluntarily requested access to and utilization of facilities and equipment in the Wood Area, and utilization of materials and processes in the Wood Area; and who has been authorized for such authorization as defined in the five Participant Levels described in this Health/Safety Document, titled “General

Expectations, Risks and Hazards, Precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the Wood Area.”

NOTE: The information herein applies to the entirety of the CSULB Wood Area inclusive of Wood Program spaces, graduate and undergraduate studios, and instructional spaces, and inclusive of all first-floor indoor spaces in FA3 and FA4 and adjacent exterior work/milling yard.

NOTE: The information herein applies to all individuals accessing the Wood Area.

NOTE: Access to the Wood Area (even just being in the room), and use of facilities, equipment, processes, and materials in the Wood Area is strictly limited to Wood faculty and staff; students currently enrolled in Wood courses; Wood MFA, BFA, students currently enrolled and in good standing and authorized personnel or guests.

NOTE: This Health/Safety Document addresses expectations, risks and hazards, precautions, personal protective equipment, and health/safety considerations regarding facilities, equipment, processes, and materials, and addresses them ONLY in the context of the CSULB Wood Area. 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 types of 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, when located elsewhere, when taken out of the CSULB Wood Area, 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.

Wood Area Access/Utilization – Participant Levels

Access to and utilization of facilities and equipment in the Wood Area, and utilization of materials and processes in the Wood Area, are limited as follows.

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

Participant Level 1 – Student During Class: Participant is a student currently enrolled in a course in the Wood Area, who requests access to facilities and equipment, and utilization of materials and processes, in the Wood Area, directly related to the course and in order to work only during scheduled course-meeting time. Limited specifically to scheduled course meeting times.

This level requires the following for access and utilization in the Wood Area:

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

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

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

Participant Level 2 – Student Outside of Class: Participant is a student currently enrolled in a course in the Wood Area, who requests access to facilities and equipment, and utilization of materials and processes, in the Wood Area, directly related to the course in order to work outside of scheduled course-meeting time. This includes access to industrial machines and bladed power tools ONLY during staff supervised Open Shop Hours, including those scheduled during extended access hours, as well as access to hand tools and non-bladed, hand held power tools in periods between scheduled staff supervised open shop hours and scheduled class times within regular weekly access hours limited to the semester/term during which the student is enrolled in the course.

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

Access/utilization during “after hours” such as weekend hours or extended hours in the late night or early morning during staff supervised Open Shop Hours is subject to further limitation and requires satisfactory completion of a safety test by the Participant. No participant at this level will work during “after Hours” outside of staff supervised Open Shop Hours.

Participant must complete additional training before using any materials, processes, tools, or equipment, and may have to complete

intensive training and testing for some materials, processes, tools, and equipment.

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

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

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

Access/utilization during “after hours” such as weekend hours or extended hours in the late night or early morning is subject to further limitation and requires satisfactory completion of a safety test by the Participant and working in a group of 2 or more participants at all times.

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

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

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

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

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

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

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

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

Participant may not be enrolled as a student at CSULB, and may be subject to additional agreements defining and limiting the Participant’s

status in relation to the University, CSULB, College of the Arts, School of Art, and Wood Area.

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

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

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

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

General Stipulations/Provisions

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

Some facilities, equipment, materials, and processes will require additional specialized training and/or testing prior to access/utilization. Access to and utilization of facilities and equipment in the Wood Area, and utilization of materials and processes in the Wood Area, is limited

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

Authorization for access to and utilization of facilities and equipment in the Wood Area, and utilization of materials and processes in the Wood Area, is granted on an individual basis, to a single Participant, and cannot be extended or transferred by the Participant to other persons. The University may terminate a Participant's access/utilization at any time.

Conduct by a Participant in violation of the principles defined in this Health/Safety Document may result in further restriction, suspension, or termination of access/utilization, and/or referral for further academic discipline, and or referral to law enforcement, and/or further legal action.

General Health, Safety and Conduct Matters for Safe

Working in the Wood Area

CORE Health and Safety Principles

No one may use any equipment, tools, materials, or processes in the Wood Area if they have not been trained on their use in the CSULB

Wood Area by CSULB Wood Program faculty or staff, AND if they have not been specifically authorized to use them. Any exceptions to this policy, which are rare, must be by written agreement with the University.

Participants working in the Wood Area may be accompanied by or have appointments with visitors, including vendors and service providers, only with explicit and specific authorization from faculty or staff.

All tools or equipment brought onto the premises must be reviewed and cleared by Wood Program 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.

Other than solid dimensional lumber and cabinet grade engineered woods purchased from retail lumber yards, all materials brought onto the premises must be reviewed and cleared by Wood Arts faculty or staff prior to use. This includes any architectural salvage materials, found wood and any other wood based composite materials. Clearance means that these items appear to be safe for use with proper use, handling, and precautions; it is not an assurance of safety.

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

Containers must be clearly labeled as to their contents, and containers previously used for other purposes may only be reused if their prior labeling is completely removed or obscured so as to avoid any confusion about contents.

You must operate on the assumption that anyone could get ahold of your container and misunderstand its contents if it is not clearly labeled.

Please inform faculty of any containers that are unlabeled or that you believe may be inaccurately labeled.

Safety Data Sheets (SDS)

A Safety Data Sheet (SDS) is a document that lists information relating to occupational safety and health for the use of various substances and materials. Safety Data Sheets are maintained on the premises for all materials commonly used in the Wood Area, and are available for review upon request. Additionally, when bringing any new materials into the Wood area, after their approval by a Wood Program Faculty or Staff member, the participant will be required to source and bring a SDS for that material if it is not already maintained in our database.

Proper Disposal of Art Materials And Chemicals

All solid Wood must be disposed of in the Wood recycle cans and not in dumpsters adjacent to the east loading dock of FA2 or the Dumpster corral adjacent to FA4. Please DO NOT dispose of such materials in trashcans located throughout the Wood Area. For disposal of other materials, including engineered woods and wood mixed with adhesives or other materials, please use the trash cans in FA4-101 and FA3-114 or for larger items, consult faculty or technical staff in the Wood Area before disposing.

Wood Dust Extraction and control

All machines, work stations and the area surrounding them, should be cleaned continuously throughout class times and open machine shop hours, after each participant completes an operation, using booth brooms and vacuums but not pressurized air.

All electrified machines and hand tools that produce dust or small chips must be used in conjunction with the central dust collection system or with a HEPA filtered dust extractor when working inside throughout the Wood area.

Food and Beverage

Food and Beverage are not to be prepared or consumed in the Wood Area.

Smoking, Vaping, Tobacco

Smoking and vaping of any substance, as well as use of any tobacco product, are not permitted anywhere on the premises.

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

With the exception of rare approved special events, which will be announced as such by University Personnel, alcoholic beverages may not be possessed or consumed anywhere in the Wood Area.

Anywhere on the CSULB campus, and on property owned or operated by the University, the solicitation, sale, use, or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics (as these terms are used in California statutes) are prohibited. Excepted are drugs lawfully prescribed or lawfully permitted. However, use of cannabis, whether prescribed or otherwise, is prohibited on Campus grounds and facilities.

CSULB enforces all drug laws in the University community. Violations of any of the above will result in legal sanctions, University sanctions, or

both (California Health and Safety Code, Division 10, all, and including, Section 11357 through 11401).

The use, possession or sale of cannabis and any THC derivatives are prohibited at CSULB. Under federal law which supersedes State law, cannabis is still illegal. The campus is held to two federal laws, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act. These laws say that in order to receive any federal funding (work-study, financial aid, and federal research grants), the university must prohibit all illegal drugs. As for medical cannabis, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act do not distinguish medical and non-medical use. CSULB, like all public colleges and universities, prohibits any cannabis use, regardless of medical status. Use or possession of illegal drugs on Campus, including drugs that may be considered legal by the state of California but remain prohibited under federal law and/or by CSULB, is strictly prohibited. (California Health and Safety Code, Division 10, all, and including, Section 11357 through 11401).

No one is to work in the Wood Area, come to the Wood Area, be present in the Wood Area, be in or operating University vehicles, be in or operating personal vehicles while engaged in University activities, or in any way otherwise engaged in University activities while “under the influence” of a controlled substance, alcohol, illegal drugs, cannabis, THC derivatives or any substance which could compromise performance or safety. This includes the use of prescription and over-the-counter drugs not used in accordance with the prescription directions.

Common Physical Environmental Hazards and Safety Considerations in the Wood Area

Please be mindful of the following.

1. Shock Hazards are a matter of concern with all electric-powered tools, particularly when they are used near water, as is possible in the Wood Area, and when they are used in conjunction with water as in with sharpening equipment, and milling and polishing equipment. Electrical cords that can become damaged, or can be introduced into wet conditions also are a concern. This is especially true when working outside in the Milling and outdoor work areas.
2. Moving Mechanical Parts on both manually powered and electrically powered equipment pose the risk of catching fingers, hands, jewelry, clothing, hair, beard, etc.
3. Sharp Point/Blade – Laceration/abrasion Hazards are universal with hand tools such as knives, chisels, gouges, planes, lathe tools and all other manner of flattening, shaping and carving tools housed in the Wood area and with almost all of the industrial woodworking machines throughout the Wood area including but not limited to; sawing machines, drill presses, jointers, planers, mortising machines and all other bladed electrified equipment in the wood shop in the Wood area.
4. Crush/Pinch Hazards are associated with equipment that moves or has moving parts, and particularly equipment that exerts significant force or pressure such as sanding machines, presses, clamps, and when moving or working with oversized materials.
5. Hot Surface/Fire/Burn Hazards are common in the Wood Area, particularly as associated with welding equipment, steam chambers, heat-guns, and sharpening equipment that can reach temperatures in excess of 3000 degrees Fahrenheit. Some materials such as plaster and resins also emit heat sufficient to cause serious skin burns during catalyzing processes.
6. Appropriate Attire Caution: Appropriate attire as detailed in this health/safety document should be worn at all times in the Wood Area and is of particular concern when working with equipment with moving parts, and with equipment or processes that generate heat or combustion.

7. Surrounding Awareness Caution is essential to the Wood Area where many Participants often are working in close proximity, and involves consideration of how Participants can avoid causing risk or harm to or being subject to risk or harm from others working nearby. Example: a Participant operating a machine that may create a kick back or projectile and another participant moving into proximity with this operation.
8. 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 lumber or sheet goods 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.
9. Trip/Slip/Fall Hazards are present as saw dust fine particulates may be on the ground throughout work areas, cords outstretched temporarily in work areas, and low-slung and often location-changing objects such as push carts that might not be visible to Participant's carrying objects, backing up, or navigating spaces with presumed familiarity despite shifting arrangements of obstacles.
10. Splash/Splatter/Spill Hazards are present in the Wood Area as the result of use of liquid products as well as liquid as a byproduct of processes such as applying finishes and sharpening tools using water and oil lubricants.
11. Projectile Hazards are extremely common in the form of flying debris that can result from processes on all of the industrial equipment in the Wood machine shop, as well chips created through hand tool processes including carving, chopping, sanding, grinding, milling, sawing.
12. Ingestion Hazards are common throughout the Wood Area. All materials used in the area should be treated as ingestion hazards. Food and drink are not to be prepared or consumed in the area, containers

previously used for Wood finishes or other art materials should never be used to contain or serve food or drink, and hands must be thoroughly washed before preparing, handling, or consuming food or drink.

13. Inhalation/Respiratory Hazards are common in the Wood Area as the result of the presence of wood dust, as well as fumes that may result from off-gassing materials including solvents, paints, glues, or resins, or as byproducts of operating gas-powered engines. Respiratory hazards include both substances that can damage the lungs and respiratory system, and toxins and carcinogens, that can be absorbed via the lungs and respiratory system.

14. Skin Irritation/Damage Hazards may result from materials that can dry, irritate, burn, or damage skin, and equipment that can burn or abrade skin.

15. Eye Irritation/Injury Hazards are present in the Wood area as the result of projectiles, dust and airborne particulates, potential splatters of liquids and chemicals, tools that can injure eyes, pressurized air, and light and heat from welding equipment, heat guns, and steam.

16. Ear Injury / Hearing Damage Hazards are present in the Wood Area primarily in the form of pressurized air and loud equipment.

17. Bodily Injury Hazards are present throughout the Wood Area, particularly as associated with hand tools, power tools, heavy equipment, and kilns.

18. Repetitive Stress Injuries can occur when working in Wood due to repetitive motions and positions involved in Wood processes and techniques. 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.

19. Musculoskeletal Sprains and Strains are common as a result of awkward or heavy lifting or moving of materials or objects, such as lifting/moving logs, sheet materials and dimensional lumber, lifting/carrying equipment or ware, pushing carts laden with materials or ware, or transferring work on and off work benches as well as on and off milling equipment.

20. Sensitization, acute and even anaphylactic allergic responses to dust, wood, sap, leaves and oils from many species of trees is a common exposure risk working throughout the Wood area.

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6881851/>

PPE (Personal Protective Equipment) Commonly Used in the Wood Area to Address Physical Environmental Hazards and Safety Considerations in the Wood Area

- a. NIOSH N-95 masks, Respirator with N-95 filters
- b. Safety Glasses
- c. Hearing Protection
- d. Leather Gloves
- e. Nitrile or other material-appropriate gloves
- f. Protective Footwear
- g. Full Face Protection
- h. Respirator appropriate to vapors/fumes associated with material or process
- i. Protective Welding equipment including jackets, gloves, helmets
- j. Kevlar protective wear and hard hats

PPE Required for individual Wood Area Facilities

Wood Machine Shop FA3-114- All participants entering this area must wear hearing protection (ear plugs, hearing bands or earmuffs), respiratory protection (N95 Dust mask) and eye protection (safety glasses, face shields, goggles or polycarbonate prescription safety glasses) at all times while in the room unless specified by an instructor during an in-class demonstration.

Wood Bench Room FA4-101- All participants must wear hearing protection (ear plugs, hearing bands or earmuffs), respiratory protection (N95 Dust mask) and eye protection (safety glasses, face shields, goggles or polycarbonate prescription safety glasses) when working with loud hand tool processes and all electrified tool processes included sharpening machines.

Milling Yard and Solar Kiln- All participants must wear leather gloves and appropriate clothing when handling milled lumber and must wear appropriate hearing protection, respiratory protection, eye protection, as well as hard hats and protective wear when working with or near chainsaws and other milling equipment.

Conduct

All those present in the Wood Area are expected to conduct themselves in a respectful, responsible, and considerate manner towards all people present on Campus and in the Wood Area learning and making community. Classroom-appropriate behavior is expected at all times.

We are here to have fun working, but we are here to work effectively and to contribute to an environment that allows others to work effectively. Respect for all those working in the area is a must.

All those present in the Wood Area must operate at all times according to safety rules and safe practices as discussed, demonstrated, and documented in courses, instruction, training, and daily operations.

All those present in the Wood Area must clean up thoroughly at the end of any work session and when leaving a machine or work station in or outside of course times wherever they may have worked in the lab.

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

All those present in the Wood Area must maintain regular, open and responsive communication with CSULB faculty and staff, including responding promptly to email, text, and phone messages regarding university-related matters.

Wherever you are working, and whatever you are working with, take appropriate precautionary steps for yourself and your neighbors, use the material in a safe and appropriate way, protect the area where you're working, clean up your mess, and dispose of material waste properly.

If someone else tells you that you are operating in a way that negatively impacts them, then you MUST stop what you are doing until you can consult with faculty and resolve the matter.

Compliance with Law and Policy

All persons present in the Wood Area must at all time while in the area comply with all university, CSULB, COTA, SOA, and CAP policies and directives including but not limited to the following.

CSULB General Policies and Regulations:

<http://catalog.csulb.edu/content.php?catoid=6&navoid=640>

CSULB Campus Standards of Conduct:

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

All persons present in the Wood Area must at all time while in the area comply with all laws and University policies applicable to their presence on Campus, work in the Wood Area, and all business and conduct with and within the University.

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

Reporting Of Accidents, Exposures, and Injuries

All accidents, exposures or potential exposures to hazardous substances, or injuries must be reported promptly to supervising faculty or staff in the area.

In the event of an emergency, call 911.

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

Fire extinguishers are located throughout the Wood Area in all key areas. Please note their location.

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.

General Studio Attire Required at All Times

- Closed-toe shoes with non-slip soles.
- Clothing made of comfortable, durable, breathable, fabrics you can comfortably move in, and that you don't mind getting messy or possibly ruining.
- Please avoid clothing made of materials that are highly flammable, or that melt when heated.
- NO excessively loose-fitting, or dangling clothing.

- NO dangling jewelry or accessories.
- NO jewelry or accessories on hands or wrists.
- Hair longer than chin/shoulder-length should be tied back or contained within a hat or hairnet so as to prevent it from falling forward.

Emergency Evacuation Route

Exit routes are clearly marked with signs. In the event of an evacuation due to an actual emergency or drill, please follow exit signs and proceed to central green area on the west side of buildings FA2 and FA3.

Emergency Phone/Contact Procedure

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

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

No Working Alone, Working in the Wood Area Outside of Scheduled Class Time

At almost all hours when the buildings are open, there are other people in FA3 and FA4; however, if you find yourself alone in either building, we ask that you leave or coordinate with another person to join you.

No Participant at level 2 may work in the Wood Area Wood shop or in the Bench room and milling area with electrified bladed tools outside of regularly scheduled class times and staff supervised open machine shop hours. A group of 2 or more students, may request access to class rooms and the outdoor milling area in the Wood area to work using class specified, non-electrified hand tools and non-bladed electrified hand tools outside of scheduled class times and staff supervised open shop hours during weekly regular access hours.

Participants at levels 3,4 and 5 may work in all indoor Wood Area facilities and in outdoor work areas in a group of 2 or more during extended access hours once they have completed all requirements for authorization.

If you're working in the building at night or on weekends, take note of who else is in the building. Let them know you're working in the building and how long you plan to stay, and ask them how long they plan to stay. Let others know when you are leaving, and don't work alone in the building after everyone else has left. Simply put, there should be no "last person out." The last two people should leave together.

Quiet times on campus are great times to work in the Wood Area, but they're also times when we need to be mindful of best practices for safety and security. Be aware of your surroundings and who is in the building. Don't leave valuables unattended. Don't be out of reach of a phone, and keep your phone charged.

Please keep the building and outdoor work areas looking as secure as possible. There is no clearer advertisement of our permeability and vulnerability than to have gates and exterior doors standing open. If something or someone seems suspicious to you, even if you're unsure, just call the University Police and let them check it out and sort it out.

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

Understand that when the campus is quiet, activity of any kind seems more out of the ordinary, so whether they've been called or not, the University Police may come through the building just to see what's going on, and because they're generally not expecting to see people in our work areas at odd hours, they might ask who you are and ask a question or two. If this happens, show them your ID if they ask (please keep it handy) and let them know why you're on campus. If you're a

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

Awareness of Health Risks, Working While Pregnant

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

Users also should consider their own specific ability, health, and exposure concerns and follow a line of consultation as follows.

You are encouraged to inform faculty and staff of any ability concerns or limitations, health concerns or limitations, or exposure concerns or limitations, and indicate any needed accommodation. Users may be referred to the CSULB Bob Murphy Access Center for further consultation and/or may be asked to seek further medical consultation and documentation.

If you are not comfortable discussing such personal information with faculty and staff, please contact the Bob Murphy Access Center and/or a licensed medical doctor and ask them to provide information and instructions about how faculty and staff may try to accommodate you without revealing your underlying concerns.

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

Some materials products used in the Wood Area, including urea-formaldehyde resin and phenolic adhesives, are known to the State of

California to cause birth defects or other reproductive harm. For more information, visit: www.p65warnings.ca.gov

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.

Course-Specific Health and Safety

For any students, regardless of major or minor status, students enrolled in 200-level or 300-level courses may not under any circumstance use any equipment, tools, or supplies in the classroom or anywhere else in the Wood area that they have not been trained on (in the course in which they are enrolled) or otherwise explicitly authorized to use. Students enrolled in 200-level or 300-level courses categorically may not use any equipment in the Wood area outside of the room in which

the course is scheduled and any other spaces indicated as authorized for use by the instructor.