

URSINUS COLLEGE



ART STUDENT

SAFETY

GUIDELINES



GENERAL SAFETY INFORMATION

Students working in the art studios are expected to adhere to the general safety guidelines listed below. Instructors may provide additional guidelines specific to each studio area.

Students should never work alone in the studio and work conducted outside of scheduled class hours should be coordinated with a classmate. Only students enrolled in a studio course may have access to the studios and access is limited to the appropriate studio area as it pertains to the specific course in which a student is enrolled. Your instructor will provide additional information with regard to access.

Chemicals

- Know the hazards associated with the products used in the studios including paints, paint thinners, and inks prior to use and the location of the Safety Data Sheets (SDS).
- Know how to properly dispose of paints, paint thinners, inks, acids, clay, and plaster. Many of these items are hazardous and may not be disposed of in the sanitary system or regular trash. If you are unsure, please ask.
- Always label containers with the name of the product. When reusing containers, deface the original label or remove it entirely.
- Always turn on the ventilation system installed in the printmaking, painting, and art major studios whenever chemicals and paints are in use.
- Always use aerosol spray products in the spray booth and follow the spray booth instructions provided.

Emergencies

- Know locations of first-aid kits, fire alarm pull boxes, all fire extinguishers, and the nearest emergency shower and eyewash.
- Know the procedures to follow in the event of an emergency. Always leave the building when the alarm sounds.
- Report all injuries to your instructor immediately.

Tool Use

- Use of powered tools or equipment (electric or air) requires training on proper operational procedures by the studio instructor.
- No tool with a circular rotating blade (table saw, hand held circular saw, radial arm saw, or power miter saw) may be used without the presence of the instructor.
- Under no circumstances shall someone work alone using powered tools.

Work Practices

- Wear closed-toed shoes. Open-toed shoes, sandals, or bare feet are not permitted in the studios at any time.
- When lifting heavy objects, use your legs to lift. Get assistance if the object is too heavy to move alone.
- Keep a clean, neat and organized work area for your personal safety and the safety of others.
- Do not eat, drink, smoke, chew gum or apply cosmetics in the studio. Use areas such as the hallway outside the painting and drawing studios or lobby area of the sculpture/printmaking/art major studios.
- Practice good personal hygiene. Always wash your hands prior to handling food or drink and prior to departing the studio.
- Use of extension cords should be avoided. When used, it is recommended to tape the cord to the floor to prevent tripping. Always remove the cord at the end of your work session.

EMERGENCY – Dial 9-1-1



FIRE EMERGENCY PROCEDURE

If fire or smoke is visible:

- **Alert people in the area of the need to evacuate.**
- *Activate* the closest fire alarm.
- *Call 911* from a campus phone or 610-489-0911. Report
 - Your name
 - Location
 - Problem
- Go to the designated assembly area located in the grassy area in front of the main entrance to Ritter near the track.

If there is no sign of fire or smoke, call Campus Safety at 610-409-3333 or extension 3333, to determine if the alarm system is being serviced and to report the incident.

NON-FIRE EMERGENCY PROCEDURES

If a you or another person is injured while working in the art studio, determine the extent of the injury and take the appropriate action delineated below:

1. If the person is unconscious, appears to be seriously injured, or has fallen a distance of 4 feet or more, call 911 or 610-409-3333 for an ambulance. When in doubt, call 911.
2. If the person is conscious and doesn't appear to be seriously injured, 610-409-3333 or extension 3333, Campus Safety, who will notify UCEMS
3. For minor injuries:
 - a. Cuts – clean cut with soap and water and place bandage on cut. If further medical attention is necessary, direct the student to the Wellness Center.
 - b. Burns – soak in cool water (avoid ice). If further medical attention is necessary, direct the student to the Wellness Center.
4. Complete the injury report form, [Student Injury Report](#) (See Appendix A), and return a copy to your instructor.
5. Report all injuries to your instructor.

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DRAWING AND PAINTING STUDIOS

When working with painting and drawing materials follow these guidelines:

- Always use aerosol spray products in the spray booth. See your instructor for instructions on use of the spray booth. You can review the instructions located in this document.
- Dispose of empty/used aerosol spray cans in the designated container located near the spray booths. For art majors, use the can located near the sculpture studio spray booth. Do not dispose of these cans in the regular trash.
- Always turn on the ventilation in the studio when using paints and chemicals.
- NEVER point brushes with your lips. Some paints contain chemicals that may be hazard to your health.
- Clean brushes using the provided containers. Do not use the emergency eyewash or shower bowl.
- Keep pathways clear within the studio. If you move an easel, stool, rolling pedestal and/or table, return it to its original location at the end of your session. The pathway between the studios needs to be kept clear, about 3' wide, for safe egress.

Your instructor will provide you with additional safety guidelines and instructions.

EMERGENCY – Dial 9-1-1



PRINTMAKING

When working with printmaking materials follow these guidelines:

- Always use aerosol spray products in the spray booth. See your instructor for instructions on use of the spray booth. You can review the instructions located in this document.
- Dispose of empty/used aerosol spray cans in the designated container located near the sculpture studio spray booth. Do not dispose of these cans in the regular trash.
- Always turn on the ventilation in the studio when using paints and chemicals.
- Follow the guidelines for disposal of hazardous waste (solvents, paints, etc.)

Your instructor will provide you with additional safety guidelines and instructions.

EMERGENCY – Dial 9-1-1



SAFE USE OF TOOLS

Any person who will use any tool or machine located in the art studios should be familiar with and should follow these guidelines.

- Do not use any tool or machine until fully trained on its use. **ASK INSTRUCTOR FOR HELP.**
- Always wear eye protection when operating any stationary or hand held power tool.
- Never wear loose clothing such as ties, gloves, or long sleeves that might get caught in moving parts.
- Tie long hair back.
- Remove all jewelry and wristwatches before using power tools and machinery.
- No open toed shoes.
- Use the right tool for the job. Don't force a tool or machine to do a job it isn't designed for.
- Never service machines, changes, blades, bits or cutters. Contact your instructor.
- Always operate machines with safety guards in place.
- Always turn the machine off when finished – never leave a running machine unattended.
- Once the machine is turned off, allow moving parts to stop themselves – do not use a stick or your hand.

More specific guidelines will be provided by the instructor for the sculpture studio and wood shop.

EMERGENCY – Dial 9-1-1



SPRAY BOOTH INSTRUCTIONS - DRAWING AND PAINTING

Use the spray booth when applying any aerosol paint, spray varnish, retouchable spray, fixative, or any other product containing volatile organic compounds (VOC) to protect yourself and the occupants of the building from breathing in the odors associated with such products. To comply with the Department of Environmental Protection regulations under the College's air permit, monitoring information must be recorded each day the booth is in use and written documentation must be provided each time the booth is used. The monitoring sheet is located on the side of the booth – if it is missing, please contact your instructor immediately or the Environmental Health & Safety/Risk Manager at ext. 3221.

To use the spray booth:

1. **Turn on the booth** with the switch on the black cord located on the right of the booth.
2. **Record the following information on the monitoring sheet** located on the side of the booth – you must enter information for each product used each day in the booth. You only need to record the manometer readings one time each.
 - a. Oil level of manometer A and B prior to use
 - b. Oil level of manometer A and B at the end of use or end of day whichever is longer
 - c. Name of Responsible Person
3. If manometer A oil level reaches the red arrow (approximately 0.25 inches), contact your instructor (or Facilities Services at ext 3598 if your instructor is not available). **DO NOT USE THE BOOTH UNTIL PROPER AIR EXHAUST IS PRESENT.** Doing so may subject you to unnecessary chemical exposure.

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SPRAY BOOTH INSTRUCTIONS – SCULPTURE STUDIO

Use the spray booth when applying any aerosol paint, spray varnish, retouchable spray, fixative, or any other product containing volatile organic compounds (VOC) to protect yourself and the occupants of the building from breathing in the odors associated with such products. To comply with the Department of Environmental Protection regulations under the College's air permit, monitoring information must be recorded each day the booth is in use and written documentation must be provided each time the booth is used. The monitoring sheet is located on the side of the booth – if it is missing, please contact your instructor immediately or the Environmental Health & Safety/Risk Manager at ext. 3221.

To use the spray booth:

1. **Turn on the booth** with the switch located on the left side of the booth.
2. **Record the following information on the monitoring sheet** located on the side of the booth – you must enter information for each product used each day in the booth.
 - a. Oil level of manometer at start up
 - b. Oil level of manometer at the end of use or end of day whichever is longer
 - c. Name of responsible person
3. If manometer oil level reaches the arrow (approximately 0.50 inches), exhaust filters need to be changed. Contact your instructor (or Facilities Services at ext 3598 if your instructor is not available). **DO NOT USE THE BOOTH UNTIL PROPER AIR EXHAUST IS PRESENT.** Doing so may subject you to unnecessary chemical exposure.

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WASTE DISPOSAL PROCEDURES

Use these guidelines to properly dispose of wastes generated in the Art Department Studio. If you are unsure of how to properly and safely dispose of a chemical, please consult an Art Department Faculty/Staff member or the Environmental Health & Safety/Risk Manager.

AEROSOL SPRAY CANS - Place all empty, clogged or partially empty aerosol spray cans in the designated collection containers. **DO NOT DISPOSE THESE CANS IN THE REGULAR TRASH.** Collection containers are located under the spray booth in the Sculpture Studio and in the Drawing and Painting Studios.

Note: Clogged or partially filled aerosol cans for disposal are considered hazardous due to the flammability of the propellant and/or content of the paint. These cans must be collected as hazardous waste and disposed of properly. The empty containers are collected to account for the number of cans used during the semester to satisfy the requirements of the College's air permit.

OIL PAINTS - Oil-based paints may be combined with solvents and linseed oil for disposal. Place the paint in the red metal cans labeled "recovered solvents". Do not dispose of in the regular trash or down the drain.

OILY RAGS - Place in the RED safety trashcan, as they are potentially flammable and/or may spontaneously combust. This includes any rag/paper towel soaked with any of the following chemicals:

- Denatured alcohol (Reworkable Fixatif Spray, Stop-Out Varnish, Strypeeze Paint & Varnish Remover)
- Linseed oil
- Mineral Spirits (Kamar Varnish)
- Paint Thinners
- Turpentine (Retouch Spray)
- Xylenes (No Odor Spray Fix, Matte Spray Fix, Matte Fixative, Goof Off)

SOLVENTS - place solvents in the red metal cans labeled "Recovered solvents". **DO NOT DUMP** flammable solvents **down the drain.** They are considered hazardous waste because of their flammability. Solvents currently used in the studios include:

- Alcohols
- Hard Ground
- Linseed Oil
- Liquin
- Mineral Spirits
- Paint Thinners
- Stop-out Varnish
- Turpentine
- Xylenes

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APPENDIX A

STUDENT INJURY REPORT FORM
Student/Non-Employee Incident Report Form

Date of Incident: ___/___/___ **Time of Incident:** _____ AM or PM

Name (of Injured): _____

Address: _____ **Phone:** _____

City & State: _____ **Age:** ___ **Sex:** ___

Position (Check one): Undergraduate: ___ Visitor: ___ Other: ___

Location of Incident: Building _____ Room Number _____

Type of Incident: Fire ___ Chemical Spill ___ Medical Injury ___ Other ___

Incident Occurred During: Course (Course number and experiment #) _____

Research ___ Other ___

Was Safety or 911 called? Yes or No If yes, which one was called? _____

Type of Medical Care

Was simple first aid given? (Band-aid) Yes or No

Was treatment provided by emergency personnel? Yes or No

Was transportation provided by emergency personnel? Yes or No

Was medical treatment deemed unnecessary by injured? Yes or No

If yes, signature of injured here _____

Type of Injury: Thermal Burn ___ Chemical Burn ___ Glass cut, Scrape, or Puncture ___

Non-glass cut, Scrape, or Puncture ___ Chemical Irritation of Skin ___

Irritation of Eyes ___ Inhalation of Fumes ___ Other _____

Body part affected/injured: _____

Description of Incident (Use the back of this form if necessary and include names of witnesses if any)

Student Signature: _____

Professor/Staff Member Signature: _____

PLEASE SUBMIT COMPLETED FORM TO THE EH&S /RISK MANAGER WITHIN THREE DAYS OF THE INCIDENT

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