Laboratory Safety Rules and Procedures

There are many tools in the shop and we will not cover all of them in this class. If you are respectful of them and understand them, you can operate them safely and use them to make your work much easier. You will receive training on some of the tools that will be particularly useful to the class projects; others will be on an as-needed basis. You may not use any tool if you have not had training from the instructor or shop tech. We will walk you through tools multiple times if necessary. Do not use a tool until you are comfortable. With that said, learning tools can be rewarding and beneficial. I encourage you to learn as many tools as possible. For 3D, we will not deal with welding or casting tools. If you are interested in learning those processes, please sign up for sculpture.

General safety rules are as follows:
1. Do not work alone. Have another 3D or sculpture student in the shop with you (non-3D and non-sculpture students should not be in the shop and they should definitely not be working or using tools in the shop EVER).
2. Have a phone handy for emergencies. Utilize the red phones in the courtyard area in the event of an emergency.
3. Know where the fire extinguisher is.
4. Know where the eyewash station is.
5. Don’t work when you’re tired. This is when accidents happen.
6. Notify your instructor of all spills, accidents, or problems with equipment.
7. Wear appropriate clothing
   - Wear shoes with closed toes in the shop. No student wearing flip-flops or sandals will be permitted to work in the lab. If you come in open-toed shoes, you will be counted absent and sent home.
   - Hair should be tied back when operating tools. Long pants should be worn when possible. Students working with metal are required to wear steel-toed boots.
   - Avoid excessively loose or flowing clothing that may cause a fire hazard or may become tangled on equipment. Wear enough clothing to protect your skin.
   - Avoid wearing long, dangling jewelry to lab.
   - Long hair must be tied back, or covered, with something sufficient so that hair does not become tangled with equipment or exposed to fire or chemicals.
   - Do not wear contacts when working with acid.
   - Wear leathers and appropriate face shield/eye protection for all welding and casting processes.
8. Use eye protection, ear protection and respiratory protection when necessary.
9. While working in the lab, never put anything into your mouth. This includes food, gum, candy, fingernails, pens, etc.
10. Do not ever attempt to use any tools, equipment or metal working materials without full knowledge about its function; ASK FIRST!
11. Do not attempt any unauthorized experiments with chemicals or equipment.
12. Use caution working all hot materials.
13. Dispose of waste materials in the proper waste receptacles. These include:
   - Trash Can – any paper or plastic items that have not been contaminated with acid or solvent.
   - Solvent Waste Container – any rags that have been in contact with flammable solvents. No paper in the can.
   - Flammable Cabinet - store all flammables in the flammables cabinet. No exceptions. Mark with your name. May not be stored ANYWHERE else (no cubbies, no lockers).
14. Keep the lab clean. Before being dismissed from class, all tabletop surfaces must be cleaned first with soap and water.
15. Thoroughly wash your hands before leaving the lab.
16. Alcohol is not permitted in the studio. Working while intoxicated is prohibited. No illegal drugs allowed on campus.
17. No painting (spray paint or brush-on paint) without a large drop cloth under the piece and behind the piece. Do not paint near the Fine Arts Building. Do not get paint on the sidewalk, the road, the building, or anything else. Make sure paint only goes on your piece.
18. In the event that a fire alarm sounds, unplug all equipment, gather your belongings and leave the studio in a quick but orderly manner. Students should then report to the meeting area outside the building designated by your instructor.
19. All work exhibited on campus must have “ART TAG” with student name, Art & Design, dates it will be exhibited and student contact phone number.

By signing below, I acknowledge that I have read the Safety Rules and Procedures and agree to comply with the requirements as discussed above. Further, I acknowledge that the Safety Rules and Procedures are not intended to only protect myself from injury but also to insure the safety of others who utilize the University’s laboratories. Finally, I understand that if I fail to comply with the Safety Rules and Procedures, my laboratory privileges may be suspended and that I may be referred to University’s Student Conduct office for imposition of appropriate discipline.

Student (print name): ________________________________
Student signature: ________________________________ Date: ________________________________

Instructor signature: ________________________________

Jenny K. Hager