

## **SCULPTURE STUDIO HEALTH AND SAFETY POLICY 207 TYLER HALL**

Students working in the Sculpture Studio must abide by the following guidelines and policies. All students using the Sculpture Studio will meet with their instructor at the beginning of the semester to review the Health and Safety Policy. Sculpture Studio use is subject to regular inspection: use of tools and facilities is a privilege that will be revoked if the Health and Safety Policy is not properly followed.

### **STUDIO GUIDELINES:**

1. Use of the sculpture studio is only available to current Sculpture and 3D Design students. If someone is not currently enrolled the instructor or studio monitors should be notified immediately.
2. The use of advanced tools and studio equipment without an instructor or studio monitor is prohibited.
3. To use a tool, you must be trained on that tool by the instructor. If you are not sure how to run a machine, you must check with the instructor for further instruction.
4. If a student is using a machine incorrectly, calmly notify the student to stop their use AND notify the instructor.
5. Any accident requiring medical attention must be reported to the instructor or studio monitor.
6. It is the responsibility of students to clean up their mess. Heavy scrap materials should be taken directly to the dumpster. Student projects should be stored in the storage shelves.
7. No food or drink is allowed in the studio.
8. Aerosol or solvent-based materials or materials with noxious fumes may not be used in the studio.
9. Only dry and water-based 2D media (watercolor, gouache, tempera, acrylic paint, ink) may be used. Powdered pigments are prohibited.
10. If there is an emergency call 312-5555 or just 5555 on a campus phone and notify the instructor/monitor immediately.
11. Horseplay with tools and/or around work areas is prohibited.
12. Headphones may not be worn when operating any machinery.
13. Sharp scrap materials must be wrapped and taped into cardboard before they can be thrown out.
14. All chemicals need to be properly labelled and properly stored.
15. If you enter a space and smell gas, leave immediately and notify the instructor/studio monitor and/or emergency services.
16. When MIG welding, proper blinds must be set up and all equipment must be properly shut off before leaving. The work area may never be wet.
17. Tools must be completely stopped before students can disengage their use of them.
18. All tool and shop maintenance must be conducted by the instructor, the monitors, or designated professionals.
19. Proper ventilation must be turned on for all welding, patination, grinding, carving, wax melting, and the mixing of dry powdered materials.
20. No tools may taken out of the studio.

21. If a tool or machine appears to be working incorrectly, stop using it, unplug it, and notify the instructor or monitor.
22. When using tools, full attention must be maintained in their use.
23. Guards may not be removed from any machinery.
24. When using tools that throw materials or sparks be aware of and notify other students that are working in their vicinity.
25. Airborne wood dust is highly explosive. If students are welding in the studio, woodworking is prohibited.
26. Paint brushes and mixing containers should be washed with soap and water after every use.
27. Soiled paper towels/rags and other trash should be put in the trash cans.
28. Diluted water based media may be poured down the drains. Undiluted media should be trashed according to the instructors guidelines.
29. Wet plaster/cement may never be washed down the drain. Plaster on your hands must be first removed in the communal water buckets. Then your hands may be cleaned in the sink.
30. When mixing concrete or cement gloves must be worn.
31. Spills/messes on the floor must be cleaned up immediately. In most cases, wet spills should be soaked up with paper towels or rags and disposed into the trash receptacles.
32. Students should cover their work area with the rolled kraft paper whenever they are using a wet or powdered media. The paper should be disposed of after its use.
33. Projects may not be stored on the tables or work benches. Projects must be stored in designated student storage areas.
34. Spray paints and aerosols may only be used in the Tyler Spray Booth.
35. Hotplates may only be used by Sculpture students and must be turned off after their use.
36. Students are required to maintain the cleanliness of the studio—following individual or class use, floors must be swept, surfaces cleared and dusted, scrap materials and debris must be trashed.

#### **STUDIO DRESS CODE:**

1. No loose or baggy clothing may be worn while using the studio. This includes but is not limited to ties, scarves, skirts.
2. No loose jewelry may be worn around the neck, hands, or wrists.
3. No open-toe shoes may be worn in the studio—sturdy closed-toe shoes only. Leather boots are required when working with hot metals.
4. Long hair must be tied back at all times.
5. Eye protection must be worn at all times.
6. Dust masks and ear protection are available. Students should wear them when appropriate.
7. When working with hot metals or welding, proper protective clothing must be worn. This includes, but is not limited to: leather jackets, chaps, gloves, spats; helmets or hoods.
8. Cotton-based clothing is recommended while working with hot materials. Materials with synthetic fibers may not be worn as they can be flammable.

#### **FIRE PREVENTION:**

1. Students should familiarize themselves with all exits and the locations of fire extinguishers, fire alarms, and fire blankets.
2. If there is a fire: call call 312-5555 or just 5555 on a campus phone and notify the instructor immediately.

3. Never use water to extinguish a fire.
4. Open flames should not be used when flammable particulates are in the air.

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**SIGNING STATEMENT:**

By signing below, I acknowledge that I have read, understand, and will abide by the above stated Health and Safety Policy for the Sculpture Studio. I also understand that use of tools and facilities is a privilege that will be revoked if the Health and Safety Policy is not properly followed.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_