

TYLER ART GALLERY HEALTH & SAFETY POLICY

Students working in Tyler Art Gallery spaces (including public gallery spaces and art prep or storage areas) need to abide by the following health and safety guidelines. Students using or working in any of these spaces will meet with Gallery Director, Mike Flanagan at the beginning of the semester to review these guidelines.

The health and safety guidelines listed below apply to the following public and non-public spaces associated with Tyler Art Gallery:

105 Tyler Hall (office space & art storage)
129 Tyler Hall (Tyler Art Gallery)
129B Tyler Hall (Tyler Art Gallery prep space)
14C Mahar (art storage)

- All students must wear safety glasses while installing/ uninstalling work, moving work, matting, framing or any other preparatory work that involves the use of tools.
- All students must undergo safety training in the use of gallery tools before use. If you are unsure how to use a tool, check with the Gallery Director for instruction first.
- All students must undergo training in the safe use of ladders before attempting to move or work with a ladder.
- If you see a student improperly using a tool or ladder, or failing to wear appropriate safety glasses, ask them to stop and notify the Gallery Director.
- All students will be trained in appropriate methods for lifting and moving heavy objects.
- All students must be made aware of the location of first aid kits, eye wash solution, and fire extinguishers in these spaces and receive training in their use.
- All students will be required to familiarize themselves with all exits in Tyler Art Gallery spaces.
- All students working for Tyler Art Gallery must undergo safety training in emergency responses. Additionally, students working in gallery spaces will be trained in the appropriate emergency response to smoke, visible fire, or sounding of the fire alarm.
 - These students must sign Tyler Art Gallery health and safety contracts.
- If there is an emergency call 312-5555 or just 5555 on a campus phone and notify the Gallery Director immediately.
- Any emergency requiring medical attention must be reported to Tyler Art Gallery Director. Tyler Art Gallery Director will be responsible for filling out incident reports.
- All students will be trained in appropriate protocols for clean-up in all Tyler Art Gallery spaces (i.e. glass, chemicals, sharp materials, bodily fluid etc.).
- Headphones cannot be worn when operating tools in Tyler Art Gallery spaces.
- Horseplay in Tyler Art Gallery spaces is also prohibited.
- It is the responsibility of students to clean up their mess and return all tools/equipment to their proper place.

- No tools/equipment may be taken outside of Tyler Art Gallery spaces.
- All tool/equipment maintenance concerns should be reported immediately to the Tyler Art Gallery Director and further use of said tool/ equipment should stop until further notice.
- No food or drink is allowed in Tyler Art Gallery spaces.
- No loose clothing or jewelry should be worn while working with tools/equipment in Tyler Art Gallery spaces. No open-toe footwear can be worn while working with tools/equipment in Tyler Art Gallery spaces.
- Instructors and students in ART 496, ART 492, and ART 414 must undergo training in Tyler Art Gallery health and safety guidelines with the Gallery Director before working in these spaces.
- With the exception of gallery attendants, students are not permitted to work alone in Tyler Art Gallery and all associated spaces without permission from Tyler Art Gallery Director or Faculty.