

**WINTHROP UNIVERSITY**  
**COLLEGE OF VISUAL AND PERFORMING ARTS**  
**DEPARTMENT OF FINE ARTS**

**HEALTH, SAFETY, AND SECURITY POLICY**  
**Creativity + Community + Collaboration = Mindset**

**Please Note:** All faculty, staff, and students are required to read and familiarize themselves with this local safety policy.

**2020-2021**

**In addition to the Department of Fine Arts Safety Policies delineated in this document, the following information must be noted and explored.**

**WINTHROP UNIVERSITY EMERGENCY INFORMATION**  
can be accessed through the following link:

<http://www.winthrop.edu/emergency/default.aspx>

Contact information for Campus Police along with critical information for your safety is available through the above link. Also, in case of an emergency of any kind please contact Campus Police at any time.

**Campus Police**  
**803-323-3333.**

**Other contacts**  
**Department Chair**  
**803-323-3412**

**CVPA Dean's Office**  
**803-323-2323**

**Fine Arts Safety Director/Studio Technical Manager**  
**803-323-2332**

**Campus Environmental Health and Safety Manager**  
**803-323-2328**

### **Campus-Wide Warning and Response System**

**ALERTUS** response system has stations located on each floor of Rutledge and McLaurin. This system will be activated in case of emergency situations. Please take note that a message will flash across the screen of the **ALERTUS** box. You will also receive both text and phone messages notifying you with important information regarding your safety. **Your phone must be registered** to receive critical notification in the event of emergencies, critical weather, or unplanned university closings. If you are not registered, you may do so through the above link's webpage.

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## **INTRODUCTION**

The Williams-Steiger Occupational Safety and Health Act of 1970 became effective on April 28, 1972. The purpose and policy of this act is "to assure, so far as possible, every working man and woman in the nation safe and healthful working conditions and to preserve our human resources."

### **1. PREAMBLE**

- A. Under the Occupational Safety and Health Act of 1970, the Department of Fine Arts is required to provide a policy and arrangements for the health, safety, and security of its students and employees. Faculty are also required to provide a 'local' safety policy for their studio operations and activities. These separate local policies are attached to this document as appendices.
- B. The departmental health, safety and security policy depends upon the active involvement of all groups and individuals and a safety council/committee structure is established to provide for appropriate consultation at all levels, and to consider and advise on various aspects of the policy, including the provision of safety information training and methods of control.
- C. The policy has been formulated to endeavor to ensure the health and safety of all members of the Department of Fine Arts as far as is reasonably practicable; it also aims to achieve efficient utilization of resources, and at the personal level, provision of beneficial working conditions.

### **2. RESPONSIBILITY**

#### Introduction

- It is the responsibility of the College of Visual and Performing Arts administration to provide, as far as is reasonably practical, safe working conditions for its students and employees.
- At the department level, each chair is responsible for ensuring that the 'local' (departmental) health, safety, and security policy is adhered to by the students and faculty.
- Therefore, there are four main divisions of responsibility:

- ▶ Chair
- ▶ Safety Director
- ▶ Faculty
- ▶ Students

#### **A. Chair's Responsibility, with authority given to the Department's Safety Director to:**

1. Establish a local health, safety and security policy.
2. Establish a departmental health, safety and security committee.
3. Ensure that both faculty and students are fully aware of their individual responsibilities regarding health, safety and security.
4. Ensure that regular meetings of the health, safety and security committee are held.
5. Ensure that regular inspections of the facility by the committee are planned and carried out.
6. Ensure that the committee's reports are submitted to the appropriate university officers for action when warranted and appropriate.
7. Ensure that the individual hazard reports are submitted to the appropriate university officer for action when warranted and appropriate.
8. Ensure that accident reports are forwarded to the appropriate university officer.
9. In conjunction with ARTT 112 Introduction to Fine Arts first semester freshman class, to ensure that students are introduced to art department safety, students view the video Yale

- Environmental Health and Safety at <http://www.yale.edu/ehs/onlinetraining/video/artsafety.htm>).
10. During this time students are also introduced to University Emergency Information found at <http://www.winthrop.edu/emergency/default.aspx>.

## **B. Faculty Responsibility**

Within the Department of Fine Arts the faculty are responsible individually to the chair for specific aspects of health, safety and security. They are responsible for endeavoring to ensure safe conditions for work within those areas of the department under their control. The faculty must attempt to ensure the safety of all students under their supervision by:

1. Informing all students concerned of the individual responsibility regarding health and safety within the department's individual studios and buildings. (See "Local Studio Policies", page 8.)
2. Carrying on-going safety inspections in their studios.
3. Ensuring that all materials, equipment, and machinery purchases conform to recognized standards regarding the Health and Safety policy within the department.
4. Endeavoring, within all reasonable practicability and available resources, to keep the students trained in the safe use and maintenance of all machinery, tools, and equipment.
5. Instructing every student in the safe use and storage of chemicals, acids and materials
6. Ensuring that the appropriate protective clothing is worn by students involved in the use of machinery, equipment and chemicals, i.e. goggles, face visors, overalls, etc
7. Maintaining the "no smoking" policy.
8. Ensuring that they are fully aware of the Health and Safety regulations and the procedure for reporting and recording accidents. Also, the directions regarding the safe evacuation of students in an emergency, i.e. location of fire extinguishers and exits;
9. Informing the chair of hazardous conditions or situations; (See Appendix B.)
10. Informing their students of the evacuation point to be used (from the studio concerned) and procedures to be followed in an emergency;
11. Informing students of the nearest first-aid or medical equipment;
12. Indicating the location of all fire extinguishers in the studio and/or the adjacent hallway.

Faculty who observe a student in violation of the policies established in this document must instruct that student to cease such action.

This information and instruction must be presented to each of the faculty's student groups at the beginning of each semester or at the induction of any new student group. Every new student joining a class must be given the safety information and instruction by the faculty concerned.

## **C. Student's Responsibility**

All students are required to ensure the safety of themselves or others by:

1. Only using power machinery and equipment for which they have received authorized training from the faculty or professional instructor. (If you have not received training in the safe use of machinery, contact the faculty member responsible.)
2. Not using power machinery when alone in the studios;
3. Using the appropriate protective clothing when using machinery, i.e. goggles, head bands, overalls, etc. Also, to ensure that loose ties, belts, cuffs, jewelry and long hair are properly secured or tucked in.
4. Keeping their own hand tools in good repair;
5. Adhering to the "no smoking" rule in studios and buildings;
6. Not consuming, or bringing into the studios, workshops, or any building, any alcoholic beverage or

controlled substance.

7. Evacuating the buildings immediately when the "Fire Alarm" is sounded.

### **3. ACCESS TO THE RUTLEDGE BUILDING, MCLAURIN HALL, and RODDEY STUDIOS**

During the official semester dates (first day of class to the last day of class), fine arts majors have 24-hour access, seven days each week, to the Rutledge building facilities/studios. Certain facilities/studios including (but not limited to) the Wood Studio, Sculpture/Welding and Jewelry/Metals have monitored Open Studio Hours. Access is therefore limited.

McLaurin access is limited after normal business hours. Students having studios, studio space or some designated function in the building after hours will have access to the building.

#### **Roddey Studio Space Usage Guidelines**

- There are no public area restrooms for non residents. Students in the Roddey basement must use restrooms in Johnson or Rutledge.
- Students with permission to access the Roddey basement are not permitted to enter any other part of Roddey Hall without an escort.
- Officials from Residence Life will not grant access to students if their card swipe ID is not working. Students should notify their instructor if they are unable to gain access using their ID.
- Residence halls observe quiet hours from 10:00 pm to 10:00 am. Students must observe these quiet hours as well or lose access.
- Students must observe all Roddey Hall evacuation procedures.
- Students are not permitted access after residence hall quiet hours.

Student access to the facilities/studios outside of the regular official semester dates is a special privilege and requires approval from faculty and the studio technician. Any student wishing to secure approval to access the facilities/studios during non-semester terms must fill out and agree to the conditions described in the Vacation Access Agreement. (See Appendix C.)

The names of those students approved to access the facilities/studios will be forwarded to Campus Police. Any student that has not received permission from the Chair will be told by Campus Police officers to leave the building.

#### 4. ACCIDENT PREVENTION

It is the policy of the Department of Fine Arts to act on prevention rather than cure. To this end, every member of the faculty, staff and the student body is required to report any potentially dangerous situation as soon as it becomes apparent. A "Hazard Report" form is available from the department office. Any hazard noted must be reported to the safety director or to the chair immediately. (See *Hazard Report* form, Appendix B.) Prevention also involves safety education. In addition to training programs, each faculty member, whether full-time or part-time, is required to provide information and instruction to their students regarding accident prevention.

Safety information and instruction must be presented by the faculty to their student groups at the beginning of each semester or at the induction of any new individual group of students.

Faculty must ensure the general tidiness, cleanliness and housekeeping of the working environment, use of guards or protective clothing where necessary, and the maintenance of equipment. Faculty must ensure that only authorized and/or adequately trained individuals be allowed to use or operate dangerous machines and equipment.

#### 5. HAZARDOUS MATERIALS

Safety Policy in relation to hazardous materials involves the utilization of set procedures so that risk to health and safety is minimized at all stages of storage, distribution use and disposal. See Section 10, (F). Security arrangements for the storage of hazardous materials and limitations on the quantities stored, issued or purchased must be strictly observed.

#### 6. ACCIDENTS

In this Policy Statement accidents are defined as incidents that have caused or might reasonably be expected to have caused injury to persons and/or damage to property. The departmental procedure for reporting accidents must be adhered to, thereby ensuring that the relevant information about accidents, especially those involving personal injury, is recorded for insurance and record purposes. Following the occurrence of a serious accident, apart from immediate attention to an injured person or persons and switching off electricity, gas supplies, etc., care should be taken to seal off the area without clearing up, alteration, or removal of equipment or materials until inspection has been carried out by public safety officers. The area should only be reinstated to its normal working condition after obtaining specific approval from the chair or safety director.

##### Accident Response Procedures

- Contact campus police in the event of a major or life-threatening emergency. **803-323-3333**
- In the event of a minor, non-life threatening injury instructors are advised to notify students of the location of a first aid kit.
- Instructors may supply a first aid kit if students are unable to retrieve one on their own.
- Instructors are advised not to administer any first aid directly, or recommend that students take certain medications or other ingestible substances.
- Students should remain seated following an injury.
- Instructors may recommend that students visit Winthrop Health Services if they feel able to do so.
- Instructors are advised not to transport students to the emergency room or to other medical emergency centers.

## 7. **SAFETY INSPECTION**

- A. Regular inspections of the Department of Fine Arts, its departmental plant, equipment and amenities will be carried out by a designated safety committee of academic and non-teaching staff.
- B. Composition of the Fine Arts Department Safety Committee:
- Studio Technician/Safety Director
  - University Environmental Health and Safety Manager
  - University OSHA Compliance Officer
  - University Fire Life Safety Officer
  - Studio Faculty
  - One Student
  - Chair of the Department (*ex officio*)
- C. Terms of Reference  
In touring the department facilities the Safety Groups must observe, record and report on the following:

Electrical fixtures  
Machinery - Access and Guards  
Ventilation efficiency  
Access to fire doors and exits  
Hallways obstructions  
Acid and chemical storage areas - studio containers  
Gas Bottle Storage  
First Aid Boxes  
Eye Wash units  
General organization and tidiness of studio  
Gas lines and compressed air hoses and fixtures  
Oxygen and acetylene gauges and pipes  
Hand tools and equipment safety  
Flooring  
General noticeable hazards  
Protective clothing facilities  
Hazard warning notices

## 8. **EVACUATION PROCEDURE**

In the event of a fire occurring, the following procedure is advised:

- A. Those members of the faculty or staff who are involved with the incident should:
- 1) **SOUND THE FIRE ALARM.** This may be done by activating the alarm buttons. Should the alarm not sound, try another call point or instruct the departmental office to inform all extensions in the building of the existence of fire and the need for evacuation.
  - 2) **CALL CAMPUS POLICE. Dial 803-323-3333**  
and give the location, size and type of fire.
  - 3) **ENSURE THAT THE FIRE DEPARTMENT IS MET ON ARRIVAL AND GIVEN FULL INFORMATION.**



**B. WHEN THE ALARM SOUNDS THE BUILDING MUST BE EVACUATED.**

- Faculty in charge of classes must instruct their students to leave the building as soon as the alarm is heard.
- Faculty should assume responsibility for supervising the evacuation. Should the alarm not sound, they should initiate the evacuation, notify other faculty to do the same, and notify the secretaries to inform all extensions in the building of the existence of fire and the need for evacuation.
- Apparatus, etc. should be made safe if time permits.
- Doors and windows should be closed.
- The evacuation should proceed quietly but quickly, making use of all available exits.

**C. AFTER EVACUATION, STUDENTS, FACULTY AND STAFF MUST REPORT.**

Students should report to the faculty in charge of their class and staff should report to the person to whom they are normally responsible. The Fire Department should be informed if anyone is known to be missing.

**D. DO NOT RE-ENTER THE BUILDING UNLESS GIVEN PERMISSION BY CAMPUS POLICE.**

All staff are requested to familiarize themselves with the locations of the fire alarm call points and the emergency exits as well as the mode of operation and positions of the extinguishers.

**9. DEPARTMENTAL AREA STUDIO POLICIES**

**THE WOOD SHOP**

**Responsible Staff, Andrew Davis (323-2332)**

- **Only students enrolled** in a fine arts studio class may use the wood shop
- **Do not work alone.** Use of the woodshop is permitted only during monitor hours.
- Do not work while **impaired** by drugs, medication, or alcohol.
- Do not use any tools or equipment you are **unfamiliar** with without first consulting the monitor on duty.
- **Wear appropriate clothing** at all times. The following are prohibited:
  - Loose or long sleeves
  - Loose or baggy shirt tails
  - Loose or hanging jewelry
  - Loose hair
- **Close toed shoes** must be worn at all times.
- Follow any and all instructions given by the monitor on duty. They reserve the right to **remove** anyone from the shop if they act in a way that endangers themselves or others.
- **Eye protection** must be worn while using equipment, or while in proximity of someone using equipment.
- Always activate the sawdust extraction system when using equipment.
- All indoor sanding must be done on the **downdraft table**. Extraction hoods are for Foreman use only. **All other sanding must be done outside.**
- Always wear **ear protection** when around loud machinery.
- **Students cannot remove blade guards** or manipulate a tool so that the guard is rendered ineffective.
- Store and label with name and date all combustible materials in the flammables cabinet. Relevant **Safety Data Sheets (SDS)** must be obtained for all materials stored and given to the monitor on duty.

- **Clean up after yourself.** Vacuum equipment after use. Immediately clean up glue on work surfaces. **Do not use compressed air to clean equipment.**
- **Return all hand tools** to their appropriate location and revert all floor tools to their default configuration after use.
- If a tool begins to function abnormally, notify the monitor on duty immediately. **Never walk away from a running tool.**

### **Wood Shop Monitor Duties:**

- Monitors must remain in the wood shop for the entirety of their shift. If a monitor has to leave they must eject all students from the wood shop and post a sign indicating when they will return.
- Monitors must be aware of, and adhere to, all wood shop rules and guidelines.
- Monitors must tag any tool that begins malfunctioning and notify the shop technician so repairs can be made.
- Monitors must ensure sure that only students enrolled in a fine arts shop class use the wood shop.
- If a student is endangering themselves or others by engaging in activities including but not limited to: using tools incorrectly, sanding away from ventilation, and ignoring monitor requests; it is the monitor's duty to ask them to leave the shop. If the student refuses to leave the monitor will call campus police.
- Students are responsible for cleaning any tools and work surfaces they use – including the floor. However, if a student fails to clean after themselves it becomes the responsibility of the monitor to clean.
- Monitors must observe and enforce shop hours. When necessary, monitors should announce that the shop is closing ahead of time so that students can prepare and clean.
- All doors must be locked at the end of every shift.
- Monitors must request and file an SDS sheet for any chemical brought in to be stored. SDS sheets are readily available online and retailers will often provide one when asked. Monitors must date any chemical placed into storage.
- Monitors will report to campus police any suspicious persons in or around the wood shop.
- Monitors will observe their scheduled hours. If there is a scheduling conflict the monitor will notify the shop technician 7 days prior to the conflict to request time off. In the event of an emergency the monitor will make a reasonable effort to notify the shop technician of an unplanned absence.
- Monitors will complete and submit an Accident Report for any and all incidents involving injury that occur during their hours. These forms must be submitted to the Shop Technician. In the event of a serious injury, monitors are to contact campus police.
- Failure to observe wood shop guidelines and monitor responsibilities may result in a loss of monitor privileges.

### **SCULPTURE**

#### **Responsible Faculty, Shaun Cassidy (323-2360)**

You will find available at all times in the studios a number of excellent resource texts of sculpture, design, materials, methods and safety. Every student must study appropriate chapters before starting projects. Review when necessary. Ask when uncertain.

- Wear safe clothing appropriate to your tasks. (example, no loose clothing, jewelry or gloves around

most machines).

- Do wear non-flammable clothing (example, cotton) and enclosed shoes in soldering, casting and foundry area.
- Wear safety gear when using or near power tools, torches, such as:
  - Safety glasses and face shields,
  - Leather gloves when needed (example, with chainsaws, grinders) and when dealing with hot objects (example, welding-casting)
  - Ear plugs when around high noise levels.
  - Dust masks around light sanding.
  - Dual cartridge respirators around solvents, plastics, other toxics. Helpful during stone carving and other particle producing tasks.
  - Appropriate dark lenses when casting-welding, etc. or when nearby.

### **Other cautions** :

- Do not work alone.
- Do not use power tools when overtired.
- Do not talk or otherwise divert your attention or that of other people while operating power equipment.
- Do not operate equipment unless you have been trained by an authorized person, you are capable of operating it safely, have permission to do so and are enrolled in a class assigned to this area.
- Follow directions. Do not invent ways of operating equipment.
- Never force a cutting tool. Let each tool do its job.
- Do not try to slow or stop coasting machines.
- Do not leave machines running.
- Do not remove machine guards.
- Do not adjust tools. When changing disks, wheels or other consumables use tools designed for this task.
- Keep work areas clean and free of trash, oil, etc.
- Do not use flammable materials in foundry or casting area.
- Know fire exits and location of firefighting equipment.
- Stay alert. Be responsible for your safety and that of others.
- In case of emergency--call Campus Police 803-323-3333.

## **JEWELRY/METALS**

### **Responsible Faculty, Anne Fiala (323-2673)**

1. Tie back long hair when working.
2. Wear appropriate clothing at all times – long pants and shirt. No loose sleeves or scarves, no synthetic materials like pajamas or workout clothes.
3. Wear closed-toe shoes at all time.
4. Wear an apron to protect skin and clothing.
5. Wear eye protection when sawing.
6. Wear impact resistant goggles to protect against flying particles when using power equipment.
7. Wear ear protection during all metalsmithing processes – ear muffs provide the greatest protection, ear plugs that mold to fit the ear offer satisfactory protection.
8. Wear rubber gloves, heat retardant gloves, respirators, face shields, and specially designed aprons when appropriate.
9. Use equipment and materials with proper instruction and supervision.
10. Use proper ventilation and illumination when appropriate.

11. Turn off power equipment when not in use.
12. Keep benches clear of unnecessary clutter.
13. Use firebricks or annealing pans at soldering stations when soldering or annealing.
14. Keep the soldering area free from paper towels.
15. Turn off torches when not in use.
16. Bleed all gas and air lines at the end of the class session.
17. Do not allow acid to boil.
18. Allow metal pieces to cool or quench in water before cleaning in acid.
19. Flush all acid splashes with water and neutralize with baking soda.
20. Clean up spills immediately.
21. Do not smoke or eat in the studio.
22. Only currently enrolled students may use the facility
23. Never work alone in the studio
24. Visitors are not allowed in the studio during class time unless invited by the faculty.
25. Cell phones are not allowed in the studio during class time. Cell phones should be turned off.
26. The studio must be supervised by an instructor, studio assistant, or upper levels metals student.
27. Report all injuries immediately to your instructor.
28. Tetanus inoculations must be current.

### **Tool and Equipment Maintenance**

1. Each student is responsible for keeping the studio clean.
2. Never cut directly on the tables. Use a chipboard mat or rotary cutting board to prolong the life of the benches.
3. Library books, studio journals and books should only be used on a clean surface away from any space where you or another student is working.
4. Keep all tools away from the sink and acid areas.
5. Keep tools clean and dry. Water and flux contribute to rusting of hand tools and hammers.
6. To remove rust and to clean tools rub with steel wool. Protect finished surfaces with WD-40.
7. Return all tools and equipment to proper storage cabinets.
8. Do not store unassigned tools in lockers or in assigned kits.
9. Use tools properly. Do not use equipment without proper instruction.
10. Only use metal snips or shears for cutting solder and thin metals sheet.
11. Do not use pliers for soldering procedures.
12. Hammers are for forming and forging non-ferrous metals. Do not use hammers on steel.
13. Keep iron based tools and materials out of the acid.
14. Do not attempt to solder or pickle found or unidentified metals. Consult your instructor when using any found metals.
15. **Leave the studio in a cleaner condition than when you arrived.**

## **CERAMICS STUDIOS**

**Responsible Faculty, Jim Connell (323-2657)**

### **Throwing and Handbuilding:**

Students must:

- Keep long hair tied back when throwing.
- Remove jewelry.
- Wear shoes.
- Attempt to keep dust under control

### **Clay and Glaze Room:**

Students must:

- Always wear respirators when mixing glazes or making clay.
- Clearly mark any toxic materials for storage.
- Mix dry and wet glazes, and screen, OUTSIDE.
- Not use LEAD bearing materials.

### **Kiln Room:**

Students must:

- Wear UV protected safety glasses when looking into kilns.
- Spray glazes OUTSIDE.
- Wear respirator when spraying glazes.
- Wear safety glasses when chipping glaze from kiln shelves.
- Wear protective clothing, gloves, face protection and goggles when working with Raku.

## **PAINTING STUDIOS**

**Responsible Faculty, Stacey Davidson (323-2651)**

### **130 Rutledge Painting Studio**

#### **A. Sinks**

No paint or solvent in sinks.

#### **B. Paint**

All paint scraped off of palettes must be put into the red canister for disposal.

#### **C. Solvent**

Solvent and its safe storage is provided for registered painting students. The solvent we use is Gamsol. We have 2 fire-safe metal cabinets for solvent storage: one for clean supply, which is locked; and one for student storage of jars. Jars are a non-reactive high density polyethylene plastic with liquid-tight screw on lids, supplied by the Environmental Health and Safety Department.

#### **D. Waste Disposal**

Jars with waste solvent are picked up by our Hazardous Wastes Management at the end of each semester.

#### **E. Clean Studio Habits**

Safety depends on good habits with clean-up in painting. Students are responsible for this as part of studio practice:

1. Brush cleaning is thoroughly demonstrated each semester
2. The routine for solvent use is demonstrated each semester
3. Palette cleaning after every session is expected.
4. What to do with paint scrapings and rag disposal are also demonstrated each semester
5. Food and drinks are not permitted in the Painting Studio

#### **F. Hygiene**

Hand-washing: necessary, encouraged, drilled into students

Gloves: wearing disposable gloves is encouraged

### **220 McLaurin**

Advanced level painting students who have work-space here follow the same procedures as above. We do not have fire-safe cabinets for this room. Students who work with solvent must keep containers

lidded when not in use. They leave used solvent in the fire safe cabinet in Rutledge 130. There is a working exhaust fan in this studio.

## **PHOTOGRAPHY STUDIOS**

**Responsible Faculty, Mark Hamilton (323-2671)**

The following policy is to be read and signed by every currently enrolled photography student. For your own safety, these procedures have been developed and will be the accepted practice for the photography facilities. Anyone who cannot or will not comply with this policy will not be permitted to use the facilities.

1. Students will be familiar with emergency procedures, especially in relation the routes to take during a fire.
2. The photography facilities are for use by currently enrolled students only.
3. Food and drinks are not allowed in the facilities. (The danger of consuming chemistry through misrecognition of a drink, or having chemistry on one's hands, is too great).
4. Smoking is strictly prohibited.
5. Aerosol products are banned from use indoors. (They pose a considerable threat to everyone's respiratory system, especially those with asthma.) Anyone caught using these will be severely sanctioned.
6. Keep all wet items in the sinks and away from the dry side of the room.
7. Make sure your hands are dry before dealing with electrical items, including enlarger timers, hair dryers, the film dryer, anything computer-related, safelights and the fluorescent room lights.
8. Used print developer, stop bath, film developer and stop bath, as well as fixer remover, should be disposed down the drain with copious amounts of water.
9. Used fixer (both for prints and film processing) should be put into the large tank for silver reclamation (marked 'used fixer').
10. Cleaning powders or solutions should only be used after sinks have been thoroughly washed.
11. Never use chlorine bleach with any other chemical present, even in the smallest amounts.
12. Always wear an apron and rubber gloves when handling chemistry. In the event of being splashed in the face with chemistry, wash immediately with copious amounts of water. If you have time to use the eyewash sink, go to Printmaking next door.
13. Avoid skin contact with chemistry.
14. After-hours work is subject to the lab policies. Problems should be reported to Campus Police (803-323-3333).
15. During after-hours, monitored work periods, students will be expected to clean up after themselves, in particular making sure film developing tanks are scrubbed and stacked, and any enlarger that has been used has been switched off (the timer).

### **Photography Lab monitor duties:**

1. In the event of an accident or disturbance, monitors will immediately contact Campus Police (803-323-3333) and Mark Hamilton (803-323-9800).
2. Monitors will check that all students coming to use the lab are eligible to do so (by checking against the printed enrollment lists provided).
3. Monitors are to be in attendance in the lab throughout the entire lab hours session.
4. Monitors are responsible for overseeing a proper clean-up at the end of each session,

- including stacking the scrubbed tanks and trays, and cleaning all sinks thoroughly.
5. Monitors will make sure all enlarger stations are correctly reset (enlarger timer off, contrast filters removed, print easel and glass replaced).
  6. All electrical equipment is to be switched off after lab hours, including timers, film and print dryers, radios, safelights, and radios.
  7. Food and drink are not allowed in the labs. Please make sure students follow this rule after-hours.
  8. Monitors will have read and be fully familiar with the Health & Safety Policy.

## **PRINTMAKING**

**Responsible faculty, Myles Calvert (calvertm@winthrop.edu)**

- NEVER WORK ALONE. Arrange to have another printmaking student in the studio with you during non-class hours or, at the very least, have a friend in the studio with you. Under no circumstances should non-print students be operating any of the equipment. Speak to your professor about student numbers allowed in the space at any one time.
- No children are allowed in the studio. No food is permitted in the studio with the exclusion of the beverage shelf, at the entrance.
- LOCATE EXITS, WATER SOURCES (SINKS), AND EMERGENCY TELEPHONE. Memorize the telephone number for Campus Police. Set this number in your cell phone. NOTE: The emergency phone is on the wall in the hallway just outside the printmaking studio. **DIAL 803-323-3333 CAMPUS POLICE.**
- ALWAYS WEAR APPROPRIATE SAFETY EQUIPMENT FOR THE PRINTMAKING PROCESSES THAT YOU ARE PERFORMING, i.e.: eye goggles, apron, solvent and acid-resistant gloves, respirator or dust mask. This is covered in full in class.
- IDENTIFY AND LOCATE FIRST AID KIT. Know how to use its contents. NOTE: The First Aid Kit is located on the wall above the sink, adjacent to the door into the hallway.
- IDENTIFY AND UNDERSTAND THE CHEMICALS AND HAZARDS THEY POSE.
- IDENTIFY AND LOCATE EYEWASH BATH. The eye wash bath is located adjacent to the sink.
- AVOID ANY RISK-TAKING SITUATIONS IN REGARD TO CHEMICALS, TOOLS, PROCESSES, ETC. Use only at designated workstations and only after engaging electric exhaust system.
- NEVER WORK WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS OF ANY SORT.
- DO NOT EXPERIMENT UNLESS PRIOR DISCUSSION WITH INSTRUCTOR ALLOWS IT.
- LEARN TO USE SAFETY EQUIPMENT PROPERLY (exhaust fan for solvents and constant



ventilation/exhaust fan for acid bath/fire extinguisher/eyewash bath.

- READ “PRINTMAKING” AND “SOLVENTS” SECTION OF SAFE PRACTICES IN THE ARTS AND CRAFTS – A STUDIO GUIDE, pages 55-56 and pages 58-61.
- KNOW HOW TO REACT TO EACH POSSIBLE “EMERGENCY” SITUATION AS PRESENTED IN THE LECTURE ON STUDIO USE, MAINTENANCE, AND SAFETY. Check your notes. Your professor will give you extensive training.
- CLEAN UP. Ensure inks, solvents, and materials are all returned and out of sight, leaving a spotless and degreased surface ready for the next student to use. Utilize the specific bins for proper rag disposal.

### **ART EDUCATION STUDIO**

**Responsible Faculty, Dr. Laura Gardner (323-2654)**

- Health  
Occasionally, during school art methods sessions, art materials are used which may be classified as hazardous unless used with proper ventilation. These materials include some paints, inks, rubber cement, paint thinner, and spray paints or adhesives. Located in the cabinet nearest the door, these materials will be used only with faculty supervision. Additional warnings for studio and school art practice can be found in the attached article about selecting and using safe materials for children.
- Safety  
You will note that the printing press is the only piece of equipment in the art education room, and will be used only with faculty supervision. The press is completely manual, requiring no particular safety precautions other than common sense; that is, do not try to lift or move the press, as it is fairly heavy, and watch for finger and other injuries when operating the press.
- Security  
The art education room is kept locked when class is not in session. Students who desire to work in the room at other times will need to get permission from one of the art education faculty.

## **10. ACCIDENT PREVENTION**

It is the responsibility of the administration of the Department of Fine Arts to provide safe working conditions for its students and employees. The first requirement for achieving safety in our studios and workshops is the willingness of every person to accept their responsibility for the vital role they must play in accident prevention. The only path to effective accident prevention is knowledge, and action based on that knowledge; action practiced so often that it becomes habit.

Working safely does not necessarily mean working slowly. Often the opposite is true. The individual who makes a habit of keeping their bench and workplace tidy not only makes a useful contribution to safety but often their work is well under way while the untidy worker is still trying to organize their workplace. What is often labeled "carelessness" or "inattention" could more exactly be described as a lack of knowledge, fatigue or even human limitation. There is little use in displaying a few safety posters and hoping that they will solve the problem. A good general knowledge is required; knowledge of the hazards that cause accidents; knowledge of the procedures which will either prevent accidents, or at least gradually reduce their likelihood; knowledge too of the measure which, should a mishap occur, will reduce its consequences.



## **A. HOUSEKEEPING**

As poor housekeeping lies at the root of many accidents. A typical workshop accident is the outcome of a number of factors which coincide. Clearly, the more of these factors that are removed the fewer accidents there will be. Consider two workshops. In workshop "A" the workplaces are well-lighted, well laid out, clean and tidy; gangways are clear, clean and well worked, and the work benches tidy. In workshop "B" the workplaces are badly lit, disorganized, dirty and untidy; gangways are little more than rough winding tracks; work benches are piled with a jumble of tools, materials, old rags and scrap. It is easy to see why workshop B has a far greater risk of accident. In workshop A not only have many conditions been made safe which might have been dangerous if left unattended, but also any other unrelated hazard will tend to stand out more clearly. In workshop B, however, conditions, besides constituting a hazard in themselves, will effectively mask other danger points. The missing or defective guard will not look out of place, the oiled or damaged floors will be successfully camouflaged and the exposed electrical wire will remain concealed in the confused disorder.

An invaluable contribution to good housekeeping is the provision of adequate storage racks, storage space and store rooms, designed and maintained so that suitable accommodation is available for every article stored. Also, the provision of waste bins, as well as readily available means of clearing up spillage of liquids.

It is obvious that good housekeeping is something that cannot be maintained by the departmental management alone. Everyone has an important part to play. For instance, a teacher will have the earliest opportunity to notice failure of light sources or impeded ventilation while a student could pay particular attention to corners and spaces that are semi-accessible like those underneath benches or behind cupboards where rubbish accumulates. One of the great dangers associated with hoarding rubbish is fire. A cigarette or spark might provide the occasion, but the cause is untidiness. Sometimes no external means of ignition is needed as rubbish allowed to accumulate and remain undisturbed for a period can cause spontaneous combustion. Rubbish and scrap should be cleared as soon as possible after each process or day's work.

An aspect of housekeeping which is of overriding importance is the maintenance of good clear floor surfaces throughout the workshops and studios. While the general standard should be high, it is most important that areas around machines, walkways and gangways, especially those leading to fire exits, must be carefully maintained. Damaged floors should receive early attention. Gangways should be clearly marked and kept free from obstructions. In short, everyone can do a tremendous amount in respect of good housekeeping to make the studios and workshops safer and more pleasant places.

## **B. MANUAL HANDLING**

### **Tins and Containers:**

Handling and carrying of open tins and containers should be avoided. Even if the contents are known to be perfectly safe, it is bad practice to engage in operations which encourage spillage of liquids or powders. It is easy to slip on a "safe" liquid. When dealing with chemicals, powders and liquids which are commonly regarded as safe in themselves it is important to remember that contact with certain atmospheres or substances may render them dangerous or lethal. Cans should be kept closed as a matter of course and a general practice should be made of labeling all substances in bottles, tins and containers.

Any floor can be made dangerous by the spillage of oil, grease or water. All accidental spillages should be cleaned up immediately and thoroughly. If sawdust is used it should be swept up afterwards and placed in the "appropriate" waste bin for immediate disposal. Oil contaminated sawdust in bulk presents a fire hazard because of the possibility of spontaneous combustion.

### **Hand Tools:**

Accidents which happen when hand tools are being used account for approximately ten per cent of all industrial injuries.

The following points should be observed in connection with particular tools:

#### **Hammers**

- If the head is chipped, rounded or otherwise badly worn, the hammer should be disposed of.
- The hammer head should be securely and properly attached to the shaft.
- The shaft should be in good condition. If it is split, broken or loose, the hammer should not be used.
- Keep the hammer head free from oil and grease.

#### **Chisels and Punches**

- Never use a chisel with a head that is mushroomed. At the first signs of mushrooming the chisel or punch head should be correctly dressed on a grinding wheel. Sharpness and correct pitch will help to prevent mushrooming.
  - Particles may also fly from the work, whether stone or metal. Use eye protection - either goggles or a chip screen or both.
- Keep the chisel or punch head free from oil or grease.

#### **Wrenches**

- Discard open-end wrenches which are worn - or box spanners which show signs of splitting.
- Avoid the use of adjustable wrenches as much as possible. Use a rigid jawed or ring spanner in preference.
- Check wrenches or adjustable wrenches for free play, also check for splaying of jaws.
- Avoid pushing away from the body, pull the wrench towards yourself whenever possible. Do not fit improvised extension handles on wrenches for extra leverage.
- Ensure that your hands will clear obstructions: this will prevent injury if the nut "gives" suddenly.
- Use the right size of wrench for the job. Never [attempt to "make do" with a wrench that is too large] pack the gap between the wrench and the nut with shims or washers.
- Never use a wrench as a hammer.

#### **Files**

- Never use a file without a handle: the tang may become embedded in the hand.
- Never use a file as a lever, hardening has made it brittle and it may well snap and inflict injury.
- When filing in the lathe, never use cloth or rag to grip the file handle as this could easily become entangled in the moving machinery.
- Keep your hand and the file clear of the chuck of the lathe.
- Always grip the file firmly.

### **(B) Screwdrivers**

- A screwdriver is not a chisel - do not grind it to an edge.
- Use the correct size of screwdriver for the job.
- When using a screwdriver, avoid holding the work in the hand: the screwdriver might slip.
- Never use a hammer on a screwdriver.
- Beware of split handles.

### **Other hand tools**

The precautions listed above relate to five common hand tools, but the same principles hold good for any other hand tool. If tools are neglected or abused, not only will they spoil the job and mar efficiency but they will inflict injury. The wrong handling of machine cutters has caused many accidents in industry.

Mishaps have generally arisen through persons overlooking the two essential and obvious characteristics of these tools: they are sharp and hard and therefore brittle. Because of this, careful handling is necessary at all times, whether the tool is being set up in a machine or being scrapped through damage or wear. To throw a damaged tool into a box containing other metal components is highly dangerous: Shattering or splintering of the tool may take place with obvious results.

## **C. MACHINERY**

### **Prime movers and transmission machinery**

Simply speaking, a prime mover is the mechanism that provides the initial power to drive machinery, and transmission machinery is the mechanism which transmits this power from the prime mover to the machinery being driven.

Prime movers include electric motors, gas and oil engines. The first point to remember about prime movers is that every moving part must be regarded as highly dangerous. This applies equally to gears, pulley wheel, fly wheels, smooth cylindrical shafts.

The most effective way to deal with prime movers is to encase them. They should be "securely fenced" and protected from any direct human contact.

Transmission machinery, i.e. belts, shafts, must be "securely fenced" or encased.

If, at any time, moving parts are exposed for inspection, all individuals must be kept clear.

Guards must be replaced after inspection.

### **Clothing**

Many serious and often fatal injuries have resulted from the entanglement of clothing in moving machinery. Always ensure that clothing is well-fitting with no loose ends. Ties, scarves and the like should be well tucked in. Hair should also be tied back or protective head gear worn.

Generally speaking, gloves should not be worn by any individual working at machines.

### **The smooth revolving shaft**

The essential danger of the smooth revolving shaft is its remarkable ability to "pick up" loose or flapping clothing like neck ties, loose cuffs, torn overalls, overall belts, frayed clothing, finger bandages or an odd piece of string or material protruding from pockets. A point that is not so apparent is that it is not only the shaft itself which is in motion, but the air currents around the shaft and the article which comes into contact with it. The smooth shaft is not confined to transmission machinery. We often find it on most power driven machinery, i.e. polishing motor spindles and drilling machines. It is essential that guards be kept in position at all times.

### **Traps between moving and fixed parts**

Dangerous traps may exist between moving parts of machinery. No moving part of a self-acting machine, or any material carried on it, shall be allowed to run within eighteen inches of any fixed structure. All individuals must ensure that the work is not allowed to overhang the machine carriage to such an extent that a trap is created.

### **The in-running "nip"**

The in-running "nip" is that danger zone where a belt runs into a pulley, where a chain runs into a sprocket or where gear wheels mesh together. The danger of the nip is much more obvious than the revolving shaft. Clothing or parts of the body, particularly hands and hair, may be caught and taken in.

### **Keeping Guards in position**

It is the responsibility of every individual to ensure that guards are always kept in place. If an individual removes a guard, except for maintenance or adjustment, they may be breaking the law and surely adding to the hazards of the workshop. The same applies to failure to replace a guard after it has been removed for some necessary purpose.

### **Dangerous Machinery. Hazards and Precautions**

The machines in this section illustrate dangers which arise in connection with the use of specific types of machines, and which have been the cause of a great many serious injuries.

#### **Drilling Machines**

Guard spindles and chucks, and ensure all set-screws are recessed. No neck-ties, loose or flapping clothing, long hair styles or finger rings. No stopping of spindles or chucks by hand after machine is turned off. Do not reach around any revolving drill. Always clamp work securely to the table - never attempt to hold the work by hand while drilling. Should work slip from the clamp, stop the machine - don't attempt to stop work with your hands. File all burrs from drilled holes. Use properly sharpened drills. Ensure that they are running true. Run the machine at the correct speed: don't force or feed too fast. If the drill stops in work, stop the machine then start the drill by hand. To adjust the belt for changing the drill speed, switch off machine and wait until it has stopped. Always remove the chuck key or wrench from the machine before starting.

#### **Grinding Machines**

Testing, setting and dressing of wheels should be performed by a person of skill and experience.

The tool rest should be adjusted as close as possible to the face of the wheel, the clearance not exceeding one eighth of an inch. Too much clearance may allow the work to jam and burst the wheel. When starting the machine stand to one side, not in front of the wheel. Apply slow, gradual pressure to the work. Use the face of the wheel only, unless it is designed for grinding on the side. Hold the work firmly to prevent slipping. Never leave wheels running when not in use, nor leave unattended during the run-down period after switching off. Always use eye protection provided even for the smallest or shortest job. There are two standard methods of eye protection during grinding:

- (a) the fixed visor type guard, rigidly attached above the wheel itself, and
- (b) the use of personal protection in the form of safety glasses and a face shield.

#### **Shears**

The blades of shears should always be protected with a secure fixed guard at both the front and rear of the machine. No attempt should ever be made to work shears in the absence of guards.

### **Other Powered Machines**

There are principles which should be applied to all powered machines to prevent injury.

- Adequate training in the operation of each machine is essential.
- The machine should be set up correctly and all nuts, bolts, and clamps necessary to the safe operation should be secured.
- Guards should always be used and correctly adjusted. Always report any defect in this respect. Never use the machine unless the guards are correctly positioned.
- No loose or flapping clothing, finger rings or gloves should be worn when using a machine.
- Never interfere with or distract another person who is operating a machine.
- Never attempt to clean, adjust, oil or repair a machine unless you have been clearly instructed and authorized to do so.
- When attending to the machine make sure it is switched off and that no one can turn it on while you are working on it.
- Never try to stop moving machinery with your hands or body.
- Keep the floor around the machine clear of scrap, shavings and metal chips.
- Do not run into or around the studio workshops.

### **Non-Powered Machines**

This term applies to machines that are powered by the operator. These machines can be much more dangerous than powered machines as many people have the mistaken idea that the machine is more under the control of the operator and therefore accidents are less likely to occur.

- If work can be done more safely by a mechanically powered machine this option should be considered.
- All guards must be in position whenever the machine is being worked.

### **Woodworking Machinery**

#### **Table Saw**

The riving knife is a curved piece of metal situated at the rear of the circular saw running from the bench table to the rear of the top guard. It must always be firmly fixed in position, following the curve of the blade as closely as possible.

Push sticks are necessary to push the work through when feeding would otherwise require the close proximity of the hands to the blade. Circular saws are notorious examples of machines which continue in motion after the power has been switched off. Some are fitted with braking systems. On machines which do not have a braking system the only way to ensure safety is for the operator to stand by the machine until all motion has ceased.

#### **Band Saws**

The hazards of this machine are (a) contact with the moving blade, (b) injury through being struck by the broken blade and (3) injury through contact with the moving pulleys on which the blade runs. As much of the blade as possible must be protected by the adjustable guard for each operation.

#### **Planers**

These machines "surface" the timber. The main risks are contact with the long blades which are secured in metal cylinders and the "kicking" of the wood. The telescope guards should always be carefully adjusted to the minimum clearance necessary to permit free passage of the work. Blades should always be kept sharp.

### **Lathes**

Only attend to chuck or face plate when machine is stationary. Ensure that your work, the tool holder and tail stock are properly clamped before switching on the machine. Do not try to make any adjustments or changes unless the machine is switched off. Always use a proper polishing stick. Never use strips of emery cloth for polishing work in lathers. Never leave tools on or near the machine when it is switched on.

Take only light cuts on long, thin work so that the work-piece does not fly from the machine.

## **D. ELECTRICITY**

All electrical apparatus should be properly constructed, installed and maintained.

### **Temporary Wiring**

Temporary wiring should only be allowed to exist where repair action is already in hand, to secure the position by conduit or similar protection. Extension cords or surge protectors are not permitted for permanent machinery.

### **Defects in Installation and Apparatus**

Nobody should interfere with, tamper with, or attempt to repair any electrical equipment unless they are an electrician and are authorized to do so. Everyone should make a practice of reporting immediately any defects in an installation or apparatus which may come to their notice. Cracking or perishing of the cable insulation, loose joints in conduits, damaged fuse box and switch covers, damaged plugs or loose pins, faulty sockets and detached earth/ground wires are instances of some of the more common defects.

### **Portable Electric Tools**

All tools must be grounded or insulated. Any damage or excessive wear to the cord, wiring, or plug must be repaired immediately. Do not operate tools in wet conditions. Do not wrap electrical cords around pipes or conduit.

### **Sockets**

The wiring of sockets in the studio and workshops should only be done by a qualified electrician. Whenever a socket is encountered where the cable moves freely at its entry point into the socket or where the individual conductors are visible outside this entry point, it is almost certain that the socket is reaching a dangerous condition and requires attention.

### **Welding**

Production welding should be carried out in proper booths or in similar protected areas. If it is necessary to pass in the close vicinity of arc welding operations, keep the head averted to avoid full exposure to the flash.

## **E. COMPRESSED AIR AND GASES**

The misuse of compressed air involves great danger. If a compressed air hose or jet is applied to an open cut or scratch, air can force its way under the skin and into the tissues. If it then enters the bloodstream the result can be fatal. If a jet comes into contact with any opening in the body the results may range from a perforated eardrum to possible death.

A further danger arises when compressed air is used to "blow through" machined components, or to clean metal particles or filings from work or work places. These particles can be blown into the faces of others or rebound into the face of the person using the jet.

### **Other Compressed Gases**

Great care must be exercised not only in the use of gases but also in the handling, transport and even disposal of the cylinders.

- (a) Cylinders must always be protected from strain and stress caused by knocking or mechanical damage.
- (b) Cylinders must always be anchored
- (c) The necks of cylinders must especially be protected.

### **Storage**

Store rooms should not be heated. Cylinders should always be stored away from heat sources and away from combustible or flammable material. They should not be exposed to sources of contamination or corrosion such as oil, water or acid. Cylinder valves should be protected from dirt and grit.

### **Uses of Gases**

When handling or using oxygen cylinders gloves free of oil or grease should be worn. Gauges used for oxygen cylinders should not be tested with oil. Valves on oxygen cylinders must also be kept free from oil or grease.

### **Oxy-acetylene Welding and Cutting**

Areas where welding takes place should have good general ventilation and work in confined areas should receive special attention. Loose material liable to ignite should be removed from the vicinity. Wooden floors should be protected by asbestos or steel mats. Fire extinguishers must be readily available.

The following safety hints for gas welding should always be observed.

- Use goggles, hand-shield or helmet with dark glass lenses.
- Do not weld near flammable materials.
- Do not weld or cut any vessel such as a tank, cylinder, or drum
- Do not use the gas cylinder as a work support.
- Do not leave the torch in enclosed vessels when not in use.
- Do not weld material which has been degreased with solvents, unless it is absolutely dry.
- Do not allow any source of heat to reach the gas cylinders.
- Do not weld galvanized or coated metals without taking proper precautions against fumes.
- Use screens to protect your workmates: glare can cause eye injury up to a distance of two hundred feet.
- Turn off the gas cylinder valve when not in use.

## **F. SAFE HANDLING OF CHEMICALS**

### **Storage**

Chemicals coming into contact with each other may cause violent reaction or evolution of toxic vapors. Storage should therefore be so arranged that different chemicals are kept physically separated.

### **Instructions**

Instructions and procedures for handling of chemicals must be absolutely clear and precise and must be

provided on wall charts in each studio and workshop.

### **Containers and Materials**

- (a) All containers and materials should be clearly marked to indicate properties, hazards and proper handling methods. Any unmarked containers or materials should be reported so that appropriate action may be taken.
- (b) If splashing or burning of the person occurs, the affected part must be treated immediately with large quantities of cold water. Proper medical treatment must be sought after giving this emergency care.
- (c) All splashes and spillages must be cleaned up without delay; this is best done by means of washing away with running water.
- (d) Protective clothing and equipment must be provided, clean and in good condition. Where there is even the slightest risk of eye injury, goggles should be worn.
- (e) Generally, containers should not be used for anything other than their original contents. But where it is desired to use non-returnable containers for other purposes, they should be thoroughly cleaned out so that there is no possibility of a reaction between incompatible chemicals. Such containers should always be clearly re-labeled.

### **Disposal**

All waste chemistry must be stored and identified in clearly marked containers with secure lids. Never pour any chemicals down the drain. Once waste containers are full, contact the Office of Environmental Health and Safety for disposal.

## **G. FIRST AID**

First aid kits are stocked at the beginning of each semester. Responsible faculty should notify the studio technician if their first aid kit is in need of additional supplies.

### **Accident Response Procedures**

- Contact campus police in the event of a major or life-threatening emergency. **803-323-3333**
- In the event of a minor, non-life threatening injury instructors are advised to notify students of the location of a first aid kit.
- Instructors may supply a first aid kit if students are unable to retrieve one on their own.
- Instructors are advised not to administer any first aid directly, or recommend that students take certain medications or other ingestible substances.
- Students should remain seated following an injury.
- Instructors may recommend that students visit Winthrop Health Services if they feel able to do so.
- Instructors are advised not to transport students to the emergency room or to other medical emergency centers.

### **Eye Injuries**

In the event of splashing from corrosives, solvents and other harmful liquids, or the entry of dust, the eyes should be washed out immediately with either running water or an eye-wash solution.

In the case of any foreign matter becoming embedded in the eye, or any other type of eye injury which cannot be given first aid treatment, the eye should be covered and a doctor's attention sought



# WINTHROP FINE ARTS ACCIDENT REPORT

Date of Accident:

Time:

Location:

List any and all individuals involved including contact information and classification (student, faculty, etc):

Describe the accident. List any and all injuries. List any tools or equipment involved:

Action taken:

Signed:

Date:

Signature of Studio Monitor/Faculty: \_\_\_\_\_  
Date:

Signature of Studio Technician: \_\_\_\_\_  
Date:

Signature of Chair: \_\_\_\_\_  
Date:

Appendix A

# FINE ARTS HAZARD REPORT

To the Chair:

Date:

Location:

Room No.:

Hallway:

Other: (Please State)

HAZARD - Brief Description:

Your Name:

Received by the Chair

Date:

Action by the Chair

Signed:

Date:

**WINTHROP UNIVERSITY DEPARTMENT OF FINE ARTS**  
**VACATION ACCESS AGREEMENT**

In order to gain access to studio facilities during scheduled vacation times I agree to the following requirements:

1. I will not work alone. I will be accompanied by an individual who will contact campus police in the event of an accident or emergency. While accompanying me this individual may not use tools or equipment without first successfully completing a Vacation Access Agreement.
2. I will only use equipment for which I have received training from an instructor or technician. I will not use studio materials without approval from that studio's supervisor.
3. I will not use my studio access to grant access to other individuals.
4. I understand that all studio activities performed during vacation access must be directly related to fine arts studio coursework.
5. While in the studio I will keep a copy of this application with me at all times and provide it to campus police upon request.
6. I understand that I must fully comply with all studio policies, including policies related to studio cleanliness, safety, and security.
7. I understand that my access is a privilege that can be revoked at any time. Failure to adhere to the policies in this document may result in a suspension of future studio access during and outside of vacation time.
8. I understand that use of the studios constitutes an inherent risk and that I am ultimately responsible for my health and safety.

**I am requesting vacation access to the following studio:**

Studio Name: \_\_\_\_\_ Building/Room No: \_\_\_\_\_

*I understand that I have read and fully comprehend the policies outlined above. I understand and acknowledge that I use the studios at my own risk. I understand that vacation access is a privilege that can be revoked at any time for an indefinite period.*

**My Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**My Signature:** \_\_\_\_\_

**Faculty Studio Supervisor (signed):** \_\_\_\_\_

**Please submit form to Fine Arts Administrative Assistant for signature below:**

Approved: \_\_\_\_\_ Studio Technician and Safety Director

Appendix C