

Winthrop University College of Visual and Performing Arts

Department of Design Safety Manual

Professor Jason Tselentis Department Chair

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<https://winthrop.edu/cvpa/design/>

Faculty Directory

<https://winthrop.edu/cvpa/faculty/>

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Winthrop University's Department of Design is an accredited member of the National Association of Schools of Art and Design (NASAD) and the Interior Design Program is accredited by the Council for Interior Design Accreditation (CIDA; formerly FIDER).

The Bachelor of Design degree is a professional degree for students who wish to pursue careers in applied design professions, or for the student wishing to pursue graduate study.

Revised 2023-11-27

Winthrop University offers equal opportunity in its employment, admissions, and educational activities.

<https://bit.ly/DOD-safety-manual>

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.”](#)

- Under the Occupational Safety and Health Act of 1970, the Department of Design 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, to the extent that they extend beyond what is described herein. These separate local policies will be attached to syllabi for specific classrooms and environments.
- The departmental health, safety and security policy depends upon the active involvement of all groups and individuals. This document serves to outline and explain policies, responsibilities, and courses of action for eventualities where the health, safety or security of faculty or students may become an issue. The document has been formulated in an attempt to ensure the health and safety of all members of the Department of Design 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.

This manual is intended for reference by the administration, faculty, and students in the Department of Design (DOD). It does NOT try and describe many *large practices* for better living, but does seek to comprehensively cover the health and safety situations students involved in programs the Department of Design administers.

This manual is regularly reviewed, revised, and updated as missing information, developing events, and resource capabilities of the department are identified.

Emergencies

It is the responsibility of the College of Visual and Performing Arts administration, as well as the Department of Design, to provide safe working conditions for its students and employees. We aim to achieve efficient utilization of resources, and provide beneficial working conditions. There are three divisions of responsibility: the chair, individual faculty/staff, and students. The Department of Design Chairperson is responsible for ensuring that the safety and security policy is adhered to by students and faculty. We are required to provide a policy and arrangements for the health, safety, and security of its students and employees. Safety and security depends upon the active involvement of all groups & individuals.

IF..	THEN YOU SHOULD...
Fire alarm sounds	Immediately evacuate the buildings. Do not re-enter the buildings until given permission to do so.
You discover fire	Activate the Fire Alarm Pull nearest to you. Warn others in your immediate area. Leave the building immediately. Inform the faculty, if present, and call campus Public Safety at 803/323-3333.
A tornado warning is issued	<p>Immediately take cover.</p> <p>McLaurin: proceed to the basement/ground level and remain there until you're advised otherwise.</p> <p>Rutledge: proceed to the inner hallway on your floor and keep well away from windows and doors. If you are unable to reach the hallway, take cover under sturdy furniture or move to an inner roomspace away from windows.</p>
Dangerous materials are spilled	Warn others in the area that spillage of a corrosive or a flammable material has taken place. Inform the faculty member (if available). At night, call Public Safety, Campus Police at 803/323-3333.
Someone sustains an injury	<p>Small Injuries: first-aid may be administered in the studio or in the clinic.</p> <p>Day: Report incident to faculty, call Campus Police at 803/323-3333.</p> <p>Night: Campus Police at 803/323-3333</p>

Emergency Contacts

Design Office 803-323-3686

VPA Dean's Office 803-323-2323

Health Services 803-323-2206

Dean of Students 803-323-4503

Public Safety 803-323-3333

Concentra Medical Urgent Care 803-329-3103

Piedmont Hospital 803-329-1234 or 800-578-4555

York Co. Health Department (DHEC) 803-909-7300

Poison Control Hotline 1-800-922-1117 or 800-222-1222

Constituent Responsibilities

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. There are three main divisions of responsibility:

- **Chair**

- Establish and facilitate the department health, safety and security policy.
- Ensure that both faculty and students are aware of their individual responsibilities regarding health, safety and security.
- Ensure that the health, safety and security policies are updated, as needed, and depending on acquisition of new resources, studio spaces, equipment, etc.
- Provide regular inspections of facilities, making note of conditions or situations that would be of concern to the health, safety, and security of faculty, students or others.
- Ensure that accident occurrence reports are submitted to the appropriate university officer for action.

- **Faculty & Staff**

- Responsible individually to the chair for specific aspects of health, safety and security' responsible for ensuring safe conditions for work within those areas of the department under their control (typically classrooms, offices, common areas, and especially any of these when the faculty member is present).
- The faculty must attempt to ensure the safety of all students under their supervision by:
 - i. Informing students of their individual responsibility regarding health and safety within the department's individual studios and buildings.
 - ii. Performing routine inspections in the classrooms, particularly noting items or conditions that could affect the health, safety, and security of students; reporting these items to the Department Chair for action.
 - iii. Ensuring that all materials, equipment, and machinery purchases conform to recognized standards regarding the Health and Safety policy within the department.
 - iv. Reporting all accidents and/or incidents that could have resulted in a serious accident, to the chair.
 - v. Train students in the safe use and maintenance of any machinery, tools, and equipment in the classroom.

- vi. Assuring that students are instructed in the safe handling, storage and disposal of any hazardous materials that may be used in the classroom or studio environment.
- vii. Ensuring that the appropriate protective clothing is worn by students involved in the use of machinery, equipment and chemicals, i.e. goggles, face visors, breathing masks, overalls, etc
- viii. Maintaining the "no smoking" policy.
- ix. Ensuring that he or she is 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 location of fire extinguishers, exits and other safety measures;
- x. Informing the chair of hazardous conditions or situations
- xi. Informing their students of the evacuation point to be used (from the studio concerned) and procedures to be followed in an emergency;
- xii. Informing students of the nearest first-aid or medical equipment;
- xiii. 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 are responsible to 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.

- **Students**

- All students are required to ensure the safety of themselves or others by:
- Only using tools and equipment for which they have received training from the faculty or professional instructor, and using those tools in a safe, responsible manner that does not present a dangerous situation to others.
- Immediate and responsible action to unsafe circumstances, especially as described in the "Situation Response Chart"; evacuating the buildings immediately if a "Fire Alarm" is sounded.
- "Being alert and aware" of the circumstances of their immediate environment at all times. This includes concern for one's own safety, as well as the perceived safety and security of their fellow students and of the environment they are in (classroom, hallway, or anywhere on campus).
- Adhering to particular rules for the various classrooms;
- Keeping personal tools and equipment in good repair;
- Adhering to the "no smoking" rule in studios and buildings;

- Not consuming, or bringing into the studios, workshops, or any building, any alcoholic beverage or controlled substance.
- 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

Reporting Non-Emergency Work-Related Injuries and Illness

Immediately report all injuries to your supervisor no matter how minor.

1. Employee completes Employee's Report of Injury Form and forwards a copy to their supervisor and Environmental Health & Safety.
2. Supervisor completes Supervisor's Accident Investigation Form and forwards a copy to Environmental Health & Safety, by the end of the next business day to tedfordk@winthrop.edu
3. If medical treatment is required, the supervisor, with the employee present, calls Compendium Services at 1-877-709-2667 to make the first report of injury, so treatment can be authorized.

Employee proceeds to:

- Concentra Urgent Care
- 1393 Celanese Road, Rock Hill, SC 29732

Report the injury/illness to Environmental Health & Safety within 24 hours or next business day to tedfordk@winthrop.edu

- Employee may return to work only when authorized in writing by the treating medical professional.
- Employees Supervisor and Human Resources are to review any work restrictions.
- Any work restrictions will attempt to be accommodated depending on the employee's job duties.
- Report injuries to EHS that do not require medical treatment so the accident is documented. Using the above process and attached forms.
- If the employee does not want medical treatment do not call Compendium, just file the forms with EHS.
- Report to supervisor any "near miss" incidents that could have caused an injury but could be prevented by taking action(s) to stop a future injury.

Safety Forms Available via Cloud here

<https://drive.google.com/drive/folders/1NiWvW2Tc-TnHUUccJCVwGEhNpEG9RC4f?usp=sharing>

Reporting Emergency Work-Related Injuries and Illness

In the event of a life-threatening injury or illness that requires immediate attention

1. call 911
2. then call Campus Police (ext 3333)

Supervisor notifies injured employee's emergency contact.

1. IMMEDIATELY report the injury/illness to Environmental Health & Safety at tedfordk@winthrop.edu
2. Supervisor completes Supervisor's Accident Investigation Form and forwards a copy to Environmental Health & Safety by the end of the next business day.
3. Employee may return to work only when authorized in writing by the treating medical professional.
4. Employees Supervisor and Human Resources are to review any work restrictions.
5. Any work restrictions will attempt to be accommodated depending on the employee's job duties.

Reporting forms are attached or contact Katharyne Tedford

- tedfordk@winthrop.edu
- 803-323-2392
- for additional information please see the website
- <https://www.winthrop.edu/riskmanagement/work-place-injuries-employees.aspx>

Updated HR Policy

www.winthrop.edu/uploadedFiles/hr/policies/WorkplaceInjuriesAndWorkersCompensationPolicy.pdf

Safety Forms Available via Cloud here

<https://drive.google.com/drive/folders/1NiWvW2Tc-TnHUUccJCVwGEhNpEG9RC4f?usp=sharing>

For additional training information on health illness prevention please contact:

- Steven Mosely - moseleys@winthrop.edu
- Katharyne Tedford - tedfordk@winthrop.edu

General & Personal Safety

Both Rutledge (RUT, RUTL) and McLaurin (MCL, MCLA) are available for Fine Art and Design Majors, 24 hours a day, 7 days a week. But entry to the building is possible regardless of major, whether the person is a student or non-student at Winthrop, and anyone can potentially gain access to the buildings and spaces. Daylight hours provide the best security, but often Fine Art or Design majors will work at night. In these isolated situations the student should be vigilant, aware of their surroundings, and pay special attention to any people who seem suspicious, uneasy, or out of place in the environment.

- Trust your gut, aka your *Spidey-Sense*; if something *feels wrong* something probably is wrong.
- Never work alone.
 - A minimum of 3 people is recommended to work in a studio/ classroom after 10:00pm.
 - Be aware of your surroundings! Giving the appearance of not paying attention and not being alert is what offenders look for in a victim.
 - Pay special attention to any people who seem suspicious, uneasy, or out of place in the environment. People unfamiliar with the environment are suspicious enough, but even familiar people—after hours—can get a bit strange.
 - Always tell someone where you'll be and what time you are going to return; keep a cell phone handy with contact numbers in speed dial.
 - Do not wear headphones while working at night.
- If you find yourself in a situation with an assailant, don't be afraid to loudly call attention to what the assailant is doing. Yelling "Help!" or "Get your hands off me" or "This man is *bothering* me!" might be effective.
- Clogs, high heels, and tight skirts are hard to run and fight in. Capes, scarves, and long necklaces are easy to grab; having a logo or type-glyph emblazoned on your chest, in all likelihood, does not actually make you impervious to harm. Consider modifying your clothing.
- Avoid being on the street alone if you are upset or under the influence of drugs or alcohol.
- If you are being followed: cross the street, change directions, keep looking back so the person knows you can't be surprised. Enter a residence hall, library, etc. Look for a crowded area.

Building Evacuation Procedures & Practices

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

1. Those members of the faculty or staff who are on site should:
 - a. SOUND THE FIRE ALARM. This may be done by activating the alarm buttons.
 - b. 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.
 - c. CALL PUBLIC SAFETY WITHOUT DELAY. Dial 3333 and give the location, size and type of fire.
 - d. ENSURE THAT THE FIRE DEPARTMENT IS MET ON ARRIVAL AND GIVEN FULL INFORMATION.
2. WHEN THE ALARM SOUNDS THE BUILDING MUST BE EVACUATED.
 - a. Faculty in charge of classes must instruct their students to leave the building as soon as the alarm is heard.
 - b. Faculty should assume responsibility for supervising the evacuation.
 - c. 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.
 - d. Any electrical equipment should be turned off/ unplugged - only if time permits. Doors and windows should be closed, if possible.
 - e. The evacuation should proceed quietly but quickly, making use of all available exits.
3. AFTER EVACUATION, STUDENTS, FACULTY AND STAFF MUST REPORT.
 - a. 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.
4. DO NOT RE-ENTER THE BUILDING UNLESS GIVEN PERMISSION BY THE PUBLIC SAFETY OFFICERS.

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.

Hazardous Materials (Haz-Mat)

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

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

- 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.

Exposure

- Students in courses in the Department of Design have a more limited exposure to chemicals than in traditional 'Fine Arts' classes. Nonetheless, many of the creative processes or materials carry with them chemical adjuncts or processes that could pose significant health risks to all students. A common sense approach to the use of chemicals is simply that: if you can smell it, then you're being exposed to it and it is having a physical or physiological effect on you. If you can't smell it, but others seem to be able to, then it's affecting your brain.
- By itself, exposure to chemistry may not be avoidable: design markers typically use xylene as the vehicle medium; any media that does not clean up with water, will involve the use of some other, even more nasty chemical to clean the brushes or spills. Rubber cement and RC 'thinner' contains Heptane (anything with ingredients ending in "-ane" or "-ene" should be considered as potential causes of skin irritation, nausea, gastrointestinal complications, brain damage, birth defects).
- If exposure cannot be avoided, the potential effects of the chemistry can at least be mitigated by being sure the item is used only in large, open, well-ventilated spaces; open doors or, if possible, windows, make use of air movers (fans), and take occasional breaks from the environment in order to get fresh air.

- If symptoms appear: take a break. If symptoms persist or worsen a few hours later, seek medical advice either from Crawford Hall, or from one of the medical treatment facilities indicated earlier in the manual.

First Aid

The provision of first aid equipment is a necessity. Its purpose is twofold: in the case of serious injuries, to prevent deterioration in the patient's condition before seeing a doctor; and in the case of minor injuries, to prevent serious complications arising. Small injuries should not be ignored, especially cuts, as blood poisoning can result; worse, there's the very real possibility you will drip blood on your project, which would be an immediate downgrade for 'craft.' The best action is to get first aid for all injuries.

Eye Injuries

Immediate treatment is essential for all eye injuries. Serious damage may be caused by an untrained person probing around in an endeavor to remove a foreign body. If the exposure is chemical in nature, flush the eye with water for at least 5 minutes, cover the eye with a moist towel, and then get thee to a medical center.

- In the case of foreign matter ('shrapnel') 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 get to a medical center.
- In either case, if medical attention is sought, have a roommate, classmate, or someone else drive you to the facility.

Accident Prevention & Reporting

It is the responsibility of the Department of Design to provide safe working conditions for its students and employees. The best way to respond to an accident is to prevent it from happening in the first place (which... technically isn't a 'response', but just go with me here). Faculty, staff and the student body should report any potentially dangerous situation as soon as it becomes apparent. Any hazard noted should be reported to the Design Office or to the chair immediately. Prevention also involves safety education. In addition to training programs, each faculty member, whether full-time or part-time, must provide information and instruction to students regarding accident prevention, dangers associated with specific equipment used in a class, and treatment procedures.

[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 and students should ensure the general tidiness, cleanliness and housekeeping of the working environment, and the maintenance of equipment. Faculty must ensure that only authorized and/or adequately trained individuals are allowed to use or operate dangerous machines and equipment.

- If chemical 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.
- All splashes and spills must be cleaned up immediately; this is best done by means of washing away with running water, blotting with an excessive number of paper towels, or using cleaning equipment (chemicals and towels, water, or brooms and dustpans).
- Appropriate protective equipment and storage/disposal facilities must be provided for items that are a required part of a classroom experience. Where there is the risk of eye injury, goggles or glasses should be worn.
- Containers should not be used for anything other than their original contents.
- But if container reuse is unavoidable, such containers should always be clearly relabeled to reflect the accurate contents.

Safety Inspection

Regular inspections of the Department of Design, its departmental plant, equipment and amenities will be carried out by the Department Chair and/or by faculty using the space(s). In assessing facilities, the faculty should be aware of, and note any areas of concern, toward the following:

- Electrical fixtures (incl. wall sockets, lighting)
- Machinery, Access and Guards
- Ventilation equipment (incl. windows, vent grilles)
- Access to fire doors and exits
- Hallway and aisle-way obstructions
- First Aid Boxes (location and supply stock)
- General organization and tidiness of studio
- Hand tools and equipment safety
- Flooring
- General noticeable hazards
- Hazard warning notices

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, ensuring that the relevant information about accidents, especially those involving personal injury, is recorded for insurance and record purposes.
- Following the occurrence of an accident, apart from immediate attention to an injured person or persons and necessary safety precautions to assure the safety of others, 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 public safety officer.
- Any accident to a member of the faculty, staff or student must be reported immediately to the department office or to the chair. In the event that neither are available, the accident must be reported to public safety.
- An accident form must be completed by the faculty in charge of the area in which the accident occurred. These are available from the department office. The completed form must be submitted to the chair. Faculty should also report "near miss" accident situations to the chair, as these presuppose a dangerous situation exists.

Department's Studio Policies

Access to Rutledge & McLaurin Buildings

- During the official semester dates (first day of class to the last day of class), design majors have 24-hour access, seven days each week, to most Rutledge building facilities. Student access to the facilities outside of the regular official semester dates is a special privilege and requires the permission of the chair of the department. No access is permitted during official office closures, breaks, or at a time when design courses are not being offered.
- As the university's student insurance does not cover the period between the official semester dates, any student wishing to secure the chair's approval to continue their art projects during the vacation periods must agree to the conditions described on the vacation access form.
- The names of students requesting permission from the chair to access Rutledge will be forwarded to Public Safety. Any student that has not signed the vacation access form and received permission from the chair will be told by Public Safety officers to leave the building.

General Space, Facilities Policies

- No spray-mount, spray paint, or other aerosol media is permitted within the buildings, classrooms, or studios

- No painting, drawing, or physical modification of any part of the studio, interior or exterior (includes walls, doorways, ceilings, etc.).
- No screws or nails in walls, ceilings, etc. Nothing may be hung from or bound to overhead pipes in classrooms, studios or hallways, or from window ledges.
- Alteration of electrical, telephone, or computer network equipment or fixtures in classrooms or studios is not permitted.
- Tampering with or otherwise modifying the entrance door and lock mechanism is prohibited.
- No items are to be stored in the hallways (outside classroom or studio doors).
- Items found outside of studios will be disposed of by custodial staff. This includes bicycles, skateboards, furniture, student projects.

Interior Design Classrooms, RUT 222 (CAD), 206 (Materials Lab)

- Labs shall be used only during supervised and posted hours.
- Food and drink are prohibited.
- Students are NOT to change/alter/add to or otherwise tamper with ANY computing equipment, scanners, peripherals, or electronic equipment. Do not turn off the power strips.
- DO NOT SAVE ANY work on the computer's local hard drives. They are cleaned routinely.
 - Student work can be safely saved to the *Z storage* space.
 - Students may also save to the *Turnstile_2* server, instructions are located on all syllabi in the Design Department.
 - Additionally, all students have access to a Google Workspace via their Winthrop email, accessible in any browser or through an app, and should back-up to their student Google Drive also.
 - Have back-ups of your back-ups, use **redundancy**
 - the inclusion of extra components which are not strictly necessary to functioning, in case of failure in other components
 - **a high degree of redundancy is built into the machinery installation**
 - *via Oxford English Dictionary*
 - Archive work in more than one location, whether using Department computers or their own hardware.
- Students may have access to INDS/CAD labs for various courses in the program.
- Students are expected to follow all instructions given by the faculty regarding use of the CAD labs, or that may be posted in the labs, when utilizing the computer facilities.
- Failure to follow any of the above guidelines will result in the revocation of all future privileges for use of the computer labs.

- Only Interior Design majors, or students enrolled in a course which is assigned to meet in these classrooms, are permitted in these rooms; friends, roommates, significant others, etc. are not permitted into the rooms.

Rutledge Visual Resource Center (RVRC), RUT 206, 207a,b, 208

- Food and drink are prohibited anywhere in the lab environment; this includes travel mugs, water bottles.
- Students shall not change/alter/add to or otherwise tamper with any program or portions of programs at any time. Electronic and computing equipment shall not be moved, network cables not unplugged or re-positioned, mice and keyboard orientation not changed.
- Do not save any work on the computer's local hard drives. They are cleaned routinely. Student work can be safely saved to the "Turnstile" server. Students are encouraged to archive their work in more than one location, whether using Department computers or their own hardware.
- Do not turn off the power strips.
- Students are expected to follow all instructions given by the lab monitors, or that may be posted in the labs, when utilizing the computer facilities.
- All printouts made, whether from a printing device or photocopier, must be accounted for via RVRC "copy cards." This includes mis-prints and error prints, and does not consider the intended use of any printout. Copy cards may be purchased in Winthrop's Online Marketplace, and/or are distributed by instructors in classes.

Undergraduate Student Studios MCL 3rd Floor

The provision of student studios by the Department is a distinctive, attractive advantage of Winthrop University. Use of such a space is privileged, neither obligatory nor assumed, and can provide an important environment supporting and encouraging student creativity and achievement. As such, the use of these studios by selected undergraduate students is subject to certain procedures, limitations and oversight. Failure to adhere to or abide by these policies will result in a loss or denial of studio occupancy, and may encumber additional penalties as well.

- All undergraduate studio in MCL are "shared" spaces; use of the spaces, and any advantages or penalties invoked, are borne equally by all studio occupants regardless of "fault."
- A studio "deposit" of \$40 is required of each studio occupant.
- "Squatting" is not permitted, and studio occupants allowing access or use of their studio to anyone who has not paid the deposit risks loss of studio privileges for all users of the room.

- This deposit is refundable, pending passage of an “Exit Inspection” and return of the studio key to the design office at the conclusion of the term of occupancy. Any damage or alteration to the interior or exterior of the studio will be deducted from the “studio deposit.” All refunded deposits are based on furnishment of the original receipt showing studio deposit. All refunds must be resolved by the end of the occupancy period (May 10th).
- Contents (including furniture) of the studio at the time of occupancy may not be removed or replaced. All items the student brings to the studio should be removed prior to the “Exit Inspection”. Any items left in the room after May 11th will be disposed of without regard to intention, and may result in a loss of studio deposit. Summer occupancy/ use of studios over the Summer term is not permitted.
- Period of occupancy runs from the time the space is awarded (in Fall semester) until May 10th of that same academic year. Terms of occupancy include that students: – must be a formally declared VCOM-GD or Illustration major through the period of occupancy. Students must maintain enrollment as a full-time student during the period of occupancy.
- Department faculty and staff have the right of entry to any studio at any time they feel it is necessary to do so. studio occupants must otherwise abide by all rules and regulations issued by Winthrop regarding space use, including limitations on smoking, alcohol, noise, pets, cooking, etc., studios are not to be used for the establishment, shelter, or commission of any independent enterprise, commercial or criminal.
- Neither Winthrop University nor the Dept. of Design assumes any responsibility for the personal property of studio occupants; any appliances, electronics are to be placed at the sole risk to the occupant. This includes threats of fire, flood (or other elemental hazard), theft, vandalism, voltage surge, negligence, etc.
- Occupants are encouraged to consider purchasing a separate “renter’s insurance” rider.
- Any damage or malfunction within the studio should be immediately reported to the DoD office.
- Occupants must further abide by the terms and regulations set forth in the WU Student Handbook regarding conduct and behavior, use of space, appropriate use of technology, and so on.

Electricity

All electrical apparatus should be properly constructed, installed and maintained. Temporary Wiring Many times a "temporary" situation is allowed to continue so that it becomes eventually a permanent condition. Temporary wiring should only be allowed to exist where repair action is already in hand, to secure the position by conduit or similar protection.

Electrical, 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.

Defects in Installation and Apparatus

Nobody should interfere with, tamper with, or attempt to repair any electrical equipment, unless he is an electrician and is authorized to do so. Everyone should make a practice of reporting immediately any defects in an installation or apparatus which may come to his 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.

- Accidents involving portable electric tools arise commonly from damage to or deterioration of the insulation of the cable and from faults in the plug or the socket. If such conditions become apparent they should be reported immediately.
- If there is ever cause to believe that a person is receiving an electric shock, do not attempt to drag that person away with your bare hands.
- The electrical supply should be switched off immediately if the main supply switch is nearby.
- If not, and as time is precious, a piece of material (like overalls) should be thrown around the victim to pull him away, or he should be pushed away from the live conduct with a poor conducting material like a length of wood. The way in which these tools are stored has a great bearing on the wear incurred by the parts.

- The frequent and regular testing of portable electric tools for each continuity by means of a suitable instrument is recommended.
- The wiring of sockets in the studio and workshops should be the province of a skilled 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.