Texas Tech University
School of Art Safety Training

The School of Art endeavors to create a safe, healthy environment for all to work in so that they can have a long and productive creative life. The primary source of safety training will be done in the classroom by the instructors. Supporting documents include the Studio Guide and Safety Plan for each area that are posted on the SOA website and are available in each studio. Additional documents you should be familiar with are the TTU Chemical Hygiene Plan and the SOA recommended safety textbook “The Complete Artist’s Health and Safety Guide” by Monona Rossol. You may want to purchase a paper copy of the book or a Kindle copy, additional copies are available to read in the VRC.

REQUIRED ONLINE EXAMS

STUDENTS who are taking any class where art supplies, chemicals or tools are used, such as studio classes, and who are not also TTU employees of any kind, are required to successively complete 2 online exams:

- Art Safety Training Online Training
- Safety Awareness Online Training

If you are only taking lecture classes you do not need to take these exams.

STUDENTS WHO ARE ALSO EMPLOYEES, such as graduate students or work study students, who are receiving any money or compensations from TTU, and are taking studio classes must successively complete 4 online exams:

- Art Safety Training Online Training
- Safety Awareness Online Training
- Chemical Hygiene Plan Online Training
- Hazard Communication Online Training

TTU EMPLOYEES who are not working with art supplies, chemicals or tools of any kind must successively complete 2 online exams:

- Safety Awareness Online Training
- Hazard Communication Online Training
**TAKING THE EXAMS**

All the exams are hosted on the TTU Environmental Health and Safety website:

http://www.dept.ehs.ttu.edu/ehs/ehshome

Use the “Quick Links” to go to training. On the training page follow the appropriate link depending on if you are a STUDENT or FACULTY, STAFF AND STUDENT WORKER.

**Students** should end up here:

For “Art Safety Training Online Training” select the TRAINING tab, then the LAB SAFETY drop down, and then ART SAFETY. **This training and exam require you to be familiar with the information in PART 1 of the textbook “The Artist’s Complete Health and Safety Guide”**.
For “Safety Awareness Online Training” select the TRAINING tab, then the ENVIROMENTAL drop down, and then SAFETY AWARENESS.

When you have finished the training take the exams by following the same procedures under the EXAMS tab. If you have computer problems retaking an exam the most common cause seems to be with the cache in your browser. Please clear your browser cache and try again. If you don’t know how to clear your cache try Googling it, ask someone, ask in the Computer Lab, or contact EH&S.

Employees will use the FACULTY, STAFF AND STUDENT WORKER link on the training page to go to the SumTotal website.

Log in and look for the required exams under the Environmental Health & Safety heading. If you have any questions about this please contact the SOA Safety Coordinator.
HOW OFTEN DO YOU NEED TO TAKE THE EXAMS

**ART SAFETY TRAINING ONLINE TRAINING** must be taken before you start work in the studios and you must take it again every 2 years.

**SAFETY AWARENESS ONLINE TRAINING** must be taken before you start working in the studios but it does not need to be retaken at any time.

**CHEMICAL HYGIENE PLAN ONLINE TRAINING** must be taken before working in the studio if you are an employee. Students who are not also employees do not need to take this training. This training must be retaken every time the CHP is revised.

**HAZARD COMMUNICATION ONLINE TRAINING** must be taken by all employees before starting work. Students do not need to take this training. This training does not need to be retaken at any time.

**RESPIRATORY PROTECTION ONLINE TRAINING** must be taken before using a respirator and annually thereafter. “Respirators” include any mask that has a NIOSH rating. There are many other factors and procedures concerning respirator use, please discuss your needs with the SOA Safety Coordinator first.