



TEXAS TECH UNIVERSITY  
J.T. & Margaret Talkington College of Visual & Performing Arts  
School of Art™

# WATER MEDIA PAINTING STUDIO GUIDE & SAFETY PLAN

Rooms covered – ART B09

Responsible Individual - Professor Tina Fuentes (806) 834-7642, office Art 109

Department Safety Officer – Mark Bond 834-1559, office Art 101

November 2, 2017

## Emergencies

**In case of fire** exit the building into the courtyard, cross the courtyard and meet at the bird sculpture. Do not go up the driveway because it may be used by emergency vehicles. There is a fire alarm pull station near the exit doors, if you pull it also call 911 to inform them of the situation.

**In case of an Active Shooter** lock the hallway door, turn off the lights, hide out of sight and remain quiet. If you know the shooter is in your immediate area barricade the door with anything you can to prevent or slow entry and call 911. Silence your phone but check it or your email for instructions from TechAlert! Wait until there is an “all clear” announcement from TechAlert! before leaving, do not rely on social media for information.

**In case of a medical** or security emergency call 911 or use the blue emergency call box located across from the restrooms.

**In case of a tornado** or severe weather, go to the sub-basement.

## **Chemical Spills**

Small chemical spills can generally be handled in the studio with the spill containment kit. The spill containment kits are clearly marked and is located under the sink in room B09. Spills should be handled in the following manner:

1. Assess the need to evacuate the lab /studio.
2. If you don't know what the chemical is, call Environmental Health and Safety (EH&S) (806) 742-3876 (during regular business hours) or (806) 742-3328 (after hours).
3. Look up the chemical in Safety Data Sheet (SDS)

4. If you feel confident following the cleanup instructions on the SDS proceed with cleanup.
5. If you don't feel confident or don't have the materials on hand for cleanup, because the spill is too large, call EH&S.
6. Report all spills that need more than paper towels cleanup to the SOA DCHO [mark.bond@ttu.edu](mailto:mark.bond@ttu.edu). He will arrange for waste pickup.

### **First Aid**

1. There is no eyewash station in B09. If you get irritating chemicals in your eye immediately splash water in your affected eye(s) for fifteen (15) minutes unless otherwise instructed. If you get foreign matter lodged in your eye (metal, wood, etc.) do NOT rub your eye! Splashing water into your eye may not dislodge something stuck in your eye; you will need to go to the emergency room in that case.
2. The First Aid kit is mounted on the wall beside the stainless steel sink and is clearly marked.
3. There are two kinds of burns that need attention:
  - a. **Minor cuts / burns** – can be attended to in the lab/studio. (examples – cuts that are not deep and stop bleeding and burns without large blisters) Minor cuts should be cleaned with antiseptic spray, alcohol wipes, or triple ointment. Cover them with a Band-aid. Minor burns should be immersed in cool (not cold) running water for 15 minutes. Then apply a sterile bandage. Do not apply ice or ointments. If the wound does not heal properly seek medical attention.
  - b. **Major cuts / burns** - these are deep cuts or burns that will need IMMEDIATE medical attention. (examples – cuts pulsing blood or will not stop bleeding, or more than ¼” deep or with jagged edges. Major burns develop large blisters or char the skin. Major cuts should have pressure applied with a clean compress. Major burns should NOT be immersed in cool water, but covered with a clean compress and held above heart level if possible. In both cases, seek immediate medical attention.

**When in doubt, always seek professional medical attention – use the blue emergency box outside the restrooms or dial 911.**

The complete Texas Tech University Chemical Hygiene Plan and other helpful documents can be found online at <http://www.depts.ttu.edu/ehs/Web/Default.aspx>

Records of Employee / Student training are located in the School of Art main office.

### **Introduction**

We at the School of Art endeavor to create a safe, healthy environment for all to work in so they

can have a long and productive creative life. The following information will help you achieve these goals. Failure to follow the safety policies and procedures may lead to disciplinary action.

Be aware that words such as “water based,” “all natural,” and “organic” or “green” do not indicate the safety of a material. There are many items in nature that are hazardous to humans. Art supplies and materials may be “non-toxic” when “used as directed” but can become hazardous when not used as directed, such as heating, sanding or spraying the material.

Personal safety is usually more of an issue when fewer people are around in the evenings and weekends. Always be aware of your surroundings, know who is around you or not, keep your ears open by keeping music low and not using headphones. When working with machinery or hazardous processes always have more than one person present. Do not work when impaired by lack of sleep, illness, drugs or alcohol. All the buildings have combination locks on at least one door, so never prop open doors to help keep unauthorized people out. Doors can remain open during class time and when the room is occupied by an authorized person. Doors must be kept locked when the room is not occupied.

### **General rules**

All students must have signed the Student Safety Training Form BEFORE they can participate in any hands on studio / lab activities.

The Safety Data Sheets for this lab are located in yellow binder by the big sink.

Chemicals and materials not listed in the Safety Data Sheet yellow binder cannot be stored or used in this lab without the consent of the Responsible Individual and the Safety Data Sheets being added to the SDS binder.

Any container other than the original container a chemical comes in is considered a “secondary container.” This includes open containers such as trays. Food or drink containers cannot be reused as secondary containers. All secondary containers (including water) **must be** labeled according to the OSHA GHS standard. The safety coordinator can answer GHS labeling questions. The RI will provide appropriate secondary containers.

No spraying may be done in this room. For approved locations contact your instructor.

All flammable and combustible liquids and gasses must be stored in the yellow flammable cabinet when not in use. After class, or any work sessions all flammables and combustibles **must be** returned to flammable cabinets. Lockers or open shelves are not acceptable storage for flammable or combustible liquids or gasses. NO EXCEPTIONS!

All solvents and corrosives **must be** barcoded into the inventory system by Environmental Health and Safety, including any that are student purchased. For details contact the SOA Safety Coordinator

Procedures that are not listed in the Standard Operating Procedures section cannot be used without consent of the Responsible Individual and until the new procedures **have been added** to this Safety Plan.

Food and drink are not allowed to be stored or consumed in this room.

No tobacco use is allowed in the studio, including smoking, vaping and smokeless tobacco.

Long pants are not required and closed toe shoes are not required in this studio / lab unless stated in the Standard Operating Procedures.

Housekeeping is to be kept up with to provide a safe work space. Aisles and exits are to be kept free of slip, trip and fall hazards. Bench tops are to be free of excess storage and clutter. Extension cords can only be used temporarily and must be picked up at the end of class or work periods.

Sharp objects, such as xacto knife blades, utility knife blades and saw blades must be disposed of in an approved “Sharps” container, never the regular trash.

Art Installations must be pre-approved by the Safety Coordinator if they involve public spaces. If in doubt, ask first.

Never stand on anything other than a ladder or stepstool to increase your reach. Climbing on chairs, stools and tables frequently leads to falls and injuries.

Do not hang anything from any pipes, sprinkler heads or conduit. You may hang objects of less than one pound from suspended ceilings. If you need to hang multiple objects get approval from the Building Manager first.

No bicycles, skates, roller blades, skateboards, scooters, etc., are allowed in buildings.

Pets and animals are not allowed in buildings. Service animals for persons with disabilities are permitted as long as they are in compliance with section 7 of TTU OP 34.22.

Children are not allowed in Studios / Labs without Minors in Laboratory forms filled out and approved in advance.

No smoking inside the building, including e-cigarettes or vaping, or within 20 feet of any doorway. No alcohol or illegal drugs in any Studios / Labs.

Wash hands upon leaving the studio.

### **Standard Operating Procedures**

Do not ingest watercolor or acrylic paint.

Do not ingest watercolor pencil or gouache paint.

Use paint, dispose of palettes in trash can.

### **Hammers**

1. Eye protection must be worn when hammering.
2. Select the proper type of hammer for the job.
3. Hammers must have securely wedged handles.
4. Faces of claw hammers will be kept.
5. Hammers with cracked, splintered, or badly worn handles will not be used.

### **Sharp and Pointed Objects**

1. Razor blades and pins must be kept in containers, never loose in desks or thrown in wastebaskets.
2. Sharp or pointed articles, such as scissors pens, knives, pencils or envelope openers must never be left on the edge of a desk or any other place where they may puncture or cut someone.
3. Never carry an unprotected knife, pencil, pen, or other sharp instrument in your pocket.
4. Never toss or throw a sharp or pointed object.
5. Always cut AWAY from body when using scissors or razorblades.
6. Always make sure fingers are not between scissor blades before cutting. Never position hand underneath material to be cut, as this blocks fingers from view.

### **Staple Gun**

#### Pre-Operational Safety Checks

1. Eye protection must be worn while operating staple gun.
2. Establish an appropriate exclusion zone when stapling.
3. Check the trigger and the “Safety” and be sure both move freely, without sticking.
4. Be aware (and very familiar with) the type of staple gun you are using, and how it operates.

#### **Operational Safety Checks**

\*Never operate a faulty power tool. Report it to your teacher.

1. Stapling will be more successful if you have a firm, stationary and non cushioned surface underneath the workpiece.
2. Use clamps to secure and support the workpiece to a steady platform (or workbench).
3. Be very aware of others that may be working nearby.
4. Keep your finger off the trigger when not firing staples or when carrying around.
5. NEVER use a staple gun if the “Safety” or trigger does not operate properly. Report this to your teacher.
6. Be careful to always keep your hands and feet away from the nose of the staple gun when

firing staples.

7. Fire staples into appropriate surfaces ONLY. Do not fire staples on top of another – they may ricochet.
8. Never rest the staple gun against any body part, or try to climb a ladder with the staple gun cradled against your body. Never point a staple gun at anyone.
9. Empty out unused staples before clearing a staple jam.

### **Housekeeping**

1. Return tools to the appropriate storage area.
- Leave the work area in a safe, clean, and tidy condition.