Emergencies

In case of fire exit out the doors 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 you 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 near 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 kit is clearly marked and is under the sink in B14. 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
First Aid

1. There are no eyewash stations in Visual Studies. 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 the 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 kits are located throughout the studios and are 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 sterile 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 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](http://www.depts.ttu.edu/ehs/Web/Default.aspx)

Records of Employee / Student training are located in the School of Art main office.
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 exterior doors to help keep unauthorized people out. Classroom 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 Visual Studies are located in B14.

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 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 these rooms. The exception is B12 as long as chemicals are not stored or used in it.

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

Long pants and closed toe shoes are not required in these studio / labs 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**

1. Keep work surfaces and shelves clean by wiping down with a wet sponge.
2. Clean-up spills where they occur. Do not allow a spill to dry.
3. Do not bring any food or drinks in to the studio. Please leave on shelf outside the studio.
4. Wash your hands thoroughly when you are finished working.
5. Spray painting, spray fixing, etc. are not allowed anywhere inside the Art building. The Architecture building has a spray booth in the model shop on the courtyard level.
6. Children are not allowed in the studio.
7. Bicycles, roller blades and skates are not allowed in the Art building.
8. If a student damages or breaks a tool or piece of equipment, they must immediately report it to the instructor. This is imperative for the safety and stability of the lab.
9. Mistakes are obviously understood, but persistent negligence will be met with severe consequences.

Pottery Wheels
1. Do not plug or unplug electric wheel with wet hands.
2. Turn off switch and unplug after use.
3. Your wheel must be cleaned after use.
4. Area around wheel must be clean and all trimming scraps picked up.
5. Splash pans should be cleaned and put back on the wheel when finished.

Glazing
1. All class glaze materials must be kept in glaze area. Keep containers covered.
2. Keep dust to a minimum.
3. Gloves must be used if cuts or scrapes are apparent on hands.
4. Use stir sticks, or blender in wet glaze buckets.
5. Do not pour glaze down the sink.
6. Keep glaze area/room clean.
7. Clean the glaze mixer and the area around the mixer before leaving the room.
8. Clean brushes when done.

Kilns
1. **Keep all exterior doors closed at all times during the firing of any and all kilns!**
2. No undergraduate students can fire a kiln without first getting loading and firing instructions, and then only with the supervision of the instructor or graduate assistant.
3. When pulling spy hole plug:
   a. Tie hair back.
   b. No loose or nylon clothing.
   c. Use gloves to pull plug.
   d. Wear goggles.
4. No combustible materials or burnout materials are allowed to be fired in ANY electric kiln.
5. Avoid contact with the kiln’s exterior which gets extremely hot during firing.
6. When in use, kilns are extremely hot and can cause severe burns.
7. Always turn on ventilation when operating the kiln.
8. The only person authorized to operate kilns are Assistants and Professors and students who have been properly trained to use the kiln by the instructor, and have permission.
9. Do not try to unload the kiln until the outside of the kiln is cool to the touch and the pieces can be easily touched by hand or with gloves.
10. Never operate a kiln without knowing what temperature at which it is operating. Overheating a kiln can significantly shorten the life of a kiln and its components.
11. Kilns can never be left unmonitored for more than 24 hours.
12. If in case of catastrophic kiln failure – pull fire alarm and evacuate the area.
13. If you sustain a bad burn, do not put burn gel on it. Immediately tell instructor and/or go to the emergency room at UMC.

Slab Roller
1. Do not use large or dry clay “chunks”.
2. Lay out small pieces of clay over the surface in the desired form before rolling.
3. Do not force the roller.

Extruder
1. Place dies properly into the device.
2. Do not place hard or stiff clay into the device.
3. Use consistent pressure to extrude the clay.
4. When finished clean everything inside and out, and place dies back into the proper storage container. Do not leave any clay in the extruder!
5. Place handle back in proper storage area – Not hanging out of the extruder!
6. Clean floor around the extruder

SOLDERING
1. Soldering is a potentially dangerous activity if done improperly.
2. Wear safety glasses when soldering.
3. Avoid breathing fumes and solder with the ventilation system on.
4. Clean up the area after soldering utilizing a wet sponge. to clean properly could result in contamination issues.
5. Be sure soldering iron is cooled off and cleaned before putting away.

HAND SHEARS / SCISSOR TOOLS
1. Only cut material prescribed by manufacturer to be cut by the shears
2. Be mindful of the location of your fingers when using the shears.

DRILL PRESS
1. Drill presses can be potentially dangerous machinery if not handled correctly.
2. Safety glasses are mandatory.
3. Large drill press may only be used under the supervision of a RI (instructor/graduate student).
4. When using the large drill press, the work must be pinned with vises and c-clamps to the bed of the drill.
5. When using the large drill press, surrounding students must be warned prior to engaging drill. Be wary of kickback. Never try to stop a piece of material that has been snagged by the drill. Simply turn the machine off and stand back until rotation ceases.
6. Upon completion, drill press and surrounding area must be thoroughly vacuumed and free of debris.

SANDER
1. The sander is a potentially dangerous piece of equipment if used improperly.
2. Safety glasses are mandatory.
3. Upon completion, sander and surrounding area must be thoroughly vacuumed and cleaned of debris.

NAIL/STAPLE GUN
1. Safety glasses are mandatory.
2. Before use ensure you have received proper training from authorized faculty/staff.
3. Unplug when not in use.
4. Under no circumstances point nail/staple guns at a person.
5. When finished, unplug, wrap cord and put back in its proper place.

SEWING MACHINE
1. Read and become familiar with machine’s operating procedures before operating.
2. Always know where the power off switch is located in case of emergency.
3. Machine should always be off when not in use.
4. Always disconnect the machine from the power source before servicing, repairing, or adjusting.
5. Do not wear gloves, necktie, jewelry, or loose clothing. They could get caught in the machine.
6. Always keep face and other appendages a safe distance from the needle when in operation.
7. Tie up long hair to prevent hair from getting caught in the machine.
8. Be sure to put back in its proper place when finished.

PAPER CUTTER
1. Be sure to keep hands and fingers a safe distance from the blade when in operation.
2. When not in use, be sure to keep the blade safety lock on

DRILL
1. Operate only with instructor’s permission and after you have received instruction.
2. Remove any jewelry, secure loose clothing and confine long hair.
3. Always wear proper eye protection.
4. Before operating be sure area is free of workplace hazards (e.g. water hazards, aluminum ladders).
5. Hold tool by insulated gripping surfaces when performing an operation where the tool may contact hidden wiring. Contact with a “live” wire will also make exposed metal parts of the tool “live” and shock the operator.
7. Use proper bit for proper material. (Masonry vs wood vs metal).
8. Do not use the power tool if the switch does not turn it on and off.
9. Disconnect the plug from the power source and/or the battery pack from the power tool before making any adjustments, changing accessories or storing power tools.
10. Maintain power tools. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation.
11. Use the power tool, accessories and tool bits etc., in accordance with the instructions and in the manner intended.
12. Do not abuse the cord. Never use the cord for carrying, pulling, or unplugging the power tool.

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. Hammers with cracked, splintered, or badly worn handles will not be used.

PLIERS
1. Pliers must not be used as a substitute for wrenches, as they do not hold the work securely; injury may result from slipping.
2. When using wire cutters, guard against fingers being pinched or crushed.
3. When cutting short ends of wire, cut away from the face to avoid exposure to flying particles.
4. Insulated pliers must be used for electrical work.

SCREW DRIVERS
1. Screwdrivers must not be used as substitutes for punches, hammers, wedges, pries, chisels, nail pullers, or similar uses.
2. Work must be secured or placed in a vise when using a screwdriver. Do not hold the work in your hand. The exception would be small parts, such as electrical parts, which do not require a great deal of force to turn the screw.
3. Both hands must be used to safely handle a screwdriver; one hand to turn the handle and the other to steady the blade so as to prevent slipping.
4. All parts of the body must be kept in the clear in case the screwdriver slips.
5. Only screwdrivers with insulated handles will be used for electrical work.
6. Use the correct size screwdriver to prevent slipping.
7. Employees will not carry unguarded screwdrivers in their pockets.

KNIVES
1. Safety glasses must be worn.
2. Ensure there is adequate lighting in the work area.
3. When using a utility knife always concentrate on the job at hand. Never look away or be distracted as you cut.
4. Only use a utility knife for its intended purpose.
5. Always keep your hand and the rest of your body away from the cutting line.
6. Always point the knife away from you when you are exposing the blade.
7. Always store a utility knife with the blade closed/retracted.
8. Always use a sharp blade. A dull blade requires more force to make a cut, which could lead to tool slippage. Replace the blade as soon as you notice it tearing material instead of cutting.
9. The safety features of knives should not be circumvented or removed.
10. Dispose of dull or rusty blades in a blade disposal container. Never discard loose blades in the garbage or leave them where they could injure someone.
11. Do not pass or toss a utility knife to anyone. Set the knife down and let the other person pick it up.
12. Never try to catch a falling utility knife.
13. Do not use a knife as a scraper, screwdriver, chisel, etc.
14. Do not extend more blade than is necessary for the cutting job.
15. Do not leave a utility knife unattended, especially with the blade exposed.
16. Do not hammer on a blade to achieve a greater cutting force.
17. Do not apply too much pressure on the blade as it may break.
18. Do not use a broken or unsafe knife, attach a warning tag, take it out-of-service and advise your supervisor.

**LINOCUTTERS**

1. Carry cutters with blade pointing down.
2. Only use cutters for intended purpose.
3. Work away from your hands when cutting.
4. Wipe material down when finished.
5. Wash hands when finished.

**SILK SCREEN**

1. Use water based ink with less hazardous ingredients
2. No food, beverage or make up materials
3. Be sure to clean any used screens
4. Wash hands when finished
5. Wipe all spills immediately
6. Use safety glasses

**BLENDER**

1. Ensure electrical cord is not frayed or tangled.
2. Plug in blender cord to the top power outlet and check that it is secure.
3. Hold securely when in use.
4. Do not leave turned on blender unattended.
5. When not in use disconnect the power.
6. Rinse excess materials of and clean blender when finished.
7. Keep long hair and loose clothing away during blender use.
8. Wear eye protection – safety glasses.

**IRON**

1. Use iron only for its intended purpose, ironing fabrics.
2. Do not iron fabric while worn on body.
3. Iron should be in the off position before plugging or unplugging.
4. Do not allow cord to touch hot surface.
5. Do not operate iron with a damaged cord.
6. Do not direct steam toward body when in use.
7. When cooling down iron should be on a stable surface away from people.
8. Only put the iron away once it is cool to the touch.
PAINTS
1. Keep paint in an enclosed container.
2. Use water based paints.
3. Do not use spray paint in facilities.
4. Excess paint should be put back into containers.
5. Be sure to thoroughly wash brushes and rollers when finished.
6. Be sure not to put excess paint down the sink drains.

PRINTING
1. Be careful when dealing with solvents. Always wear gloves.
2. Rags should be in proper container after cleanup.
3. Ink should be kept in enclosed container.
4. Be sure to clean all screens, rollers and other supplies when finished.
5. Store all equipment when finished.

TOASTER OVEN
1. No food is to be placed in art toaster oven.
2. Keep oven clean and sanitized when not in use.
3. Unplug from outlet when not in use.
4. Do not touch hot surfaces.
5. Use caution when removing items from hot oven.

POWDERED PIGMENTS
1. Always wear safety glasses and wear long sleeves.
2. Avoid contact with skin and eyes.
3. Wear disposable gloves.
4. Be sure to store in proper containers.

DAMAGED EQUIPMENT
1. If a student damages or breaks a tool or piece of equipment, they must immediately report it to the instructor. This is imperative for the safety and stability of the lab.
2. Mistakes are obviously understood, but persistent negligence will be met with severe consequences.
3. Failure to report damaged equipment greatly increases the likelihood of injuries due to damaged equipment. Individuals who do not report damages bear the responsibility for injury.

In the event of damaged equipment, it is mandatory that the student or RI (instructor/graduate student) put a sign on the broken equipment indicating the malfunction.

If you are unsure how to use any of the equipment, just ask!