



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

DRAWING STUDIO GUIDE & SAFETY PLAN

Rooms covered – ARCH 207, 209 and 212

Responsible Individual – David Lindsay 834-7930, office Art B17

Safety Coordinator – Mark Bond 834-1559, office Art 101

November 2, 2017

Emergencies

In case of fire exit down the nearest clear stairwell, exit the building and meet at the bird sculpture. 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 on the 5th floor.

In case of a tornado or severe weather, go to the sub-basement or take shelter between the elevators, away from windows.

Chemical Spills -

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 call EH&S.

6. Report all spills that need more than paper towels cleanup to the SOA DCHO mark.bond@ttu.edu. He will arrange for waste pickup.

First Aid

1. There are no eyewash stations in Arch 103 or nearby. 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 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>

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 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 this lab are located in yellow binder by the 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 drinks are not allowed to be stored or consumed in these rooms.

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

Long pants are not required and closed toe shoes are required in this room.

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.

Nothing can be hung or stacked closer than 18" (in the vertical dimension) to a fire sprinkler.

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 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. Drawing while sitting or standing for prolonged periods of time can be stressful on your back. Take opportunities to rest your back and shoulders and carefully stretch your muscles.
2. Lift properly, (with your legs, not your back, keep your back straight, do not bend over to lift), take breaks and stretch your back.

3. If not used properly, with bolts and wing nuts appropriately tightened, easels can fall over or release the drawing boards, becoming a threat to feet or ankles in the way. Make sure that bolts in your easel are securely tightened.
4. Always wear closed toe shoes in the studio, and clothing that may be worn in a work environment where charcoal, pastel, and other art materials are likely to get on you.
5. It is important to keep charcoal and pastel dust out of the air. DO NOT blow charcoal or pastel dust off of a drawing. Gently tap the drawing on the floor.
6. When using the paper trimmer, use one hand to firmly hold the blade and the other to hold the paper in place. Keep your fingers away from the cutting blade and the cutting edge.