



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

# PAINTING STUDIO GUIDE & SAFETY PLAN

**Rooms Covered - Art 103, B09**

**Responsible Individual – Tina Fuentes 742-3825, office Art 109**

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

**January 20, 2017**

## **Emergencies**

**In case of fire**, exit out the glass door and meet at the bird sculpture. If that door is blocked exit out the front doors and meet at the bird sculpture. There are fire alarm pull stations near the exit doors, if you pull one 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 near the restrooms (by the VRC).

**In case of a tornado** or severe weather go to the subbasement.

## **Chemical Spills**

Small chemical spills can generally be handled in the studio with the spill containment kit. The spill containment kits is clearly marked and is in room 103. 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 in following the cleanup instructions on the SDS – proceed.

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 an eyewash station in room 103. 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! The eyewash station 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 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 studio are located in the yellow binder near the door.

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 in which a chemical comes 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 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 these rooms 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.

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, 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**

### **Brush washing procedure – oil paint**

Moisten the brush, palette, or palette knife with Gamsol and wipe with paper towels or telephone book pages until as much paint as possible is removed from bristles and handle. Throw paper towels or phone book pages into trash. Then use the brush washer. When you take your brushes to the sink for final cleaning there should be very little paint remaining on them. An absolute MINIMUM of oil paint goes down the sink.

### **Brush washing procedure – acrylic paint**

Moisten the brush, palette, or palette knife with water and wipe with paper towels or telephone book pages until as much paint as possible is removed from bristles and handle. Throw paper towels or phone book pages into trash. When you take your brushes to the sink for final cleaning there should be very little paint remaining on them. An absolute MINIMUM of oil paint goes down the sink.

For disposable palettes, dispose in trash can!

Gamsol is the recommended oil painting solvent. **NO TURPENTINE OR TURPENTINE-BASED SOLVENTS OR MEDIUMS!** At the end of the semester pour the Gamsol into the parts washer. The left over “sludgy” Gamsol in the bottom of your plastic jars and your unused mediums will be picked up.

Avoid using dry pigments and do not blow charcoal off your work surface (tap the dust off into a paper fold, then fold up and dispose of in trash).

Do not allow contact between materials and breaks in the skin from cuts, sores or abrasions.

Use care in moving easels or stools, lifting using your legs instead of your back when needed.

Working after hours: never give out the key code to anyone not in your class, and team up with a classmate if you will be working after hours when few people are near the area.

Safety glasses or goggles must be worn when using drills, even with screws. And also when using the staple gun and hammers.