



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

PHOTOGRAPHY: Book Arts STUDIO GUIDE & SAFETY PLAN

Rooms covered – Art SB17

Responsible Individual - Professor Robin Germany 834-6440, office Art SB08A

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

November 2, 2017

Emergencies

In case of fire exit up the nearest clear stairwell, exit the building into the courtyard, cross the courtyard and meet at the bird sculpture. Do not go up the driveway because emergency vehicles may use it. 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 emergency call box near the restrooms.

In case a tornado or severe weather remain in 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 in room SB3. 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 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. He will arrange for waste pickup.

FIRST AID

1. There are eyewash stations in room SB03. 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.

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. Do not work when impaired by lack of sleep, illness, drugs or alcohol. When working with machinery or hazardous processes always have more than one person present. All the buildings have combination locks on at least one door so never prop open 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 rooms SB17.

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 these rooms. 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 these rooms.

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

Long pants and closed toe shoes are not required in SB17.

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 lead 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

Small Guillotine:

Release the safety and lift the cutting arm

Lift the pressure bar and place your materials onto the surface

Cut only paper in this cutter and always have a piece of mat board beneath the paper (or it won't cut all the way through)

Use the crank arm to adjust the support bar to move your materials beneath the cutting area. There is a line pressed into the red tape to indicate where the knife will cut

You may gently lower the cutting arm to be sure it is going to cut exactly where you want it

Lift the cutting arm and lower the pressure bar

Now lower the cutting arm and press it down firmly until you hear the click of the paper being cut through

Lift the cutting arm and the pressure bar.

Use a strip of mat board or a ruler to push the paper out of the cutter, and the scrap

NEVER MOVE YOUR FINGERS BENEATH THE CUTTING BLADE. USE A DEVICE TO MOVE MATERIALS INTO AND OUT OF THE CUTTING AREA.

When finished, and the cutter is free of paper scrap, lower the pressure arm and the blade for storage.

Large Guillotine:

NEVER MOVE HANDS OR FINGERS BENEATH THE PLEXIGLAS PROTECTOR

USE A STICK OF WOOD OR BOARD TO MOVE THE MATERIALS INTO PLACE

Slide materials to be cut into the platen of the cutter, until the line that is to be cut is directly beneath the blade

Use the support bar to secure the materials to be cut in the correct place

Release the safety and gently move the blade down to be sure the materials are properly aligned, adjust as needed

Lift the blade and crank the pressure bar into place

Release the safety and lower the blade to cut the materials

Always place a piece of board beneath a stack of paper but you may cut board with this cutter

After the cut is complete, lift the blade and the pressure bar

Move the support bar to push the cut materials forward or to leave space behind them as needed Use a stick to move the materials out of the plexi danger area so you may remove them. Leave the blade up and locked with the safety.

Drill Press:

Select the appropriate drill bit and use the key (attached to a bit of rope) to loosen the mount.

Remove the previous bit and insert the one you are using.

Tighten the mount with the key.

Adjust the stage with by releasing the red handle and moving the stage up or down

Gently lower the bit with the red crank handle on the right to be sure the materials are in the correct height and location for drilling.

Have all stacks of materials clipped with clothespins or other device before drilling

Turn the drill on with the switch on the front of the device

WEARING SAFETY GLASSES, carefully hold the materials in place with one hand and lower the bit with the other

After the hole has been drilled carefully raise the bit and turn the drill off

ONLY AFTER THE DRILL IS OFF WILL YOU REMOVE THE MATERIALS FROM THE PRESS

Iron:

Look to ensure that the dial on the iron is set to OFF position.

Plug the iron in to the outlet and then turn the dial to the desired setting.

Do not touch the surface of the iron at any time, as it will be very hot.

Never leave the hot iron face down when you are not actually using it.

Return the iron to the off setting when you have finished. Unplug the iron and let it cool before returning it to a cabinet.

Book Press:

Put mat board or davey board on either side of the materials you are pressing

Place the board and materials you wish to press onto the platen on the press

Turn the wheel at the top to lower the press and press the materials

TAKE CARE TO KEEP HANDS AND FINGERS CLEAR OF THE PRESS AS YOU ARE TIGHTENING IT

Do not over tighten the press, just tighten until it is snug

Knives:

When cutting with a utility knife or xacto knife, always begin with a fresh blade. Do not skimp on blades.

Hold the guide or ruler tightly in one hand as you move the knife along the material to cut

Move slowly and keep your eyes and attention entirely focused on the knife and the cut. Do not look up to talk or engage in anything other than cutting. If someone asks you a question while you are cutting either stop and respond or don't respond until the cut is completed.

Move your body with the cut and keep your arm in the same relationship to the material through the cut rather than bending your elbow out. This will keep the angle of the blade the same throughout the cut and make it neater and more square.

Dispose of used blades in the red sharps disposal box by the sink.