

## Physical

- Keep your studio clear of trip hazards.
- If you are carrying something, make sure you can see over it or around it.
- Secure allowable hanging and/or suspended objects.
- Only use wood or metal shelving units that are capable of holding twice the maximum weight anticipated.
- Use shelving units that are less than 6 feet high.
- Secure shelving units at the top, to the wall behind, in at least two places or a minimum of 3 feet horizontally.

## Fire

- Keep a clear path to and through your studio door at all times.
- Keep areas in front of fire extinguishers and electrical panels clear and without obstructions.
- Dial **911** from any telephone in case of an emergency. Landline phones are preferred.

## Tools

- Use only approved Class 1 tools, which include Dremel tools, cordless drills under 18V, palm sanders, soldering irons and guns, heat guns, hot melt glue guns, sewing machines, and manual hand tools. See EHS for additional approved Class 1 tools.
- Wear safety glasses with side shields when using tools.
- Inspect tools before every use.
- Use tools that are appropriate for the work performed. An incorrectly sized tool may lead to slippage, awkward postures, and ultimate injury.
- Secure all small and short work pieces with a vise or clamp.
- Position the work to minimize awkward postures.

## Chemical

- Do use Gamsol instead of turpentine for cleaning paint brushes.
- Do all spray painting and use solvent based adhesives and aerosol products inside a spray booth.
- Use compressors/spray guns for acrylic and latex paints only. For very smelly products, try to find an equally effective low odor substitute. Anything with a strong odor should be handled in the spray booth.
- Use acids inside the Ferric Chloride acid room in the 353 Crown St. Printmaking Shop only, and wear the required personal protective equipment.
- Keep all chemical containers closed when not in use.
- Label all chemical containers with their chemical contents and hazard warnings.
- Know the locations of emergency equipment (i.e. first aid kits, eyewashes, landline phones).
- Clean up chemical spills immediately wearing proper PPE. Call EHS at **785-3555** for spill cleanup assistance, as necessary.

## Electrical

- Plug each power strip directly into a wall outlet.
- Use round extension cords only.
- Plug items that continuously draw electricity into wall outlets.
- Use Ground Fault Circuit Interrupter (GFCI) protection for electrical use outdoors, in a wet area or within 6 feet of a water source.

## Physical

- Don't build any platforms, shelves or temporary walls unless approved by the School of Art and EHS.
- Don't leave items on stairs, even for just a moment.
- Don't situate shelving units in front of windows.
- Don't work at heights greater than 4 feet without fall protection, unless working off of an approved ladder.

## Fire

- Don't smoke inside the building.
- Don't use open flames or perform operations that will produce sparks.
- Don't install or use cooking appliances of any kind.

## Electrical

- Don't use frayed and/or damaged electrical cords or cords with ground prongs removed.
- Don't use extension cords in place of permanent wiring, flat or light-duty cords, daisy-chained (one extension cord plugged into another) cords, or overloaded cords (the wire size must be sufficient for the current draw).

## Chemical

- Don't use products containing Methylene Chloride (Dichloromethane).
- Avoid using paints and other products that contain toxic chemicals, carcinogens or reproductive hazards. Examples include paints that contain Cadmium, Chromium, Lead, and Mercury.

## Tools

- Don't use tools that are damaged or missing guards and shields.
- Don't use unapproved tools without a review and approval from EHS.

# DON'T