
Each member of the School of Art, whether faculty, staff, or student, is responsible for knowing and observing Northern Arizona University and School of Art safety policies. The goal is to develop positive attitudes regarding health and safety among all faculty, staff, and students within the School of Art. It is essential that all members take an active part to initiate and enforce preventive measures to control hazards associated with activities under their direction.

The purpose of this policy is to set forth general guidelines for the School of Art and individual studio program safety procedures. Individual studio program safety procedures are essential in providing a safe and healthful performance of art activities and the safest possible working and educational environment for faculty, staff, and students. All School of Art and individual studio program safety procedures

Most materials used in the art education program are those that are approved for use in K-12 public school classrooms and have received certification as non-toxic from the Art & Creative Materials Institute, Inc (ACMI). Products with this certification bear the following seal

The interactive digital whiteboard is available for student use for presentations in the art education classroom. It cannot be checked out for use elsewhere. Care should be taken to use only the electronic pens and eraser. Dry erase markers, watercolor markers, permanent markers, and tape permanently mar the surface of the whiteboard.

A laptop computer and digital projector are available for student use in the art education classroom. These items cannot be checked out for use elsewhere.

A digital camera and camcorder are available for use by students in the art education classroom. These cameras may be used to photograph artwork or presentations. They cannot be checked out for use elsewhere.

Ceramics Studio Safety Rules

To be granted the privilege of using this facility you are required to be familiar with and to observe, these safety regulations governing its use. Violation of any safe working methods may cause the loss of privilege or disciplinary action.

1. Good housekeeping, cleaning and orderly work areas and equipment are fundamental to accident and fire prevention. Assigned work areas and equipment are to be cleaned and placed in order by each user at the end of each work period.
2. Horseplay of any kind is forbidden.
3. You are not to operate machinery to which you have not been trained or assigned. You will be trained in the use of potentially hazardous equipment.
4. Shop facilities may not be used after class time in the evenings or on the weekends if the shop supervisor, or their delegate, are not on duty. After hours the shop must be supervised by a ceramics major. If a shop supervisor is not to be found the ceramics faculty must be notified.
5. All accidents, including minor scrapes or cuts, should be reported immediately to the ceramics faculty or shop supervisor.
6. Eye protection should be worn at all times when it is appropriate. Chopping wood, using the grinder or breaking bricks all require eye protection.
7. Jewelry, ties and clothing, which, in the opinion of the shop supervisor or faculty, seem hazardous, must not be worn while working on the potter's wheel, using kilns or making clay. Close toed shoes are required, no sandals in the ceramics lab. Long hair should be tied back when operating machines with moving parts.
8. Clean up of work areas should be done with a wet sponge. Avoid sweeping in the ceramics lab as it raises dust that will remain air born for days. Water is the best solution for cleaning. Be aware of floors that may be slippery.
9. Dust masks must be worn when making clay or glazes. Rubber gloves should be worn when making glazes that contain heavy metals.
10. No Smoking or drinking in the ceramics lab. Do not come to the ceramics lab or the kilns, or operate and equipment if you are under the influence of alcohol. This presents a very dangerous situation. Violation of this rule results in an immediate loss of privileges and severe disciplinary action.
11. If you have allergies or are pregnant please inform your instructor. Working in the ceramics lab could be hazardous to your health.
12. No eating food in work areas.
13. All containers must be labeled or they will be discarded. All glazes in the glaze room are to have a computer-generated label with a list of ingredients and a description of the glaze and fired test tile. You are not to make personal glazes and keep them in the glaze room. Always check with an instructor before making glazes.
14. No work left on common tables overnight. If it is left it will be discarded the next morning at the start of class.

15. No firing of kilns unless you have been checked out for safety and trained by the ceramics faculty. All kiln firings must be approved by the faculty and utilize the firing schedule. Initials from a faculty person on this schedule are required. Firings that commence without approval will be shut off and result in an immediate loss of firing privilege
16. Kiln logs must be kept for all firings. No kiln log will result in the firing being shut down.
17. All artwork must be labeled.
18. The First aid kit is located next to the phone. There is an emergency pole out back of the lab in case of an emergency.
19. If you smell gas at the ceramics lab, notify an instructor and leave immediately. If you are alone or no instructor is present, leave the building

Clay Mixers

1. NEVER put your hands into a running clay mixer or pug mill. If the lid is opened and the mixer does not immediately shut off and instructor should be made aware immediately.

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First Aid
Fire Extinguisher

thrown out or recycled.

- It is highly recommended that students do not work in the drawing or design studios alone. Please work with a classmate or instructor.
- Working alone in the studio can be dangerous. If you were to become incapacitated or seriously injured no one would be able to assist you or call for help.

INTERIOR DESIGN SAFETY POLICY

General Safety

For safety reasons, only enrolled students may use the Interior Design classrooms and studios. Students may not work alone in the studio. NAU School of Art faculty and staff want all students to feel safe on campus.

For all emergencies on campus, call University Police at **523-3000**.

Classroom Safety

Never work with anything that is potentially dangerous (that includes a x-acto knife) when you are tired or distracted in any way. These are the times when your judgment is impaired. Unfortunately this impaired judgment sometimes prevents you from making the correct decision to go on to something else, or quit working

Painting Clean-up Procedures

1. Rinse brushes in your personal small, re-closable container of the appropriate solvent: odorless mineral spirits or odorless turpenoid.
2. Wipe brushes of all paint and solvent residue on a rag or paper towel.
3. Rinse brushes of remaining paint and solvent residue in dishwashing liquid or ordinary vegetable oil--the cheapest you can find. Wipe brushes on a rag or paper towel.
4. Wash with the soapy water. Rinse well in clean water.
5. Shape the brush heads and allow them to air dry. Store dry brushes in a closed container to prevent the accumulation of dust.

1. Wipe brushes of all paint on a rag or paper towel.
2. Rinse brushes in your personal container of water.
3. Wipe brushes of remaining paint on a rag or paper towel.
4. Wash with the soapy water. Rinse well in clean water.
5. Shape the brush heads and allow them to dry.

Unwanted or failed art projects embody shall be broken down into small pieces and dispose of in the studio trash containers.

YOU are responsible for removing unwanted furniture or trash from your studio to the nearest dumpster. DO NOT leave these objects in a hallway. Objects in a hallway violate university regulations, and can block our emergency exit from the building.

Painting Materials

Painting and drawing materials consist of pigments mixed with various vehicles such as water, oil, wax, egg yolk, casein, resins and solvent solutions. The primary hazard in standard painting techniques is the accidental ingestion of pigments due to eating, drinking or smoking while working with paints.

amount of solvents could result in decreased coordination, behavioral changes and brain damage. Chronic inhalation of turpentine can cause kidney damage and respiratory irritation or allergies. Ingestion of either turpentine or mineral spirits can be fatal. In the case of mineral spirits this is usually due to chemical pneumonia caused by aspiration (breathing in) of the mineral spirits into the lungs after vomiting. Turpentine can also cause skin allergies and be absorbed through the skin. Epoxy paints consist of an epoxy resin component containing the pigment and a hardener component. The epoxy resin may contain diglycidyl ethers which are irritants, may cause bone marrow damage and are suspect carcinogens. Epoxy hardeners may cause skin and respiratory allergies and irritation.

S e P e c i a l W e W N W e -B s e P s

The following safety precautions shall be followed when working with non water-based paints:

Replace turpentine or ordinary mineral spirits with the less toxic odorless mineral spirits;

Use a window exhaust fan to provide ventilation. Set up easel approximately three feet from a window that has a fan exhausting at work level pulling the solvent vapors away from your face. The rest of the window should be blocked off so that contaminated air does not re-enter the room. Techniques such as turpentine washes require a lot of ventilation because they result in the evaporation of large amounts of solvents in a short period of time;

Wear neoprene gloves while cleaning brushes with mineral spirits or turpentine;

Remove paint from hands using baby oil, soap and then water;

When adequate ventilation cannot be provided while using epoxy paints, gloves and a NIOSH-approved respirator with organic vapor cartridges shall be worn;

Never use lips to point the end of the paintbrush;

Eating, smoking and drinking are prohibited in the studio; and

During pregnancy and nursing, switch to water-based paints to avoid exposure to solvents.

Table for Toxic Pigments

Known or Probable Carcinogens / Highly Toxic Pigments

antimony white (antimony trioxide)

barium yellow (barium chromate)

burnt umber or raw umber (iron oxides, manganese silicates or dioxide)

cadmium red or orange (cadmium sulfide, cadmium selenide)

cadmium yellow (cadmium sulfide)

cadmium barium colors (cadmium colors and barium sulfate)

cadmium barium yellow (cadmium sulfide, cadmium selenide, barium sulfate, zinc sulfide)

chrome green (Prussian blue, lead chromate)

chrome orange (basic lead carbonate)
chrome yellow (lead chromate)
cobalt violet (cobalt arsenate or cobalt phosphate)
cobalt yellow (potassium cobaltnitrate)
lead or flake white (basic lead carbonate)
lithol red (sodium, barium and calcium salts of soluble azo pigment)
manganese violet (manganese ammonium pyrophosphate)
molybdate orange (lead chromate, lead molybdate, lead sulfate)
naples yellow (lead antimonate)
strontium yellow (strontium chromate)
vermilion (mercuric sulfide)
zinc sulfide
zinc yellow (zinc chromate)

Moderately Toxic Pigments / Slightly Toxic Pigments

alizarin crimson (lakes of 1,2-dihydroxyanthraquinone or insoluble anthraquinone pigment)
carbon black (carbon)
cerulean blue (cobalt stannate)
cobalt blue (cobalt stannate)
cobalt green (calcined cobalt, zinc and aluminum oxides)
chromium oxide green (chromic oxide)
manganese blue (barium manganate, barium sulfate)
Prussian blue (ferric ferrocyanide)
toluidine red (insoluble azo pigment)
toluidine yellow (insoluble azo pigment)

1. EYE PROTECTION MUST BE WORN DURING USE OF POWER TOOLS.
2. DO NOT WORK ALONE IN THE WOODSHOP. A Studio Faculty member or attendant must be present.
3. NO FOOD OR DRINK ALLOWED IN MAIN STUDIO (RM. 315 or RM 313) DURING STRETCHER CONSTRUCTION.
4. CLEAN UP AFTER WORKING.
5. PLACE TOOLS IN ROOM 315A STORAGE ROOM.
6. DO NOT FORCE TOOLS. If a tool does not work without force, notify Faculty member or attendant immediately.
7. KNOW THE TOOL you are working with before attempting to use it. Ask Faculty member for instruction before proceeding.
8. NEVER ASSUME A TOOL IS PROPERLY ADJUSTED. Always check the tool prior to use.
9. COURTEOUS BEHAVIOR IS A SAFETY OBLIGATION. Please notify anyone standing near a tool before you turn it on. By working in this studio you grant the faculty member the right to deny admittance if your behavior is deemed unsafe.

- 1) Proper handling of chemicals:
 - a)

Only students who have been properly trained during the current semester to use the sculpture area tools are allowed to use them.

Do not operate any tools while under the influence of drugs, alcohol, certain types of medication, or if you feel fatigued

Any accidents should be reported to your instructor or the department technician

The sculpture studios are to be used ONLY by students enrolled in studio art classes, faculty, or staff of the NAU School of Art.

Students are permitted in the studios only when working on an assigned project. Allow others to work safely and

Do not use the air compressor to blow dust off of your clothes or direct compressed air towards others

Use the shop vac to remove excess plaster from tables and floors. Use a wet vac to minimize plaster dust in the air

Do not use spray paint in the sculpture studios - work must be done outside

Metal or wood finishing, including painting or priming, especially if using aerosols or solvent based products, must be done outside the sculpture studios in an appropriately ventilated area, preferably outside in the courtyard

Heavy sanding or grinding, must be done outside the clay/plaster studio in an appropriately ventilated area, preferably outside in the courtyard

Do not stand in water, on damp floors or in the rain when working with electrical tools. Keep your hands and tools dry

Make sure power cords or extension cords will not become caught or tangled in moving parts

Before welding, cutting, or grinding, make sure you know what type of metal you are working with. Know what types of safety precautions are necessary when working with various metals. Galvanized steel releases harmful fumes when welding, etc. and is not recommended for use unless using mechanical fasteners

Know the tool you are working with BEFORE attempting to use it. You must have documented training about the operation and safety of a power tool. Ask a shop supervisor or instructor before proceeding

DO NOT ALLOW familiarity gained from frequent use of tools to become commonplace. Always remember that a careless fraction of a second is sufficient to inflict severe injury

Inspect the tool before each use. Do not use any machinery that appears damaged, has frayed cords, does not start immediately, etc. Notify your instructor.

DO NOT ATTEMPT TO REPAIR ANY TOOLS. Any missing or malfunctioning, or broken equipment should be labeled as such, removed from public use, and reported to your instructor.

Remember the location and keep easy access to the ON/OFF switch you are using so you can turn off the machine quickly

Do not use any tool in such a position that the on/off switch cannot be released immediately

ALWAYS keep a well balanced stance as you work with tools. If you have to force the tool or the material, then something is wrong. Stop working and notify your instructor

No machine shall be left running unattended. Make sure moving parts have COMPLETELY STOPPED before leaving the area or before making adjustments to the machine

Always use sharp tools. Injuries can be worse using a dull tool than using a sharp tool

When using hand tools, the cutting action should always be away from your body

If a procedure feels dangerous/looks dangerous/doesn't seem right or you are not sure of how to use a particular tool, DON'T TRY IT! Wait and ask a qualified instructor

Work only at full operating speeds. Do not use a power tool before it has reached operating speed or while it is coming to a stop. Never force an object into moving parts to stop a machine

Do not force tools. If a tool does not work without force, notify your instructor

Tool guards must be used at all times

Guards should be adjusted accordingly only when the power is turned off

Do not remove any safety device or alter them in any way that is not intended for them

Exceptions are made on the table saw for specialty cuts (e.g. dados) where the splitter and anti-kick back device cannot be used

Feather boards should be used when not using the table saw guard

Check with the shop supervisor before disengaging the splitter on the

Ear plugs provided are disposable, but also re-useable. Please keep a pair in your locker

Do not leave paper products or other flammable materials on or near work tables when you are working with shop tools that generate sparks, open flames, soldering irons, or the hot plate

Wood dust is highly flammable. Please clean up as much of your workspace as possible

Please be aware of any ignition sources: frayed electrical wires, propane torches, matches, etc

Flammable Storage Cabinets

Clean up all small spills immediately. If a large chemical spill occurs that you are unable to cleanup call .

There is one emergency shutoff located in the Shop. It is located to the left of the drill press. This button, once pressed, will turn off all power to all outlets in the Shop

_____ to be poured into the

