

DEPARTMENT OF [REDACTED]:
SAFETY PROCEDURES

The student safety procedures must be read and signed on the first day of your class

GUIDELINES FOR INSTRUCTORS:

DETAILS FOR THE CRAFTS SAFETY PROCEDURES FOR STUDENTS

-- This is a suggested script for the instructor to read after each point is read from the student safety procedures.

1. Before beginning the first session, your instructor will show you the location and proper procedures for the use of the safety shower and eye-wash station (if applicable), as well as the emergency exits.
 - ***If applicable, show the location of the safety showers and eyewash. Also, show the location of the door to use in the event of an emergency evacuation.***
2. If you need to use the safety shower or eye wash station, flush affected area for a minimum of 15 minutes with large amounts of water.
 - ***Remind students that they must stay in the shower or eyewash station for AT LEAST 15 minutes.***
3. Eating, drinking and/or smoking in class is prohibited in order to avoid accidental ingestion or exposure of toxic materials.
 - ***Note to students that the possibility of exposure by this route may be reduced by not eating, drinking, smoking, or storing food in the areas where chemicals are used or stored and by washing hands thoroughly after working with chemicals, even when gloves are worn.***
4. Be sure clothes are safe and suitable for shop work. Fasten any loose clothing and tie back long hair to avoid getting it caught on rapidly spinning machines.
 - ***Remind students that they should never wear clothing or jewelry that could become entangled in power tools and other equipment.***
5. Suitable personal protective equipment (i.e. goggles, gloves, dust mask) should always be worn to avoid the inhalation of wax fumes, molten metal fumes, fumes from fluxes and gases, when generating particulate matter, when a potential splash from hot metal or a hazardous material exists, during the clean-up of studio surfaces and when handling all other tools and equipment in the studio which requires safety protection.
 - ***Emphasize that anyone working in the studio must wear the required personal protective equipment in order to protect themselves and those around them.***
6. Uphold the proper maintenance of all tools and equipment in the studio. The casting area should be damp-wiped frequently to remove any potentially hazardous dust.
 - ***Make students aware that sweeping, dusting, and vacuuming is not recommended because it may cause potentially hazardous dust to become airborne.***
7. Avoid slipping and tripping hazards by practicing good housekeeping and making sure to wipe-up spills immediately, and being cautious about the items left on the floor which can pose a potential tripping hazard.
 - ***Remind students to notify you if a spill occurs so that the area can be properly cleaned. Remember, cleaning every day means less mess at the end of the semester.***
8. Before waste is generated, your instructor will show you the proper waste containers. Use only containers designated for that purpose and make sure the container you use is the correct one. NEVER dispose of any chemicals down the drain or put them into the regular trash, sinks and or floor drains.
 - ***Make sure waste containers are clearly labeled and that students know which containers to use. Physically point-out the waste containers and broken glass containers. Remind them that NO chemicals are to be disposed in the drain or the regular trash cans.***

9. Report any accident, injury, illness and/or safety hazard(s), however minor, to your instructor immediately.
 - **All accidents require that the STUDENT/VISITOR INJURY/ILLNESS REPORT be filled out at the time of the incident. Forms are available online at:**
[http:// www.calstatela.edu/univ/hrm/wc_forms.php](http://www.calstatela.edu/univ/hrm/wc_forms.php) (injuries) http://www.calstatela.edu/univ/ehs/occ_safetyv.php (unsafe conditions)

10. Small fires can usually be extinguished by smothering. Fire extinguishers should be used only by trained personnel. Use them only if you are confident that you will be successful, and you know the proper procedures to safely use them.
 - **Note which people say they know how to use a fire extinguisher and have been professionally trained in the proper use of extinguishers. Remind them that they are to use them ONLY if there is no other alternative and the fire is small and tame enough to be extinguished by a hand-held extinguisher.**

11. Expectant mothers/nursing mothers: chemical solvents are known to cause birth defects or other reproductive harm. Avoid exposure to any solvents or hazardous materials.
 - **Proper handling of chemicals and use of protective equipment is especially important to reduce fetal exposure to chemicals. Females contemplating pregnancy or are pregnant should review the toxicity of the chemicals in their workplace and may consult with EH&S (x.3-3531) to determine whether any of the materials pose additional risk during pregnancy.**

I, _____, certify that I have presented the safety procedures to all students in a
(Instructor's Name- Print)
 thorough and well structured manner. I understand that these safety procedures provide basic information for working safely with chemicals and operations in Visual Arts. I also understand that as an instructor, I am responsible for ensuring that students attend training and work safely when exposed to the potential health and physical hazards associated with the use of chemicals and equipment in this course.

Instructor Signature: _____ Date: _____

Employee: ID No. _____ Term/Year: _____ Course No.: _____

Section: _____

For more safety-related information, visit: <http://www.calstatela.edu/univ/ehs>