

**DEPARTMENT OF**   
 : SAFETY PROCEDURES

**GUIDELINES FOR INSTRUCTORS:**

**DETAILS FOR THE EXHIBITION DESIGN 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; ensure that the students understand the importance of keeping these areas free of obstructions. 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 running 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. Suitable personal protective equipment (i.e. goggles, gloves, dust mask) should always be worn when handling power tools, impact tools, when generating particulate matter, cleaning-up of gallery surfaces and when handling all other tools and equipment in the gallery which requires safety protection.
  - ***Emphasize that anyone working in the gallery must wear the required personal protective equipment in order to protect themselves and those around them.***
5. Be sure clothes are safe and suitable for shop work. Fasten any loose clothing or jewelry and tie back long hair.
  - ***Remind students that they should never wear clothing or jewelry that could become entangled in power tools and other equipment.***
6. Exercise caution when handling sharp objects. All sharp tools must be covered or put away when not in use.
  - ***Stress to students that they should keep tools sharp, always carve or cut in a direction away from themselves, and keep hands behind the tool. Careless use and storage of sharp tools can cause accidents.***
7. Uphold the proper maintenance of all tools and equipment in the studio.
  - ***Emphasize to students that injuries can be prevented by keeping tools in good condition, using the tools properly, and putting tools away after use to keep them from getting damaged or disappearing.***
8. NEVER operate a tool or piece of equipment until you have first been given the necessary safety instructions by your instructor.
  - ***Show the proper use of equipment for that day's project, including all of the safety procedures.***
9. 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.***
10. 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 drain dispose of any chemicals or put them into the regular trash.

- **Make sure waste containers are clearly & properly 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.**
11. Report any accident, injury, illness and/or safety hazard(s), however minor, to your instructor immediately.
    - **All accidents require that the Hazard/Incident REPORT be filled out at the time of the incident. Forms are available online at:**  
[http://www.calstatela.edu/sites/default/files/univ/ehs/docs/rm/al\\_injury\\_report.pdf](http://www.calstatela.edu/sites/default/files/univ/ehs/docs/rm/al_injury_report.pdf) (injuries)  
<http://www.calstatela.edu/ehs/hazard-incident-report> (unsafe conditions)
    -
  12. 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.**
  13. 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 RM/EHS (x.6359) 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: \_\_\_\_\_

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