

DEPARTMENT OF _____
_____ **SAFETY PROCEDURES**

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

Safety must be a primary consideration for all persons working with chemicals. Work can be carried out safely if students follow the appropriate procedures and precautions. Students have the responsibility of learning and understanding the appropriate safety procedures for the work being conducted. Further, each student has an obligation to consult the instructor for help when safety procedures or instructions are not clear. The following general procedures must be observed:

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.
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.
3. Eating, drinking and/or smoking in class is Prohibited in order to avoid accidental ingestion or exposure of toxic materials.
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 require safety protection.
5. Be sure clothes are safe and suitable for shop work. Fasten any loose clothing and tie back long hair.
6. Exercise caution when handling sharp objects. All sharp tools must be covered or put away when not in use.
7. Uphold the proper maintenance of all tools and equipment in the studio.
8. **NEVER** operate a tool or piece of equipment until you have first been given the necessary safety instructions by your instructor.
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.
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.
11. Report any accident, injury, illness and/or safety hazard(s), however minor, to your instructor immediately.
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.
13. **Expectant mothers/nursing mothers:** chemical solvents and other photographic chemicals may cause birth defects or other reproductive harm. Avoid prolonged exposure to any solvents, chemicals or hazardous materials.

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

I have read and understood the safety procedures listed above and will work in accordance with these safety procedures.

Date: _____ Term: _____ Student CIN No.: _____

Course No.: _____ Section: _____ Instructor: _____

Print Name: _____ Signature: _____