

# ART SCULPTURE LAB

## SAFETY POLICIES AND PROCEDURES

The following is an explanation of the policies, operations, safety practices, and use of this facility.

### Objective:

The Art Sculpture Lab is a community workshop for the intended purpose of offering the ability to make objects in an art studio context. Our goal to help you the student in obtaining knowledge of safe practice and to better understand the hazards of engaging in this activity. This document will aid in laying a foundation for safe use of this facility while exploring the making of image, investigations of material and the learning and practicing of new technical skills in a safe and appropriate manor.

**Technical Assistants, Student Monitors and Faculty** reserve the right to revoke studio privileges when students do not comply with the policies and procedures listed in the following document.

### In case of Emergency or Accident:

Be aware of the location of the a phone  
to call

Campus police: 278-6851

or

911

Be aware of the location of **First Aid**.

Be aware of the location of all **Fire Extinguishers**.

**Inform** Monitor or Faculty member of the situation.



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**Clean Up Policy**

ALL STUDENTS ARE RESPONSIBLE FOR CLEANING UP AFTER THEMSELVES.

**Clean up applies to the following:**

Clean the entire table surface where you were working even if others have left. Clean up includes the brushing, scraping, sponging of the table surface.

Clean the floor in your work area using a broom or dustpan and put all debris in the trash.

Clean and put away all tools used back where they belong.

Store your work on shelves or in locker.

Put away or discard excess material in locker or label appropriately and store safely.

Exercise common courtesy and respect for others and the facility.

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# Precautionary Safety

Unnecessary injury can be avoided if precautions are taken when working with tools along with awareness of your environment. Power tools run at very high Rpm's (revolutions per minute) and have potential for great bodily harm.

## Proper Shop Attire

**Shoes:** Always wear closed toe shoes. Your feet can be subject to harm if not protected. Work boots are preferable, tennis shoes will work. **No high heels or sandals.**

**Clothes:** Clothes should **not** be loose fitting. Shirts should be tucked in, and long sleeves should be rolled up above the elbow. Loose fitting clothes may get caught in power machinery. The garment will then pull you into the machine.

**Hair:** If you have long hair make sure it is tied up or tucked into the collar of shirt. Hair is tricky; it flies in the wind. Machinery turns very fast and can suck hair into the machinery.

**Jewelry:** Rings, bracelets, necklaces, should not be worn while operating machinery. Objects attached to your body can turn a minor injury a life threatening one. Jewelry can easily get caught up into the machinery.

**Eye protection:** Wearing proper eye protection is crucial. Prescription glasses can work given the lenses are big enough to cover your eyes from flying debris.

**Ear Protection:** Wearing proper ear protection can reduce your risk of hearing loss. The frequencies and decibel levels of power tools when in full operation can do permanent damage to your hearing.

**Dust Mask:** Always good to wear a dust mask for protection against airborne particles. Saw dust and other airborne dust can be very harmful to your lungs and upper respiratory organs.

**\*Dressing for safety** can greatly reduce your risk of injury while working with power machinery and hand tools.

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**Tool and Shop Safety**

**Absolutes for the Safe Operation of Power Tools**

1. Never work with power machinery when you are tired or not feeling well.
2. Never work with power equipment while under the influence of recreational or pharmaceutical drugs that may alter your ability to be absolutely aware of the operations you are performing.
3. Always wear safety glasses and or ear protection. When excessive dust is present a dust mask helps.
4. NEVER WORK ALONE. If you are working alone and an injury occurs there would not be anyone to help you.
5. Do not remove or alter the operation of safety guards on any piece of machinery. The guards are put there to protect you.
6. Never leave a tool while it is still running. Portable tools should be unplugged before leaving.
7. If material is large, get someone to help. Material managed incorrectly can get thrown or ruined and cause harm.

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Tool and Shop Safety

Before Operation of a Power Tool

1. Make sure to remove tools or debris table surface.
2. Make sure the area where you are standing is free of tools and debris, slippery  
sawdust, etc.
3. Look around to make sure that there is nobody working in a dangerous position to  
your work.
4. All people working in the vicinity of your work should wear eye and ear protection.
5. **Be aware of the position of your power cord at all times.**
6. Be aware of the table you are cutting on so not to cut into that or damage the tool or worse you.
7. Make sure you are wearing proper safety equipment i.e.. Eye, Ear protection and or dust mask.

Power tools are to be respected not feared. If you are nervous when approaching a tool try to calm yourself or have a Monitor or Faculty watch you. Do not hurry through

the operations or be over cautious. Simply practice awareness.

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Tool and Shop Safety

Formula for Working Safely and Efficiently with Power Tools

1. **Choose the appropriate tool for the job** you would like to accomplish. Choosing is important. Wood and metal tools are versatile yet a safe operation on one tool could be a disaster on another. Therefore, knowledge of the tool's applications becomes imperative.

**Consult Faculty member or Technical Assistant.**

2. **Think through** all operations carefully before starting a machine. **Measure twice cut once!**

3. Allow all tools to come to a complete stop before adjusting. Unplug or shut off power with all power tools before adjusting.

4. **While operating a power tool absolute focus and concentration is imperative.**

A. **Do not talk** to anyone or look away while someone is trying to talk to you.

B. **Do not talk** to anyone while they are operating a power tool. If someone is trying to get your attention while in operation complete the operation turn off the tool and then address him or her.

C. **Be aware of your hands and fingers.** Be sure that your hand or fingers are not in the direct or indirect path of the blade in operation. 4 inches is the minimum distance from an operating blade. If you need to be closer either use a clamp, jig, push stick or ask if this is the right tool to make this cut.

**\*When in doubt ask for assistance.**

5. After machine is turned off do not use a stick or hand to slow or stop blade. Wait until the machine/blade/drill etc. comes to a full stop.

6. Make sure that spectators are not in danger by being in the path of the blade or direction of the material.

7. While a machine is running be alert and listen to the sound of its operation. Listen for any indication of it not running correctly. If tool does not sound right shut it off



immediately and get help. Other cues may be smoking, binding, smelling (electrical short) etc.

8. When disconnecting plugs from the wall socket pull on plug not cord.

### **ART SCULPTURE LAB**

#### **SAFETY**

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## **Tool Check Out Policy**

The Art Sculpture Lab operates on the honor system under the following conditions:

### **During Studio Classes**

All tools loaned during a class period must be returned by the end of class time.

No tools are to be checked out over night or for the weekend.

All tools are to be used in ASL and are not to be removed from the vicinity.

Report any breakage or missing parts of tools to Faculty or T.A.

### **During Studio Hours**

All tools loaned during studio hours must be returned at the end of the day's studio hours.

No tools are to be checked out over night or for the weekend.

All tools are to be used in ASL and are not to be removed from the vicinity.

Report any breakage or missing parts of tools to Faculty or T.A.

### **ASL Note:**

**Please honor and respect what we have and return tools as requested.**



