SCULPTURE & 3D DESIGN STUDIO SAFETY & USE PROCEDURES

Failure to adhere to these rules, or disrespect given to instructors, monitors, students or staff will result in the inability to use the studio during Open Studio times, in addition to other penalties determined by your instructors, or the department chair.

The following Studio Safety Policies are applicable to Sculpture and 3D Design studio classrooms collegewide, and are in addition to the *Campus-wide General Art Studio Safety and Use Policy*.

PERSONAL SAFETY

- **No open-toed shoes are permitted.** If you arrive with open-toed shoes, you will be asked to leave, and you will be marked absent.
- Tie back long hair, roll up long sleeves, tuck in loose clothing, and remove dangling jewelry, and especially when using the power tools.
- Safety glasses MUST be worn when using the tools, power tools and any electrically powered equipment, saws, hammers, or chemicals. Some equipment will also require a face shield. When working with chemicals, wear the splash eye protection.
- The Eye Wash Station is located by the sink. If you have a chemical or dust in your eye, you must use this station to rinse your eye out until a medical team has arrived. Allow water to flow through the device for a few seconds before you place your eye into the water stream. You must hold your eye in front of the water stream for 15 minutes.
- Filtered face mask (dust mask) MUST be used any time you work with dust producing materials and processes, or when someone near you is producing dust.
- Shared Ear Muffs are available. You should wear ear protection when you, or someone near you, is using loud machines or power tools.
- No food is permitted in the studio. Only covered beverages are allowed.
- Do not enter studio when fatigued or sleep deprived.
- You must speak with your instructor before using any equipment if you have any health issues and/or are using medication that impairs your balance, vision or concentration.

CLEAN UP AND STUDIO PROCEDURES

- Students are responsible for cleaning the tools, power tools and machines they used and the surrounding area.

- Nothing but water and soap goes down the drain. Under no circumstances are plaster, clay, concrete, or toxic materials to be put in the sink.
- When using plaster, clay or cement, pour excess material into a trash can and rinse containers in the designated rinse bucket.
- Everyone is expected to clean following the use of a collectively shared piece of equipment. A final clean-up of all areas is expected before leaving class or an open studio work session.
- Do not use the compressed air to clean yourself or the tools.
- Inspect and return all tools. Tell the instructor or a Student Monitor about any missing or broken safety guards and power cords.

TOOL AND MACHINE SAFETY

- All machines, tools, chemicals and studio equipment must be used as demonstrated by your instructor. Your instructor will explain all specific safety requirements during demonstrations throughout the course. Understand that if you miss a demonstration due to absence that only your instructor can provide instruction. If you miss a class, contact your instructor immediately to discuss the feasibility of receiving one-on-one instruction.
- Only tools and processes demonstrated by your professor, in the course you are enrolled in, are the ones you are authorized to use. Under no circumstances can you ask a fellow student or the studio monitor for machine demonstration.
- You are required to take notes when you are being taught a new machine or tool. You will be required to follow all safety guidelines that were demonstrated, and your operating privileges can be revoked if you are found using a tool or machine incorrectly even once. The studio cannot risk you being irresponsible, and injured, because you failed to remember the directions for using a machine. Review your notes before using a machine.
- Next to the Right-To-Know folders are the tool manuals and the Safety Data Sheets (SDS). Make sure you read and understand both.
- Do not wear gloves with rotary tools.
- Do not use equipment on materials, or for an operation that it was not intended for.
- Work only at operating speeds. Your instructor will explain what that is for each machine. Injury can occur when the tool touches a material at a sub-optimal speed.
- Never start a machine with your material resting in contact with a cutting blade.
- When turned off, allow each tool to coast to a stop; never force an object into moving parts to stop a machine.
- Make all adjustments to standing machines with the power off. Make all adjustments to hand power tools with the cord unplugged.
- Never remove material from around a machine's working parts before it has come to a complete stop (blade, sanding disc, drill bit, buffing wheel, etc.).
- Do not leave a machine running unattended; make sure all moving parts have stopped before you leave the work area.

- Do not talk to people when they are operating equipment. Never come up from behind and tap someone while they are working a machine.
- Broken tools or machinery, and/or any loose parts, should immediately be reported to the Instructor during class, or the Studio Monitor during Open Studio.
- Any personal tools you bring in must be inspected and approved by the instructor. They must be stored in your locker and can only be used by you.
- Do not use any equipment you feel nervous to use. Ask your instructor for help if you don't know or can't fully remember how to use a machine.
- When use of ladder, always find another student to assist you. Never substitute a chair, desk, or rolling stool for a ladder. Never stand on a chair, desk, or rolling stool to install work. Check with your instructor on proper use of a ladder.

HOT WORK

- Any welding, grinding, forge work, or plasma cutting is considered "hot work". You must inspect the work area for flammables (leaves, cardboard, wood, chemicals, etc..) and remove them.

FIRE WATCH

- You must be in the studio for 30 minutes after the end of any hot work to guarantee that no sparks are smoldering into a fire.