

**ANGELINA COLLEGE
STUDIO WORK INSTRUCTIONS**

NO. EI-03
6.3.b

TITLE: General Instructions

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ISSUED: 11/12

REVISED: 6/27

GENERAL STUDIO INSTRUCTIONS:

MATERIALS: Labeling, introduction of new materials, storage, handling/use, waste.

Labeling: Labeling of art materials is often inadequate. The absence of warning label does not mean a substance is harmless. Know what you are working with.

1. Students should read all labels carefully before using any material for the first time.
2. Adhere to warning and precautions.
3. If a label is non-specific, confusing, or absent, seek further information before using.
4. All artists should become familiar with the hazardous materials common to their form of artwork and watch for these substances when reading labels.

Introduction of New Materials

1. New products and/or practices which faculty or students wish to introduce into their studios must be researched before doing so. Again, use the Material Safety Data Sheets, and request manufacturer information if necessary.

Storage of Materials

1. All hazardous materials must be stored in containers that are labeled clearly with all contents listed.
2. Containers should be tightly covered when not in use.
3. Flammable and combustible liquids should be stored in a flammable storage cabinet when not in use.

Handling, Use, Disposal of Materials

1. All students must be given detailed instructions on the handling, use, and disposal of all materials that pose potential health hazards.
2. Paper towels and rags used in cleanup must be disposed of in metal non-combustible waste disposal cans.
3. Waste disposal cans should be labeled as such.

STUDIO OPERATIONAL PROCEDURES AND RULES:

1. Smoking, drug or alcohol use is not allowed in studios.
2. Students should not work alone in the studios at night, and students should not operate machinery at any time unless one other trained person is present in the studio.
3. Work clothing:
 - a. Any loose clothing that could become trapped in machinery or accidentally dipped in chemicals must not be worn.
 - b. Hair must be tied back or a headband worn so that it cannot become caught in machinery. Similar precautions must be taken with beards, personal dress, and adornments.
 - c. Protective clothing worn during the use of hazardous material should be removed after work and carefully stored so as to avoid contamination.
 - d. Closed toed shoes must be worn at all times in the studios.
4. There shall be no unauthorized visitors in the studios. Friends, family, pets, etc. can see you or talk with you outside the studio.
5. Aisles and exit routes must not be obstructed in any way, (no equipment, chairs, personal materials or trash permitted in exit area). Exit doors, shall not be locked, bolted or obstructed in any way to block egress. Emergency Fire Exit doors are "exit only" in compliance with Fire Department regulations.

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6. Electrical and mechanical hazards: Reports any missing or malfunctioning equipment or supplies immediately. Do not attempt to repair or alter equipment yourself.
7. A general program must be initiated and enforced by faculty within each studio space which outlines procedures for housekeeping, and which sets standards for cleanliness, equipment use and storage of all materials and gear.
8. Faculty are responsible for establishing within their studios specific safety codes for their areas, and a policy for violations of these procedures. Students must be made aware of the consequences of health and safety violations at the beginning of the semester.

FIRE PREVENTION:

1. Be aware of ignition sources: open flames, heating elements, spark gaps (motors, light switches, friction, static, etc.)
2. Do not use flammable liquids near an ignition source.

SAFETY & HEALTH PROCEDURES & POLICIES:

1. Replenish All studios shall keep appropriate First Aid equipment and supplies on hand and such supplies at the beginning of each semester.
2. in the Studios shall wear hearing, eye, face, and personal protective equipment when working Scene Shop.
 - a. Housekeeping: procedures for cleaning of all studio spaces, storage of chemicals, waste and equipment will be established by faculty, and must be carried out on a regular basis to ensure a safe environment.
3. **Emergency and Fire procedures and phone numbers for both emergency and non-emergency situations:**
 - a. For local Police, Fire, and Emergency medical response, dial 911 from studio office telephones or cell phones.
 - b. In the event of fire: sound alarm, contain or fight the fire only if possible and practical to do so, evacuate yourself and others from building.
 - c. In the event that a non-emergency situation arises which nevertheless requires First Aid, call the **Nurses Office at 5298** for assistance. First aid boxes are available in every department for immediate treatment of minor injuries.
 - d. All accidents, including those which result in injuries requiring only First Aid or those which only involve property damage shall be reported to faculty members in each studio using the Incident & Accident Form.
 - e. Any illness or physical impairment which may be related to your artwork (e.g. skin problem, headaches, nausea, etc.) shall be reported to your studio faculty member immediately, and be checked out by the Nurses Office.