

ANGELINA COLLEGE
STUDIO WORK INSTRUCTIONS

NO. EI-03 6.3.b	TITLE: General Instructions
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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.

