

STUDENT GUIDE TO ARTS SAFETY

THE
NEW ENGLAND SCHOOL
OF ART & DESIGN
AT SUFFOLK UNIVERSITY

The New England School of Art and Design at Suffolk University

Safety Policy

It is our policy to take all practical steps to provide a college community that is free from recognizable hazards to life and health. The University will maintain an Environmental, Health and Safety Program that will comply with Federal, State, and Local regulations and standards.

Each member of the University community has a responsibility for acting in a safe manner and for reporting acts and conditions that may cause injury or harm immediately.

In carrying out this responsibility, the Office of Environmental, Health and Safety (OEHS) should be called upon for assistance, but the availability of such assistance in no way reduces an individual's responsibility for his or her own safety and the safety of others.

Students, faculty, and staff are vital resources in our community and their well-being is of primary importance.

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All Emergencies

- Call Suffolk University Police at **x 8111** from campus phones.
Off campus phones dial **617-573-8111**.
- Students/staff/faculty are encouraged to enter this number into their cell phones.

In Case Of Fire:

- Leave the immediate area, warn others in the area, close doors behind you only if safe to do so.
- Sound alarm by pulling handle on the fire alarm station.
- Exit the building and meet at the designated Assembly Area.
- Call Suffolk University Police at **x 8111**.

In Case Of Injury Requiring Medical Attention:

- Call Suffolk University Police at **x 8111**.
- Provide CPR/first aid treatment only if properly trained.
- Stay with victim until help arrives.

In Case of Minor Accident:

- Students with minor injuries, such as mat knife cuts, that occur during the school day, should be referred to University Health Services at **x 8260**.
- During evening hours, contact Suffolk University Police at **x8111**.

In Case Of Spills Or Leaks:

- Call University Police at **x8111**.
- In the event of a large spill (greater than 1 gallon) or a chemical spill of any size please notify OEHS at (617) 573-8628 or (617) 570-4849.
- Evacuate the area immediately if spill or leak is a hazardous material or unknown chemical.
- Turn off all ignition sources and open all outside doors/windows to let any flammable vapors escape (if safe to do so).
- Use a spill kit, if properly trained, to contain spill/leak so it won't spread further. Wear appropriate protective equipment.

When Reporting an Emergency:

- Give exact location of emergency, your name and location.
- Describe nature of emergency (fire, leak, spill, injury).
- Stay near phone, if possible, for additional instructions.

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Introduction

This manual is designed to give a New England School of Art & Design at Suffolk University student an overview of the potential hazards associated with the materials he or she is using, and suggestions on how to use them safely. In addition to identifying these materials, guidelines on the use of studio equipment have also been included.

The University's Studio Safety Program has been developed to allow the artist, to practice art in a safe environment. There are some practices and procedures performed that have the potential to cause injury or harm. Standard Operating Procedures (SOP's) have been developed to help instruct and protect the person(s) who are involved. There are also art supplies that have the potential to be highly toxic, if used improperly, or if used without taking necessary precautions by equipping yourself with the proper Personal Protective Equipment (PPE).

Use of any art-making materials not supplied to you by the University is prohibited unless prior approval has been obtained from your instructor(s). This fundamental studio rule must be adhered to when contemplating use of any private materials. Material Safety Data Sheets (MSDS's) must be obtained by the prospective user from the substance manufacturer or distributor and given to the course instructor.

This manual reflects the commitment of the University to you, the artist, to provide a safe environment in which to practice and learn. We urge you to read each section as it applies to your curriculum and to follow these most important guidelines, procedures, and work practices.

Emergency Procedures

The Suffolk University Police Department (SUPD) is on duty 24 hours a day, 7 days a week, and is equipped and trained to handle emergency situations that may occur on campus.

Emergency numbers on campus to remember are:

POLICE: x8111 (On campus phone)

POLICE: (617) 573 – 8111 (Outside line)

FIRE: 9 then 911 (On campus phone)

AMBULANCE: 9 then 911 (On campus phone)

All emergencies must be reported immediately to your instructor or to the receptionist at the front desk.

First Aid kits are readily available in most classrooms and at the front desk for emergency use. It is important to become familiar with the location of these first aid kits in the event of an emergency. Report any kits that are missing supplies to an instructor or technician.

Fire exits: take the time to identify the nearest exit route. Keep all exits and exit routes clear. Also make a note of the Assembly Area which is located in the park area between Stuart Street and Columbus Avenue, across the street from the Park Plaza Hotel.

Fire extinguishers are located throughout The School of Art & Design space and should only be used by trained personnel. The number one priority is a safe evacuation out of the building in the event of a fire.

Keep all CBRE Mechanical Room doors unobstructed.

The School of Art & Design General Rules for Studios

The following are general rules to be followed in all Suffolk University studios:

- There is **NO** eating, drinking, or smoking permitted in the studios. The only exception is if a drink lid is tightly in place. Paint residue and pigment dust particles can be easily ingested through food.
- Studios must be kept in good order. Exits must not be blocked and must be accessible at all times.
- All materials must be stored appropriately. Solvents, flammables and corrosive materials must be kept covered at all times and stored in cabinets when not in use.
- Spray paints or fixatives are not permitted at Suffolk University.
- No open flames of any kind are permitted.
- No melting of waxes is permitted without faculty supervision. Portable, electric cook stoves must have heat level controls and must be UL rated.
- Storage of flammable materials is not permitted.
- Pastels may only be used in studios while wearing a dust mask, and only with the express permission of the instructor and with the consent of the students working nearby. The use of non toxic pastels is recommended.

Pastels are the most volatile and potentially toxic of all commonly used art materials.

- Avoid the use of pigments containing heavy metals:
 - Arsenic (emerald green, cobalt violet)
 - Antimony (true naples yellow)
 - Cadmium (all cadmium pigments)
 - Chromium (chromium oxide green, zinc yellow, strontium yellow, viridian, chrome yellow)
 - Lead (flake white, mixed white, true naples yellow, chrome yellow)
 - Manganese (manganese blue, manganese violet, burnt umber, raw umber, mars brown)
 - Mercury (vermilion, cadmium, vermilion red)
- Do NOT use sinks to dispose of wastes. Solvent or media waste is to be disposed of in marked waste containers only. It is illegal to dispose of solvents or other hazardous chemicals down the drain.
- Painting rags and trash is not allowed to accumulate in studios. Oily rags and paper towels must be disposed of in the red, metal containers.
- Odorless paint thinner or odorless mineral spirits are the only solvents that may be used to thin paint or to clean painting materials.
- Small spills should be cleaned up immediately, notify you professor or supervisor. Spill kits are located in the main accumulation area (freight elevator area). If a serious spill occurs involving a gallon or more, OEHS must be notified.
- Always use the exhaust fan when any painting is being done, including when there is a significant amount of work drying after the actual painting.
- The largest container of odorless mineral spirits allowed in studios is one pint per student.
- All unused solvent or medium containers must be made of plastic or metal, clearly labeled as to exact contents and stored in a container with a tightly closing top.
- Final cleaning of brushes and palettes should be done with liquid soap from the dispensers in the studio.
- Disposable latex gloves are available for use and are available upon request.

*** Any student who willingly does not adhere to safety guidelines and policies may have their studio use rights revoked**

Personal Protective Equipment (PPE) & Precautions

Specific personal protective equipment (PPE) used in the studio or shop should be used to protect yourself and to prevent the spread of chemical residues (secondary contamination).

Gloves should be worn during all chemical processing. They should be kept clean and uncontaminated. Be sure your hands are clean before putting on gloves. After each session, wash the inside and outside of reusable rubber or plastic gloves. Check for leaks. Discard defective gloves. Use disposable gloves only once. Be sure glove material is compatible with the chemical being used (Contact OEHS if you need assistance). Solvents may cause gloves to deteriorate.

Safety (impact) glasses are required where the danger of flying debris exists. They must have side shields to prevent material entering from the sides.

*** Ordinary glasses are not an adequate substitute for approved safety glasses. Safety glass are required in the Woodshop.**

Unvented, or indirectly vented, approved splash goggles must be worn when handling dangerous chemicals. Splash goggles of this type completely enclose the eyes so as to prevent the entry of liquids. Prescription glasses and contact lenses may be worn under approved goggles.

Noise can reach 100 decibels or more in the Woodshop area and only 15 minutes of exposure can cause hearing loss. Noise reducing ear muffs or ear plugs are required when working in loud areas or with loud equipment/tools. Removable ear muffs or ear plugs are required in these areas that present a noise hazard. Always read the standard operating procedure (SOP) when working with new equipment/tools. Please request an SOP from your instructor.

Be sure to check with the instructor if you are unsure of any procedure prior to beginning. Immediately report any problem or unsafe act/condition to the instructor.

Ladders

Only trained personnel may use ladders in The School of Art & Design spaces. Trained students may use a ladder under direct supervision only if trained by an instructor who has been trained. Please refer to the 'Safe Ladder Use Guide' for specific safety procedures while using a ladder.

Policy on Bringing/Storing Hazardous or Questionable Materials

Students must not bring hazardous materials on to University property.

The School of Art and Design reserves the right to prohibit storage or use on the premises of any material that, in the opinion of OEHS, is too hazardous to be present regardless of its intended use.

The owner or possessor of unsuitable materials will be asked to promptly remove them from the premises. If the owner cannot, will not, or should not (because of high risk) remove the material themselves from the campus, it will be sequestered by either OEHS or the University Police for removal and disposal at the expense of the material's owner. If the material is an illegal narcotic or an explosive or pyrotechnic device of any type, it will be confiscated by University Police and its owner or possessor may be subject to appropriate discipline.

Storing Hazardous Materials in Lockers and Cabinets

No student at The School of Art & Design may store a hazardous material (solid, liquid or gas) in any locker, cabinet, desk, credenza, or similar piece of furniture.

On-site storage of any student owned material (hazardous or otherwise) is at the sole discretion of The School of Art & Design. Materials whose ownership is not obvious; that are not related to academic work at the University; whose containers are unlabeled, damaged, leaking or otherwise faulty; which represent any other unacceptable risk to life or property; or that may be reasonably considered unwanted or abandoned are subject to being removed from the premises without either prior notice or compensation to the owner.

Hazardous Waste Disposal Procedures

All unmarked or recycled containers containing hazardous materials (new, used or waste) at The School of Art & Design, must be labeled with the name of the responsible individual, location, a description of their contents and the hazard ("toxic," "flammable," "reactive," and/or "corrosive"). A Suffolk University Hazardous Waste Label must be used.

Disposal of Hazardous Waste

- All waste solvents should be placed into properly labeled and DOT (Dept. of Transportation) approved waste containers.

- Oily rags and paper towels are to be thrown away only in the special flammable rag disposal containers provided.
- Do not pour chemicals, oil-based paints, or plaster down the drain, it is against the law.
- Do not mix waste materials.
- Containers must be properly labeled. Use a brand name (Thin-X, Kodak Dektol Developer, etc.), a well known common name (turpentine, linseed oil, etc.) or a chemical name (copper sulfate solution, ferric chloride, etc.). Do not use jargon or nick names (i.e. "used solvent" or "gunk").
- Detailed hazardous waste procedures will be reviewed with you by the instructor when appropriate.
- All containers must have closed, drip proof caps or lids. Rubber stoppers, corks, tinfoil, or other temporary closures are not acceptable for transport.
- Waste containers must be closed with the lid cap screwed on tight when they are not in use.
- All waste containers must be kept in secondary containment.
- Keep the exterior of all containers clean.
- Contact OEHS if there are any questions about hazardous waste procedures.

Identification of Hazardous Materials in General Use

Adhesives

Spray adhesives are not permitted at The School of Art & Design. Rubber cement and hot glue sticks give off fumes. These should be used in well ventilated areas. Use non-toxic glue sticks or sheets of adhesive instead of spray glue. These alternatives are less toxic and more permanent.

Aerosol Sprays

Aerosol sprays are not permitted at The School of Art & Design.

Cutting with Utility and X-Acto Knives

Injuries can occur when cutting illustration board or other cardboard if proper precautions are not taken. In order to reduce the risk of injury please adhere to the following: the heavy gauge utility knife should be used for cutting illustration board, foam core board and corrugated cardboard.

- To prevent the blade from slipping over the straight edge guide, raise the straight edge up slightly by taping pennies or nickels underneath. Use a tape that provides some friction.
- When cutting, the hand that steadies the straight edge guide should be well away from the knife blade. Draw the blade firmly and steadily towards you.
- For thicker material, the first blade stroke scores the surface, providing a track for subsequent strokes.
- Never twist the blade, the point can snap off.
- X-Acto knives should be reserved for thinner material and finer, intricate work.
- Always retract the blade or replace the safety cap over the blade when not in use.
- Dispose of blades in a safe manner: in provided "sharp containers."
- Never cut in a hurry.
- All cutting should be done on cutting mats.

Dust from Pastels, Charcoal, Graphite and Powdered Pigments

Dust masks should be worn where drawing materials may cause the atmosphere to fill with dust. Do not blow excess material off of drawings. Shake off loose powder in an area away from other students.

Use less toxic materials such as non-toxic pastels, colored pencils, crayon or oil stick when possible.

Electrical Equipment and Connections

- Extension cords may be used only when necessary and on a temporary basis.
- Never remove the ground pin from extension cords or equipment.
- If something starts to smoke or cause sparks, unplug it from the power source. Label it with a warning of the defect and report the incident to the instructor.
- Electricity and water do not mix. Stay clear of water puddles when working with electricity.
- Extension cords should be adequate for the attached load (the extension cord must be rated high enough for the device it is powering). Household extension cords are not adequate for studio use and must not be used.
- Any extension cords that show signs of wear and tear must be removed from service and disposed of.

Fibers

For your safety, read instructions for each course before beginning work. Understand the specific hazards for each medium and the operation of tools and machinery before using them (Always refer to SOP). If in doubt, ask an instructor or monitor for help.

- Protect yourself from chemical absorption through the skin and inhalation of toxic dye vapors and fumes, by wearing proper apparel: apron, rubber gloves, and non-slip footwear.
- Keep work areas clean. Rinse off the tabletop, stove, washer and dryer and sink before leaving the studio to avoid contamination of dyes.
- Keep visitors away from dye areas.
- For security and safety, keep doors and cabinets locked when not in use.
- An exhaust fan must be used when cooking plant pulp or using wax with batik.
- Do not work in the studio when under the influence of drugs, alcohol or any medication.
- Never leave a stove, beater, mixer or hot wax equipment unattended.
- Do not put paper or other combustible materials on or near the stoves when they are in use.
- Only students who have been authorized by a Studio Manager or instructor may use the Hollander beater in papermaking.

Marking Pens

The fumes from non-water based marking pens is potentially hazardous and should be used in well ventilated areas. Use non-toxic water soluble markers instead.

Solvents

Solvents are used for many purposes: to dissolve and mix oils, resins, varnishes; to clean brushes and silk screens.

Prior to using any solvent, review the MSDS and read the precautions and warning labels on the container. Familiarize yourself with the side effects that could result from long-term or short-term over-exposure to the properties of that solvent. Dizziness, intoxication, and skin irritations are common ailments that result from the abuse of solvents.

"Found" Objects Containing Potentially Hazardous Materials

It is not the intent of the University to discourage the discovery and use of aesthetically useful "found" objects, but it is important for the student to realize that prudence is required in obtaining and using such materials. Please discuss materials with your instructor prior to obtaining and bringing them on to University property.

Installations

There have been several instances in art schools in which an art installation had the potential to cause personal injury or serious property damage. These hazards included blocking fire exits and/or sprinklers, improper use of flammable materials, incorrect wiring of electrical devices and large, heavy items that were inadequately restrained from tipping over.

Prior review by the Facilities Department, OEHS, and/or Harry Bartnick & Bill Davis is required if an artist intends a performance or exhibition that requires the use of, or attachment to, any component of the University's buildings or is intended to occur in any public "access" or "transport" areas, regardless of any attachment to University property. **This policy will be enforced.**

Lights

- Open faced lights should not be aimed at or positioned in close proximity to people, furniture, drapery, sets or flammable materials.
- Do not interfere with ventilation by covering the lights in anyway, except with properly installed gels, diffusers or scrim.
- Do not replace or remove lamps. This should be done by the technician. Never touch lamp glass, as the oil in your hand may cause the lamp to malfunction.
- Use only the power cable supplied with the lamp.
- Make sure all the sections of the light stand are tightened.
- Make sure that lighting devices are hung properly and are well ventilated.
- Be careful when adjusting lighting devices after they have been operating. The 500 watt lamps generate a lot of heat. They can cause severe burns. Rough handling may cause bulbs to explode.
- Make sure the connecting cables are large enough for the power requirements.
- The use of halogen lamps is prohibited in the studios.
- Lights should not be left on and unattended.

Electronic Studios

General Rules

- No food or drink is permitted near the work stations.
- Work in a natural and relaxed position. Take frequent breaks. Vary your activity.
- No spray paints, fixatives, adhesives or permanent markers are permitted in the electronic studios.
- Use non-toxic glue sticks or sheets of adhesive instead of spray glue.
- All cutting must be done on cutting mats.
- Use safe cutting methods when using X-Acto knives.
- Immediately report any unauthorized users, vandalism, theft, or improper use of equipment to SUPD, front desk person or a faculty member.
- Conserve resources: print in black and white as you work on a document, proofread it carefully, then print only one final in color. Save paper and recycle.

Avoiding Eye Strain

Avoid eye strain by regularly focusing into the distance. Blink often. Have soft light in the room. Do not work in darkness.

Monitor Adjustments:

- Brightness and Contrast Controls:
 - Adjust to enhance readability.
- Minimize Glare and Reflections:
 - Adjust the monitor tilt so that ceiling lights do not reflect on your screen. Anti-glare screens, placed in front of your monitor, are available for your use.
- Distance from the Monitor:
 - You should be at least 18 inches away from the monitor (Hold arm straight out, you should touch the screen with your finger tips).
- Monitor Height:
 - The top of the screen should be at or slightly below eye level.

Painting Studios

Use the smallest amount possible of any solvent. Do not use solvents to clean your hands - wear gloves when working and follow this with soap and water. Use solvent resistant gloves wherever possible. (Be sure to reference the materials MSDS)

Use gloves when handling varnishes, lacquers, thinners and epoxy resins. Make sure that there is adequate ventilation. Most solvents are flammable: be sure that you are familiar with the location of your studio fire extinguisher. All fire extinguishers should be mounted and identified with signs.

When disposing of rags or used liquids please use the containers designated for this purpose. Storing oily rags in your studio not only creates a health risk to you, but it could contribute significantly to causing spontaneous combustion and result in a fire.

Easels

Easels used at The School of Art & Design are the heavy welded steel variety. There have been occasions where the easel was not properly secured and fell over onto another student. When setting up to paint, first be sure the easel is properly aligned. Then securely tighten both the horizontal platform bar and the back support leg.

Printmaking Studio

Etching Presses: Keep hands from press tops. Always check pressure before printing.

Clean-up: All solvent rags and paper should be put in safety cans and emptied every day. These should be emptied into the large drum in the Main Accumulation Area.

Printmaking methods use a variety of solvents and solvent mixtures, primarily for cleaning. Inks used in printmaking (black and white) usually contain carbon black. Studies have shown that repeated contact with carbon black could cause skin cancer years later (Carcinogen). Protect your skin from absorbing these chemicals. Common toxic pigments used in printmaking include chrome yellow (lead chromate), zinc yellow (zinc chromate), milori green (lead chromate), and cadmium colors.

Since most solvents used in printmaking are skin irritants, skin contact with them should be avoided as much as possible through the use of gloves, especially during clean-ups.

Only odorless paint thinner or odorless mineral spirits are to be used in the studio. Used OMS and OPT can be poured into labeled receptacles for settling and re-use. Do not use these to wash hands. Use hand cleaner.

Rags with ink or solvents may represent both a health and fire hazard. Be sure they are discarded into the special fire proof containers provided for this purpose.

Caution must also be used in the operation of print equipment. Intaglio printing requires a great deal of pressure and it is necessary to operate the presses properly. Students must be alert and knowledgeable when operating print equipment and seek assistance when in doubt. The printmaking studio is only available to beginning students when there is a monitor present who is trained in the proper use of equipment. **Always seek assistance when necessary.**

Hazards in silk-screening are minimized at The School of Art & Design because only water based inks are used. However, there are toxic materials contained in photo-emulsion and emulsion removers. Also, advanced silk-screen classes utilize photo chemicals such as, developers, stop bath and fixers.

The printmaking studio at The School of Art & Design is equipped with ventilation equipment, however, proper training and safety precautions are necessary to reduce the hazards associated with the use of printmaking materials. In addition, the ventilation system must be turned on for it to work. See an instructor to ensure this has been done.

Woodshop and Sculpture

General Rules

- Do not work alone.
- Do not wear loose clothing, gloves, necklaces, rings, bracelets or other jewelry that may get caught in moving parts. Bare feet are not allowed in any studio or shop. Sandals, open-toe shoes, or high heels should not be worn. Non-slip safety shoes are recommended. Tie hair back.

- Always use safety glasses. Use a dust mask if a cutting operation creates dust.
- Noise reducing earplugs or ear muffs are required where the danger of hearing injury exists
- Keep your work area clean.
- Return all tools to designated storerooms or tool rooms.

Power Tools

The Woodshop is under the direction of a faculty member who is responsible for training shop monitors and others who wish to use the equipment.

Woodshop Monitors are student employees. Before assuming the position of Woodshop monitor, the student is required to be trained in the safe and efficient use of all shop tools, power and manual. They must have attended all training sessions required and must be thoroughly familiar with the instructional manuals that accompany each piece of equipment. In addition, each monitor must have passed a written exam on the use of the shop tools. Woodshop Monitors will provide technical assistance to students in the completion of their projects and may also train them in the safe operation of tools as requested.

Other students who wish to use the Woodshop's power tools must first receive instruction from the faculty member in charge or a Woodshop Monitor and may only use such tools when supervision is available, either during class or during regularly scheduled shop hours.

Important! The table saw may only be used by Paul Andrade. Faculty members and Shop Monitors may use the table saw only after completing the training sessions, reading the safety manual, and successfully completing the Woodshop Safety Quiz. No other students or faculty are permitted to use the table saw under any circumstances. Failure to observe this provision will result in the revocation of Woodshop privileges.

The band saw, miter saw, scroll saw and drill press may be used by properly trained faculty and supervised students, as well as Woodshop Monitors.

Hand-held power tools may be used under supervision, either in class or during regularly scheduled Woodshop hours.

When cutting Plexiglas a dust mask and safety glasses are required.

Care of Equipment

- Do not operate tools or equipment without prior instruction from instructors or technicians.
- For your own safety, read the instruction manual before operating a tool. Learn the tool's applications and limitations, as well as the specific hazards.
- Keep guards of power tools in place and in working order.
- Electrically ground all tools where required. If a tool is equipped with a three-prong plug, it should be plugged into a three-slot electrical receptacle.
- Remove adjusting keys and wrenches before operating equipment.
- Disconnect tools before servicing or when changing accessories such as blades, bits, cutters, etc.
- Report all damaged or inoperable equipment to the studio technician. Do not use damaged equipment.

Operation of Equipment

- Don't force a tool.
- Use the right tool.
- Secure your work. Use clamps or a vice to hold your work.
- Don't overreach. Keep proper footing and balance at all times.
- Avoid accidental starting. Make sure the switch is in the "OFF" position before plugging in the power cord. Do not use equipment that is tagged or labeled as inoperative or under repair.
- Never stand on a tool.
- Feed work into a blade or cutter only against the direction of rotation of the blade or cutter.
- Never leave a tool running unattended. Turn off the power.

Clay

Avoid procedures that produce dust. Keep materials wet. Work with pre-mixed clay. Protect your face and eyes. Use a dust mask and goggles during mixing, chipping and grinding. Always ensure that the space is well ventilated. Learn about the chemistry of the materials by reading labels, charts and the MSDS's before using the material.

Waxes

Hot plates are not to be used for the melting of wax for sculptural work. Heat lamps should be used for this purpose. Fumes from the molten wax and caustic dried pigments used in the Batik process can be hazardous. Never leave wax which is being heated unattended.

Wax Encaustic

Never add solvent or paint thinner when melting wax. Paint thinner is highly flammable. Hot wax should never be brought to a temperature where it begins to smoke.

Metalworking

Any abrasive process, such as grinding or using a wire brush, can produce airborne debris that can cause damage to the eyes and the lungs.

Plaster

Wear a dust mask and gloves. Certain types of plaster and quicklime become dangerously hot when curing. Consult the instructor regarding the type of plaster you are using and its potential to reach high temperatures. Goggles must be worn when carving or chiseling plaster. Bags of unmixed plaster and cement must be closed and labeled.

High Density Rigid Foam Board

Foam board contains toxic chemicals, which are released when heated with a hot cutting wire, or any other hot tool. The safest way is to cut it with a saw or band saw. Never use spray paint, oil-based paint or solvents on foam board. These may melt the material, causing a chemical reaction and releasing harmful fumes.

Recycling

Do your part in helping Suffolk University increase recycling and reduce production of waste. There are glass/plastic/metal recycle bins as well as paper/cardboard recycle bins located in most classrooms and common areas. Please see the Suffolk University Sustainability web page at: <http://www.suffolk.edu/offices/4919.html>

Energy Management

Do your part in helping Suffolk University conserve energy. Please turn off all lights, computers, fans and other equipment while not in use.

Notice of Non-discrimination

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator.