

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## ART FACILITY STEWARDSHIP AND SAFETY POLICY

<b><u>Number</u></b>	07.07.01
<b><u>Division</u></b>	Office of Environmental Health and Safety
<b><u>Date</u></b>	2013
<b><u>Purpose</u></b>	To ensure guidance is provided for the management of environmental health & safety hazards in the arts.

**Policy** Facility Stewardship and Safety Policies

- Read and observe all shop safety rules and requirements.
- Never be in a hurry when using the machines. Short cuts frequently lead to injury.
- Wear appropriate safety-approved eye protection when working or near someone who is working – prescription eye glasses aren't good enough.
- Wear hearing protection when operating grinders or when other loud equipment is in operation.
- Never attempt repairs on tools or equipment. Shut off power and alert Marin Abell.
- When operating or near machines that are running, long hair must be tied back, avoid extra loose clothing, remove dangling jewelry, and neckties.
- Be sure to wear the proper clothing for the job. For any hot work, no frayed pants, silk, polyester or other synthetic blended clothing (100% cotton is recommended). No hairspray, or cover hair.
- Never operate machinery under the influence of drugs or alcohol, medications, when excessively tired, excited, angry, drowsy, or hung over.
- Do not wear pants with cuffs while welding or grinding because they can catch sparks and ignite.
- Observe all safety considerations for the particular tool you are operating.
- Never converse with or otherwise distract a person using machinery or power tools.
- Students must keep their shelf areas organized and free of garbage.
- Never use a power tool with a damaged power cord.
- Be kind, considerate and helpful to those working around you.
- Be firm with anyone misusing tools, leaving messes, or otherwise disregarding shop policies.
- Never leave flammable liquids- turp, paint, alcohol, kerosene, gas and rags or brushes soaked with these substances out in the studio.

Furthermore, look out for flammables in working areas such as computer paper, paper bags, dried leaves, or anything else that could ignite.

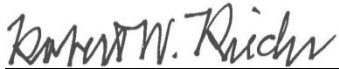
- Do not use torches, welders or plasma arc cutter on pieces that include flammable materials or residue of flammables.
- Use the ventilation systems provided.
- Never use toxic chemicals such as resins and bondo indoors.
- Wear the proper respirator for the job – particularly for nuisance dust and organic vapor for hazardous chemicals.
- Always arrange welding barriers before welding to protect the eyes of others in studio.
- Never look at the arc of a welder without a hood.
- Check any unattended tank to be sure it is shut off.
- If you smell acetylene, vacate building. Leave door open and call sculpture faculty or Office of Public Safety.
- Only students enrolled in Sculpture courses and Sculpture Area faculty have use of tools, supplies and facility without permission.
- Make sure tanks are turned off, lines are properly bled and gauges are at ZERO.
- Become familiar with the proper use of tools, settings & techniques, etc.
- Enforce containment of UV light spill from welders.
- Enforce awareness of sparks from grinders.
- Report any tools and maintenance needs to Marin Abel.
- Report supply shortages to Marin Abel.
- Make sure you clean up prior to departing.
- Do not use carts for storage.
- Do not park in sculpture drive way – this is a loading area only.
- Do not allow commercial or other non-sculpture related production in the studio.
- Pick up debris from shop, tool room and yard: be sure your work is stored in designated areas.
- Return extension cords and hoses to tool room. Unplug any welding or other extension cords (fire and safety code).
- See that all tools, gloves, goggles and other shop materials are properly put away.
- Correct students who leave a mess or create obstructions with their work.
- Move obstructions in studio and yard to appropriate space.
- See that tool room and workbench are swept and organized.
- Label and make visible any broken or malfunctioning tools.
- Lumber must be free of nails, staples, screws and other materials that might damage the equipment, as well as chemicals that might endanger the health of everyone present. Lumber should also be free of wax, plaster, and excessive pain or dirt.
- No sandals or open-toed shoes are permitted.

- Users must wear appropriate safety protection at all times, namely eye protection. Users are expected to provide their own safety gear – we are not responsible for this kind of equipment.
- Do not attempt to use equipment or processes that are unfamiliar except under the supervision of the instructor.
- Do not use x-acto knives, box cutters, and saws to cut material in your lap.
- Always cut away from your body.
- Be mindful of the proper way to lift material – if it's too heavy you could easily injure your spine and nervous system. Do not just bend over at your waist and dead-lift heavy material, but bend down at your knees to lift with your legs, and hold the material close to your body. Ask for help.
- Always clean up after yourself. In planning use of this facility, allow for enough time to clean any mess you may make, including sweeping the area around your work. Use newspaper or other precautions when gluing, painting, or staining on bench-tops.
- Only usable material belongs in scrap bins. All unusable material should be placed in garbage cans or taken directly to the dumpster.
- Chuck keys, drill bits, and other operational components of power drills and similar equipment need to be replaced at your own cost in the event of damage or loss.
- Do not leave any of your work on top of the worktables.
- Do not utilize saw tables as work surfaces.
- Thank you for observing all sculpture policies.

**Review**

The Office of Environmental Health and Safety (OEHS) is responsible for the review of this policy every five years (or whenever circumstances require).

**Approval**



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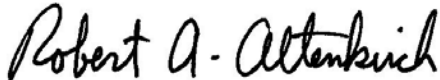
Chief University Counsel



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Vice President for Research and Economic Development

**APPROVED:**



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President