

# **ENVIRONMENTAL HEALTH AND SAFETY in the ARTS**

## **Department of Art and Design**

We are committed to a safe working and learning environment at GVSU Art and Design and to teaching those steps to pursuing a safe career in the arts.

### **HOURS**

Calder Art Center (CAC): <http://www.gvsu.edu/art/the-department-of-art-and-design-150.htm>

Computer Labs in CAC: Lab Hours – Information

Technology: <http://www.gvsu.edu/it/lab-hours-fall-2011-213.htm>

Sculpture Studio, Metals Studio and Woodshop: Academic Year— M-Th 7am-11pm, Fri 7am-9pm and Weekends 11am-9pm. The facilities are monitored for safety during these hours.

### **SAFETY GLASSES AND SHOES.**

Many rooms and studios in the Calder Art Center require closed protective footwear and safety glasses for all students and faculty working in the facilities. The requirements for each room are posted on the door.

- 1810 Metals Studio: protective footwear and safety glasses.
- 1820 Sculpture Studio: protective footwear and safety glasses.
- 1830 Woodshop: protective footwear and safety glasses.
- 1422 Ceramics Studio: protective footwear. In addition:
- Rooms 1424 Clay Mixing, 1426 Glaze Calculation, 1428 Kiln Room: require further protective equipment for certain work. See notice on door.
- 1208, 1214, 1215, and 1313 Printmaking: protective footwear.
- 1218 Printmaking Etching Room: protective footwear and safety glasses.

### **GENERAL RECCOMENDATIONS**

The safest protective is to always use the least hazardous material for the purpose, whenever possible.

- Don't purchase more of a material than you expect to use in the foreseeable future. The costs of disposal often exceed the purchase cost by a considerable margin
- Keep all chemical containers clearly and unambiguously labeled.
- Dispose of your wastes at the completion of a project - don't leave for someone else to deal with later.
- Know when Personal Protective Equipment (safety gear) is recommended or required.
- Only engage in processes that you have been trained in. Ask your faculty.
- STORAGE OF CHEMICALS.
- Flammable liquids must be stored in the Yellow Flammables Cabinets in the areas of use. Corrosives must be stored separately in storage areas for corrosives.
- Each Painting Studio has a Flammable Storage Cabinet for the student's solvent

storage.

- The student may have small amounts of thinner at their work station for brush cleaning.
- Printmaking has separate areas for storage of flammables and corrosives (etching liquids).
- For general rules of chemical safety see GVSU Chemical Safety Plan: Link to [gvsu.edu/labsafety](http://gvsu.edu/labsafety).

## **TRAINING**

Almost all tools and materials used in art have safety concerns. The faculty will provide training in each studio class to help identify and deal with potential hazards the student might encounter. The syllabi for each class will also give instruction as to necessary PPE (Personal Protective Equipment) that might be required for different processes. It is the responsibility of the student to read the syllabi and follow the instructions.

Sculpture Studio, Metals Studio and Woodshop are well equipped to help the student complete assigned projects and fulfill their vision. Many pieces of equipment require extended training in order to be used properly and safely. For this reason there is a tiered level of access to tools and equipment in these areas that increases with the students class level and/or class needs. The levels are indicated by different colored "Access Cards." These cards must be produced at the request of faculty, staff or the studio monitors. It is each student's responsibility to only use tools they are authorized and trained to use by faculty or the shop technician.

Each art student wishing to use equipment in the woodshop or sculpture studios must sign an "Access and Authorization" form that outlines the rules of the shops. Students receive the forms during the first training session for class.

## **Ceramics Studio**

This area has recommended PPE and safety procedures for the different work rooms (Glaze Calc, Clay Mix, Kiln). See notice on the entrance to these areas and follow the training given during classes. Do not use equipment unless you have been trained and authorized to do so.

## **MSDS (Material Safety Data Sheets)**

Chemicals and products that students are supplied with or that are required for use in studio classes are supplied with MSDS (Material Safety Data Sheet). The MSDS identify contents, hazards and disposal instructions. Some are specific to a manufacturer; others are generic for a product. Copies are kept on file on the CLAS website.

Go to the Lab Safety site: [www.gvsu.edu/labsafety](http://www.gvsu.edu/labsafety), click on GVSU MSDS Database and enter the name of the product or chemical. The hardcopies of the MSDS files and the person responsible is posted in the appropriate areas.

## **CHEMICAL USE**

Anything can be broken down to chemical constituents. Not all chemicals are hazardous. The first place to check for hazards and handling is the label on the product

which will give basic handling instruction. The MSDS provided for that chemical or product is the next step and these will indicate if special PPE -Personal Protective Equipment- or special handling is required for use and give instructions for disposal.

The actual health risk of a chemical depends on the toxicity and the actual exposure (type and time). Exposure can be by INGESTION (mouth), INHALATION, ABSORPTION (skin or eye), or INJECTION. Faculty will provide training for protective hazards, PPE required, and instructions on handling chemicals and products used in classes.

For general rules about safe chemical use reference GVSU's Chemical Hygiene Plan link to: [gvsu.edu/labsafety](http://gvsu.edu/labsafety).

### **FIRST AID**

First Aid Boxes are located throughout Calder Art Center. They are stocked to provide for the immediate needs of minor injuries. Monday-Friday 7am-4pm the 3-D Technician can provide help and supplies for injuries (or restocking the first aid boxes) or help determine if the injury requires medical attention. After hours DPS (Department of Public Safety, phone: 1-3255) can help with immediate care and help determine if medical attention is required.

### **FOR NON-LIFE THREATENING HEALTH EMERGENCIES**

CAMPUS HEALTH CENTER

Hours: MON-FRI, 9am- 4:30pm

42nd St. Watertower Place (CampusAnnex) 331-2435

SPECTRUM URGENT CARE GRANDVILLE

Hours: MON-FRI, 8am-10pm

SAT-SUN 9am- 8pm. 6105 WILSON SW, 486-5100

SPECTRUM HEALTH: EMERGENCY ROOM OPEN 24 HOURS

DOWNTOWN GRAND RAPIDS, 100 MICHIGAN N.E.

I-96 to College St. exit, turn right and then right on Michigan St. (first light).

### **FOR MEDICAL EMERGENCIES, dial 911.**

One person stay with injured party, one person outside to direct emergency response team.

### **ACCIDENTS**

Should you have an accident that requires you to go to a med center or hospital for treatment you must fill out an accident form within 2 days.

Form available from 3-D Tech. in the Sculpture studio or online at [gvsu.edu/labsafety](http://gvsu.edu/labsafety). A copy of the accident form must be turned in to the 3-D Technician and you should notify the appropriate faculty for the area where the accident occurred.

## **HAZARDOUS WASTE**

Materials that are disposed of as hazardous waste must be put in sealable containers and marked as 'hazardous waste' and as to the specific contents. Give them to the 3-D Technician (Rm.1824) in the sculpture studio- for storage until pick-up for disposal.

In the painting studios containers are provided in flammable storage cabinets to collect paint thinning solvents. The containers are emptied frequently, but if a collection is needed please contact the 3-D Technician (Rm.1824, phone 1-3615) or inform the class faculty. The painting studios also have metal containers for oily or saturated rags that are emptied daily.

The printmaking studios have metal containers for oily or flammable saturated rags that are emptied daily.

The ceramics studios and plaster/ceramic shell room have settling tank equipped sinks and drains to collect potentially hazardous solids.

Questions as to which materials require special disposal can be directed to the appropriate faculty member or the 3-D Technician (Rm.1824, phone 1-3615).

## **COMMON HAZARDOUS WASTES IN THE ARTS**

Solvents: Mineral Spirits, Paint Thinner, Lacquer Thinner, Denatured Alcohol, M.E.K. Acetone, Turpentine, etc. may not be poured down the drain. They are considered hazardous waste and must be disposed of properly.

Paints: Oil based paints are considered hazardous waste and must be disposed of properly. They cannot be put in trash or put down a drain. Latex (water based) paints should be dried out (using sawdust or kitty litter) and then put in regular trash.

Oily Rags: This is a generic description of cloths and paper towels saturated with oil, wet paints, solvents or other hazardous and flammable materials. Disposal is made in special metal containers that are emptied daily.

Sharps: Used blades, razors and cutters are properly disposed of in the red "Used Blade" containers located throughout the building. Do not throw them in the trash.  
Empty Chemical Containers: Empty containers should be triple rinsed and recycled or put in the trash.

## **EMERGENCY INFORMATION AND GUIDELINES**

When in doubt, ask a faculty member, the 3-D Technician or call Public Safety (1-3255)

### **CHEMICAL SPILLS**

For small spills (e.g. solvent spills) that do not pose a threat to health or safety: use spill absorbent ((in white marked buckets in studios). Sweep up and dispose in trash.

For large spills or spills that may pose a threat to health or safety: contact Public Safety  
Phone: 1-3255 or 911.

Small Acid/Etching spills: Use acid absorbent/neutralizer located in marked white buckets in etching areas. Large acid spills call Public Safety ph. 1-3255 or 911.

## CHEMICAL EXPOSURE

Hazardous chemical on skin or eyes: Use flushing stations located in appropriate areas or small eye flush bottles in first aid kits.

Inhalation: Increase ventilation and/or move to fresh air.

Ingestion: Go to health center.

## FIRE

Call 911 or Public Safety (1-3255). Pull Fire Alarm and exit area. Put the fire out if you know how to do so without endangering yourself or others. University policy states that individuals are not required to fight fires. Small fires can often be extinguished with the available fire extinguishers. A fire contained in a small vessel can usually be suffocated by covering the vessel with a lid of some sort.

## GVSU SAFETY CONTACTS:

- Jim Seufert, Safety Specialist: 616-331-8628  
Cell: 616-450-0875
- David Cox, Facilities Safety: 616-331-3083  
Cell: 616-890-2307
- Department of Public Safety: 616-331-255
- Facilities Customer Service: 616-331-3000
- Art and Design Safety Contacts:  
Art and Design Office: 616-331-3486  
3-D Technician Office: 616-331-3615