

SOUTH DAKOTA STATE UNIVERSITY | SCHOOL OF DESIGN
STUDIO ART Safety, Rules, & Information Manual
School of Design Main Office
101 Grove Hall • 605.688.4103

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EMERGENCY NUMBERS:

POLICE/FIRE/AMBULANCE

From a cell phone: **911**

From a campus phone: **111**

University Police Department: 605.688.5117

Hazardous Materials: 605.688.4264

UNIVERSITY EVACUATION PROCEDURES:

sdstate.edu/evacuation-procedures

ENVIRONMENTAL HEALTH + SAFETY AT
SOUTH DAKOTA STATE UNIVERSITY

Public website:

sdstate.edu/safety-security/environmental-health-and-safety

RESOURCES AND REFERENCE MATERIALS

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, Michael1

McCann, PhD, CIH

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, Monona Rossol

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, Merle Spandorfer

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, Mark David Gottsegen

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ASTM International provides information on a number of materials, including supplies.
astm.org/COMMIT/SUBCOMMIT/D0157.htm

PROGRAM GUIDELINES

- < Health and Safety information should be posted in the respective studio/shop area, on the program website, and D2L.
- < Health and Safety information should be discussed with students at the beginning of each semester.
- < Applicable MSDS sheet should be posted or cataloged in a binder located where materials are stored.
- < Emergency contacts should be posted in the studio area.

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- < Instructor or approved shop technician must be present when students are using power tools.
- < Power equipment should be have approved lockout mechanism.
- < Material disposal policies and procedures should be posted in studio areas.

- ◁ Be willing to clean up a dirty area even if you didn't make the mess. Remember that a clean studio is a safe studio and teamwork requires effort on the part of all.
- ◁ Never turn on electrical appliances with wet hands.
- ◁ Know the locations of all fire exits, fire extinguishers and first aid kits (first aid kits are located over the sinks).
- ◁ Do not work in the studio if under the influence of alcohol or drugs.
- ◁ Do not leave valuables around the studio.
- ◁ Discard trash before leaving the studio.
- ◁ REPORT ANY EQUIPMENT PROBLEMS TO THE INSTRUCTOR IMMEDIATELY.

CLOTHING

- ◁ It is best to wear old clothing in the studio as some clay materials can stain.
- ◁ It is strongly suggested that you wear close-toed shoes in the studio.
- ◁ Long hair should be tied back out of the way when working with equipment.
- ◁ Remove jewelry while working in the studio. Place it in a SAFE PLACE before working (not on a table or in a pocket).

PROTECTIVE EQUIPMENT

- ◁ The appropriate NIOSH respirator must be worn (N95) when making clay, glazes or any activity that causes high amounts of dust.
- ◁ Goggles must be worn when using the grinder and scraping kiln shelves. Ask the instructor where you can find goggles. Eyeglasses are not appropriate protection.
- ◁ Appropriate dark goggles must be worn when looking into kiln peep holes. They are necessary to protect your eyes from infrared radiation. They are in the kiln room. Silver suits or leathers, facemasks, and the appropriate gloves or mitts must be worn when removing raku ware from the kiln.

POTTERS WHEELS

- ◁ Please turn off the toggle switch on the electric wheels after use.
- ◁ Clean up wheels and splash pans when done working.
- ◁ Scrape off bats when done using them and return to the bat pile.
- ◁ Do not leave work on the wheels when you are done working. Use bats and remove the work to your shelf.

GENERAL GUIDELINES FOR KILN ROOM SAFETY

- ◁ Always assume that the kilns are hot until you determine otherwise.
- ◁ Wear kiln gloves when necessary.
- ◁ Always wear the appropriate dark goggles when looking into a kiln.
- ◁ Do not place items on top of kilns (gloves, goggles, etc.)
- ◁ Always fire with pyrometric cones.

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- < Turn the exhaust system on when firing a kiln.
- <

- < Use the HEPA vacuum to clean the floor and other areas.
- < AVOID SWEEPING if possible. Use the vacuum.
- < REPORT ANY HAZARDOUS SITUATION IMMEDIATELY TO APPROPRIATE UNIVERSITY PERSONNEL.

CERAMIC KILNS:

APPROACH ALL EQUIPMENT AND TOOLS AS IF THEY ARE HOT.

- < In Ceramics I, kilns may NOT be fired without the instructor's signature/permission on a completely filled-in kiln log. Permission must be obtained from the instructor prior to firing kilns.
- < Two or more students will fire kilns. Kilns will never be fired by less than two students. Kilns may only be used after proper instructional training.
- < Ceramics II, III, and IV may fire alone, but still must have signature and permission on filled in kiln log.
- < Kiln sheets will be used and posted for all firings. All information must be provided and firing charts kept accurately.
- <

School of Design First-Year Design Studio
Studio Location: Design Studio, Building #21
Open Shop Hours: 24/7 Card Access for School of Design students enrolled in Art 121 + DSGN 152

GENERAL SHOP RULES AND SAFETY PROCEDURES

The Design Studio is your space to explore design for the next semester. Please take advantage of the space. However, there are two other classes scheduled in this space— DSGN 152 TTH 2:00 pm–4:50 pm and ART 111 MWF 8:00 am–9:50 am. Other than those times, students should be able to access the studio through the card reader on the west-side door. Because there are other students working in the space, please be considerate by putting away projects and supplies when not in class. Store materials in your drawers or on top of the storage drawers.

The faculty urges students to engage with your peers not only during class time. You will spend many other hours in this space working on the design projects for the class. This is your space. Please use it.

On that note, please consider the following:

1. It is expected that all students will respect this space, fellow students, and their projects.
2. When you work at night, please work in a buddy system. This building is isolated, so we ask that you come here to work with at least one other person at night or on the weekend at all times.
3. Should you need to call Security Services to be escorted to your dorm or car, do not hesitate to call 688-5117; a UPD safety escort will happily be of service
4. When you work inside and outside of class in the Design Studio, be aware that lack of

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School of Design Painting Studio
Studio Location: Room 106 Grove Hall
Open Shop Hours: Access only with current course enrollment

Updated Jan 2020

Updated Jan 2020

gamblincolors.com/studio-safety/guideforschools/

Acrylic paint is a water-soluble paint made of pigment suspended in an acrylic polymer emulsion. It dries much quicker than oil paint, can be diluted with water, and cleans up with water. Acrylic paint dries through the evaporation of water allowing for the acrylic polymers to link together.

Acrylic paint typically uses the same pigments found in oil and watercolor paint. It is the binder, acrylic resin or acrylic polymer emulsion, that defines its particular working properties.

Binders/Vehicle

Acrylic Polymer Emulsion

Additives in Acrylic Paint

Ammonium Hydroxide

Propylene Glycol

Biocides as preservatives – isothiazolinones

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To dispose of the used OMS, tightly screw the cover on your brush washer and shake vigorously. This will disperse the pigment sediment into the OMS. Using the funnel provided, pour that into the OMS waste container.

Refill your brush washer with Gamblin's Gamsol located in the yellow cabinet.

Disposal of Oil Paint Mediums

Any rags or towels that have oil paint, oil painting medium on them need to be disposed of in the red flammable cans. Take only enough oil painting medium that you plan do use in your painting session. If you have oil painting medium leftover, scoop it out with a paper towel or rag and dispose of it in the red flammable cans. This goes for any of the alkyd mediums, stand oi, linseed oil, etc.

As oil and oil painting mediums dry (technically oxidize), the chemical reaction produces heat. If left bundled up with ample oxygen, these rags can spontaneously combust. Therefore, it is imperative that you follow these safety procedures.

Disposal of Acrylic painting Mediums

There are numerous acrylic painting medium available. They can be used to alter the working properties, change the surface quality to make it more glossy or more matte, or give the paint more body or texture. Most acrylic mediums include acrylic polymer emulsion in some fashion along with other additives from matting agents to silica for texture. Most, if not all of these, should be water soluble.

Paint Disposal

No paint

In your mouth:

- < Rinse mouth. Seek medical attention.

Proper Brush Cleaning

When finished with a painting session, it is important to wash your brushes to prolong their life and usability.

gamblincolors.com/studio-safety/guideforschools/

How to Clean Oil Painting Brushes

First, use a rag to wipe any excess paint that is on the brush.

Clean out in your brush washer by lightly rubbing the brush back and forth in the brush washer.

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School of Design Printmaking & Letterpress Studio
Studio Location: Room 118 + 103 Grove Hall
Open Shop Hours: Access only with current course enrollment

GENERAL SHOP RULES AND SAFETY PROCEDURES

Eyewash Stations

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- < No pets or animals in the studio.
- < No open toed shoes or flip-flops worn in the studio to prevent injuries or exposure.
- < All containers must be labeled and dated.
- < MSDS/SDS sheets are available to each person using the printmaking & letterpress studio to reference material safety, and are located in a comprehensive binder.
- < Regardless of what you have been working with it is good practice to wash your hands thoroughly with soap and water before taking a break to eat, use your phone or computer, use the restroom, or finish in the studio for the day.

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- ◁ Ask for assistance when removing an entire case
- ◁ Slightly open the case below to help support the case from which you're working.
- ◁ No open toed shoes or sandals. Type or type cases can fall on your toes or feet and cause injuries.

RAG SAFETY

- ◁ Oil and solvent soaked rags can spontaneously combust and must be handled properly with care.
- ◁ All oil or solvent soaked rags and newsprint must be placed in a red bin.

BEFORE YOU LEAVE...

You have not finished working until you have cleaned:

- ◁ All oil-based ink is cleaned up with vegetable oil followed by Simple Green.
- ◁ Brayers and rollers thoroughly cleaned with no remaining ink or oil.
- ◁ Rollers cleaned and rags are properly disposed of in Safety Cans.
- ◁ Tables have been cleared of paper and other materials.
- ◁ Work surfaces have been wiped down with Simple Green.
- ◁ No squeegees, tape, ink, or solvents in the sinks..
- ◁ The last person to leave must turn off the lights, shut off any running water or electrical equipment.
- ◁ Double check the water is shut OFF.
- ◁ Double check the hot plate is OFF and temperature gauge is at zero.

RESOURCES

Gamblin Artist Colors

gamblincolors.com/studio-safety/studio-safety-create-without-compromise/

Letterpress Commons

letterpresscommons.com/

School of Design Makers Space (Sculpture Studio)
Studio Location: Room 111 The Barn
Open Shop Hours: Canceled

GENERAL SHOP RULES AND SAFETY PROCEDURES

- < Operation of power equipment is permitted after proper instruction, with permission of the instructor or shop technician, and when the instructor or other appropriate university personnel are present. Each student must check individually with instructor or shop technician before operating each machine for the first time.
- < Use of safety glasses/goggles is anytime anyone in the room is using hammers, chisels, etc. or power tools. All students must supply their own approved safety glasses. No dark or reflective glasses are acceptable.
- < Use of shop and equipment can only be used for projects associated with a School of Design course students are currently enrolled in. No personal projects.
- < All students using the Sculpture Studio during open shop hours must sign-in and sign-out on the sheets provided by the shop supervisor.
- < No green or brown treated wood allowed inside the shop.
- < Spray paint, oil-based paints and varnishes are in the Building. The use of spray paint on the grounds outside the building is also .
- < Personal power equipment is in the sculpture studio when classes are in session or during supervised open shop hours. Use of personal power equipment may also be restricted during open shop time. Check with instructor or shop supervisor before using any personal power equipment.
- < Each student must clean up area around equipment, tables and floor surfaces where work was performed.
- < Given safety concerns, the use of any electronic device will not be allowed by anyone who is operating a stationary or portable power tool. All devices need to be shut off. All cords associated with electronic devices should not be visible on an individual who is operating a power tool. Also, if an individual is using a personal listening/music device, in the room where others are operating power tools, it is recommended that only one ear bud be in place or volume be low enough to allow the individual the ability to be alerted in the event of an emergency.
- < The use of dust masks is recommended when dust is present. Students need to supply their own N-95 dust masks.
- < School of Design students who are using the shop for projects, other than sculpture projects for sculpture courses, must remove all materials and projects from the building when leaving the building.
- < No eating or drinking inside the studio

GENERAL MACHINE SAFETY RULES

1. Safety glasses must be worn at all times when using power equipment.
2. Wear no loose clothing.
3. Tie back hair.
4. Keep machine tables clear of tools and materials.

5. Keep floor around machines clear of shavings, scraps, tools and materials.
6. Only the operator should be in the safety zone.
7. The operator should turn the machine on and off.
8. Be sure machine is turned off when you leave it.
9. Keep the guard in place and/or in the proper position.
10. Keep your mind and attention on the operation. Do not talk or look around.
11. Stop the machine before making adjustments.
12. Do not crowd around the machine when set ups are being made.
13. Do not distract persons who are operating machines.
14. Approach every machine with the assumption that it is running.
15. Please ask supervisor if you are unsure about any procedure or set up on any equipment in the studio.

1. Work must rest securely on table. Table can be angled, see instructor or shop technician.
2. Check rotation of belt for proper placement of work on table.
3. Use only light pressure – just enough to hold the work against the abrasive.
4. Sand parallel with the grain whenever possible to obtain a smooth finish.
5. Sand only dry wood.
6. Use a fixture to hold small pieces of wood when machine sanding (see instructor).

School of Design Online Photography
Studio Location: Online + on site

GENERAL SAFETY PROCEDURES

The digitally-based online art courses follow closely with the analogous in-person courses on health and safety policies. Online Digital Photography includes a section 637.66 Td ATILe 6sely uecth

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UNIVERSITY BUILDING EVACUATION PROCEDURES

Building Evacuation

If a fire alarm sounds or if asked to evacuate, leave the building immediately.