## UIS Visual Arts Safety Procedures and Rules for Studios

### General

* The responsible faculty member will establish rules for eating and drinking in the studio. These rules must be always followed. No exceptions!
* Proper decorum is essential. Practical jokes or goofing around is not acceptable.
* Never block exits. Aisles must be kept open and emergency equipment, eyewashes, and safety showers must always be accessible.
* Use materials and equipment only for their intended purpose or as directed.
* Always ask for assistance if there are any questions about proper procedures or safety.
* Notify the faculty member if an injury, spill, or any unexpected event occurs.
* Notify the faculty member if symptoms of exposure to a hazardous material are experienced.
* Visitors are permitted only under the direct supervision of a faculty member.

### Protect Yourself and Your Belongings

* Bring only required materials into the workspace. Leave coats, books, and other unnecessary materials in the designated area.
* Scarves must be removed prior to entering the studio.
* Wear closed toe shoes. Bare feet, sandals, flip-flops, and perforated shoes are not permitted.
* Loose clothing and long hair should be confined.
* Contact lenses may exacerbate eye injuries. It is best not to wear them when there is a potential for exposure to vapors, dust, or splashes.
* Know the location of safety equipment.
* Avoid direct contact with any hazardous substance.
* Use protective equipment and apparel as appropriate or as directed by the faculty member.
* Inspect the equipment before use. Replace equipment that becomes damaged, worn or contaminated immediately.
* Wash hands and exposed skin on arms before leaving the studio.

### Reduce Hazards

* Keep all work areas free of clutter and obstructions.
* Ensure that all containers are labeled. Lids should be closed when containers are not in use.
* Materials should only be used as intended by the manufacturer. A faculty member must be directly involved if different uses or treatments of materials are contemplated.
* A faculty member must be available when working with open flames or heat guns.
* Inspect all power tools prior to use. Do not use damaged tools.
* Kilns, presses, power tools, and other specialized equipment must be used only by individuals instructed in proper operation or under the direct supervision of properly instructed individuals.
* Work with solvents must be performed only in designated areas.
* If breakage or spills occur, take appropriate steps to ensure the safety of all. Contact the proper authority while ensuring no one enters the area.
* Clean area when work is finished. Ensure that equipment is disconnected and stowed. Store all chemicals properly.
* Follow instructions for management of waste. Never dispose of any material in the sink unless a faculty member has indicated that this is acceptable.
* If unsure about safe methods for conducting an activity, ask a faculty member.

### The 24-hour campus emergency number is 206-7777.