



**HARTWICK
COLLEGE**

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**Hartwick College
Department of Art and Art History
Studio Safety Manual
2023-24**

Department of Art and Art History Safety Manual 2024

PREFACE

This safety manual for the Department of Art and Art History at Hartwick College is designed to familiarize faculty, staff, and students with relevant environmental health and safety information necessary for visual arts studio practices. The contents of this manual are specific to Hartwick College's Department of Art and Art History areas of concentration. Many health and safety program areas are described only briefly because more in depth information will be provided to students, faculty and staff who enroll in courses or work within the Department as well as on the webpage for [The Office of Environmental Health, Safety & Chemical Hygiene \(OESC\)](#)

Hartwick College is committed to providing a healthy and safe environment for our students, employees, and visitors to our campus. To ensure the safety of all, as much as any organization can, the College has developed policies and procedures to guide us. In addition, the College wishes to be a good neighbor in the Oneonta community.

Additional questions should be directed to the following:

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EMERGENCY NUMBERS

In case of emergency call 911, Campus Safety and Faculty or Staff Supervisor

Medical/Fire Emergency	911
Campus Safety	607-431-4111
Perella Health Center	607-431-4120
Counseling Center	607-431-4420
50/50 Peer Counseling	607-431-5050
Aramark Facilities and Maintenance	607-431-4140
Residential Life	607-431-4500
AO Fox Memorial Hospital	607-431-2000
Oneonta Police - Non Emergency Line	607-431-1111
Poison Control	1-800-222-1222

Hours for operation

ANDERSON CENTER FOR THE ARTS

8am-12am daily

Only students, faculty or staff who are enrolled in courses or working in the Department of Art and Art History have access to use the studios throughout the academic year.

INTRODUCTION

There are aspects of each studio arts concentration that can bring you into contact with hazardous materials, tools, and processes that require proper safety procedures. With the correct instruction and attention to your work, you will be able to safely navigate your studio practices.

To follow the guidelines laid out in this manual you will need to read all information enclosed, know what you're dealing with before you start working in an area where hazardous materials or processes are used, and follow all recommended precautions. This information is here to keep you safe and healthy. By misusing studio equipment and not following these guidelines you can expose yourself to serious health risks, and in addition lead to regulatory fines for the college.

RESPONSIBILITIES

The Hartwick College [The Office of Environmental Health, Safety & Chemical Hygiene](#) (OESC) serves the College community by providing technical support, information and training, consultation and periodic audits of environmental health and safety practices and regulatory compliance. It is the responsibility of the Department of Art and Art History faculty and technical staff to ensure that students receive and understand relevant safety training for potentially hazardous tools, chemicals and working practices. It is also the faculty's and technical staff's responsibility to implement the safe work practices and hazard control measures outlined in this safety manual.

Both students and faculty are responsible for obtaining safety training and following general and studio specific safety precautions delineated in this manual. Students and faculty are responsible for reporting any injuries, hazardous material spills, unsafe conditions or work practices that occur in Anderson Center for the Arts. Ignoring these safety rules can result in expulsion from the studio or other disciplinary actions.

Policy on Student Use of the Studios:

1. Students may only use the studios for the classes in which they are enrolled, unless they have faculty approval.
2. Obey all posted safety rules, signs and school policies. Any student working in an unsafe manner will lose studio privileges.
3. Do not use any equipment unless you have been trained on and approved by a faculty or staff member.
4. Do not eat, drink, or smoke in any part of the studio.
5. Wear appropriate personal protective equipment (PPE) such as gloves, N95, earmuffs, face shield, proper footwear.
6. Buddy System - All students must have a buddy working in the same space as them outside M-F 8am-5pm
7. Students enrolled in department classes who have successfully completed 3D Design or Intro to Woodshop may use the Wood Shop during approved hours.
8. Return all equipment to its proper ORIGINAL CONDITION, and return all portable equipment to its proper storage area.

9. DO NOT attempt to work in the studio under the influence of drugs or alcohol

Hazardous Waste

All studios can contain Hazardous and/or Non-Hazardous Waste. Studio specific instruction will be provided in each area below. However, if you are generating Hazardous or Non-Hazardous Waste please follow the following guidelines:

1. Label, date and store all containers properly.
2. Review the Safety Data Sheets (SDS) and labels before using chemicals/materials.
3. If generating Hazardous or Non-Hazardous waste follow all faculty and staff instructions on waste removal procedures
4. If you are pregnant or may become pregnant, please contact your faculty member to discuss safety procedures. Some studios may not be safe to work in due to the presence of Hazardous Waste.

Ceramics Studio Safety Guidelines - RM 122 Anderson Center for the Arts

All ceramic students are required to read this document thoroughly, refer to it whenever using any of the equipment or materials it covers and sign the last page agreeing to follow all rules and policies. This must be completed by the second day of class at the beginning of each semester.

- Obey all posted safety rules, signs and school policies. Any student working in an unsafe manner will lose studio privileges.
- NO EATING OR DRINKING IN THE STUDIO
- Whenever you are creating dust in the studio you MUST wear an N95 Respirator and Eye Protection.
- Whenever you work in the glaze kitchen you must wear a Respirator, Eye Protection and Plastic Gloves
- Any spills must be cleaned up immediately. Please follow the disposal protocols posted in the studio. It is imperative that you keep a clean and safe work environment at all times.
- Do not use any piece of equipment that you are not familiar with
- Report any problems with or damage to equipment immediately to an instructor.
- Return all equipment to its proper ORIGINAL CONDITION, and return all portable equipment to its proper storage area.
- If you have a question about equipment or safe procedures, ASK A FACULTY MEMBER.
- You MUST be enrolled in a ceramics course in order to use the ceramics studio
- Emergency numbers are posted above, by the phone and on the back of the doors.
- DO NOT attempt to work in the studio under the influence of drugs or alcohol
- Long hair must be tied back
- CLOSED TOED SHOES MUST BE WORN AT ALL TIMES.
- Do not sweep ceramic material, use the dry or wet vac.
- Consult a faculty member if you think that you might be pregnant or are breast feeding, the studio may not be a safe place for you to work.

Hazardous Waste

You will come into contact with and generate Hazardous and Non-Hazardous Waste in this class. Whenever using ceramics dry materials students must wear an N95 mask to protect against silicosis, gloves and eye protection to prevent exposure. Students will dispose of any generated waste in the appropriately labeled buckets at the Glaze Kitchen sink and will be trained how to safely handle all materials.

VENTILATION SYSTEM

To operate the Dust Collection System:

- Press the Green Button (this turns on power to the control box)
- Turn the power switch on to MAN (manual)
- Turn the Air Pressure System to ON
- Open the GATE at the piece of equipment you are working at.
- When finished, close the gate at your location, at the control panel turn the Power switch to OFF

Whenever you are working in the following areas you MUST turn on the Dust Collection System:

- Glaze Kitchen

- Clay Mixing Room
- Glaze Spray Booth
- Kiln Room Shelf Grinding Station
- Bench Grinder

EQUIPMENT

Soldner Clay Mixer

The clay mixer is a powerful machine that could cause serious injury if used improperly. Follow these rules at all times when using the mixer.

- Always turn on the Dust Collection System to vent dust, see above for directions.
- Always use a respirator when dealing with powdered clay and in all dusty environments including while mixing clay. The respirator must be approved for fine particulates, carrying a rating of “N95,” “P95,” or “P100.”
- Do not lift materials that are too heavy. Use scoops or buckets to break down materials to manageable weights.
- Be sure the lid is closed and your body completely clear of the mixer when turning it on.
- Never put hands into the moving mixer. The lid should remain closed whenever the mixer is running. Stay clear of all moving parts. Do not wear loose clothing that could get caught in the mixer.
- Do not bang or slam the lid to the mixer.
- If the mixer makes any unusual noises, turn it off and report to a professor or technician.
- If mixing with a partner, be sure that they comply with all rules on this sheet. Be sure your partner is clear of the mixer when turning it on.
- Keep the mixer area clean and clear of debris.
- Scrape the mixer clean when you have finished.
- Use the Dry Vac to clean the floor around the mixer when you have finished.
- Place all empty clay bags in the DUMPTSER OUTSIDE. Never leave clay bags in the trash cans in the studio.

Electric Kilns

If used improperly, electric kilns can cause serious burns, fires, or electrocution. Always comply with these rules when using electric kilns.

- NEVER place anything on the lid of an electric kiln, including ceramic pieces, bricks, or shelves. Kiln lids are never to be used for drying your work. Never set pieces or kiln furniture on a kiln lid while loading other kilns.
- Never use any brick to prop the lid of an electric kiln use the metal lid prop.
- Glaze drips on shelves, furniture or soft brick must be removed by the person unloading the electric kiln, and a fresh coat of kiln wash applied to the shelf. See the sections on hammers and chisels, angle grinders, and kiln shelves.
- Always put a fresh coat of kiln wash on the electric shelves after unloading the kiln. See the section on kiln shelves and posts.
- Never wear flammable or melt-able clothing close to any kiln.
- Never reach inside a kiln, which is turned on.
- Never touch an electric element when the kiln is turned on.
- Never touch the outside of a kiln, which is turned on.
- Never open a kiln, which is hotter than 350 degrees F.
- Always open a kiln slowly to sense how hot it is. Opening a kiln, which is too hot, can result in burns to the hands, arms, and face.
- Always wear eye protection when looking into a hot kiln.

- Never place flammable material such as wood, paper, or plastic on or near any kiln regardless of whether the kiln is on or not.
- Keep all flammable materials including aerosol cans, propane tanks, gas cans, chainsaws, etc. at least fifteen feet from all kilns. Don't store or leave these items in the kiln room.
- Never allow the lid of a kiln to drop or slam—you could break it.
- Make sure posts, shelves, or debris are not touching any heating elements when loading the kiln.
- When unloading a kiln you are responsible for vacuuming out any debris left by exploding bisque as well as all grog or other foreign objects.
- Never use silicon carbide shelves (the black ones) in an electric kiln.
- Never operate an electric kiln unless you have been thoroughly shown how by an instructor.
- The responsible individuals must sign out the kiln and provide their phone numbers in case of an emergency.

Gas Kilns

All gas kilns are potentially hazardous and could cause serious injury or death. They must be operated with extreme caution and constant vigilance. Students must be trained by participating in several firings with supervision by a professor before taking charge of a firing. A professor or advanced student must be acting as a supervisor when gas kilns are being fired. The student's professor must be notified before a firing takes place. Individuals taking part in firings must ensure that safety rules are followed at all times.

- Never leave a gas-fired kiln unattended.
- Never wear flammable or melt-able clothing close to any kiln.
- Never open a kiln, which is hotter than 350 degrees F.
- Always open a kiln slowly to sense how hot it is. Opening a kiln, which is too hot, can result in burns to the hands, arms, and face. If paper will burn inside the kiln, it is above 451°F and too hot to unload.
- Always use eye protection, gloves and caution when looking into a kiln. Stand back from the opening when removing a brick to look inside. Pressure inside the kiln can cause heat or flame to shoot out suddenly.
- Never place flammable material such as wood, paper, or plastic on or near any kiln regardless of whether the kiln is on or not.
- When looking into a kiln, eye protection must be worn. Proper eye protection means welding glasses shade 4 or 5. Didymium lenses are not proper eye protection.
- Never use outdoor shelves or posts in an indoor kiln. Consult an instructor if you can't tell the difference.
- Always make sure the cone packs are clearly visible through the door when you load. Bottom cone packs should be set back 12" from the door. Upper cone packs should be placed close to the door. 10. When unloading a kiln you are responsible for vacuuming out any debris left by exploding bisque, any leftover grog, and any other foreign objects.
- When unloading a kiln you are responsible for chiseling, grinding and reapplying kiln wash to the kiln shelves and furniture. Turn on the Dust Collection System to grind shelves, wear eye protection and a respirator.
- Use the Dry Vac to clean up the floors around the kiln.
- Never operate a gas kiln unless you have been thoroughly shown how by an instructor.
- Never operate a gas kiln unless you are able to light burners and operate the safety devices on that kiln.
- Never operate a gas kiln unless you know how to shut it down properly.
- The responsible individuals must sign out the kiln and provide their phone numbers in case of an emergency.

Kiln Shelves and Posts

YOU MUST ALWAYS WEAR EYE PROTECTION and a RESPIRATOR in order to use the following pieces of equipment and TURN ON the Dust Collection System. Kiln furniture can stick together and then break loose suddenly. Falling bricks or shelves can injure your foot or the feet of people working around you. Broken glaze or clay stuck to shelves and posts can be extremely sharp and capable of inflicting severe cuts. Handle all kiln furniture with caution.

- Never lean a kiln shelf against anything that can roll or swing or move (such as carts, doors, and lightweight objects).
- **Every shelf, every time, should be given a fresh coat of kiln wash before a glaze firing.**
- Never leave kiln wash on the sides or bottoms of kiln shelves. Wipe it all off before firing with a clean damp sponge.
- Always place wadding between the top of a post and the shelf for stability.
- Always stack posts directly above one another, with no overhangs.
- Refire pots must be wadded before being fired in a gas kiln.
- Never drag or rub hands across shelves, posts, or fired work. Always grasp shelves firmly so your hands do not slide across the surface.
- When removing a shelf from a kiln, always be sure posts are not hanging stuck to the bottom of the shelf.
- Always wear closed-toe shoes. Never go barefoot in the studio, kiln room, or material supply rooms.
- Wear leather gloves when handling shelves to prevent cuts. Each student should own a pair of leather gloves and store them in his/her locker.
- All students must wear proper eye protection and a respirator when grinding, or chiseling shelves in front of the ventilation hood with the doors open and the system on.
- Chisel wadding off shelves and posts as they are being removed from the kiln.
- Return all shelves and posts to their original location. Sort posts correctly according to size.

Hammer and Chisel

- When cleaning shelves or bricks with a hammer and chisel, wear eye protection and a respirator at all times.
- Open the doors to the hood, the gate and turn on the Dust Collection System.
- Always chisel with a kiln shelf in a vertical position, leaning against something stable like a wall or kiln.
- 4. Never hold a chisel at right angles to a shelf; always chisel at an acute angle.
- Always chisel away from yourself.
- Use a sharp chisel (sharpen on the bench grinder if needed). Position the edge of the chisel under the edge of the glaze drip, and tap gently with a hammer. Repeat as needed.
- Don't hit yourself with the hammer.
- Close the doors to the grinding hood, the gate and turn off the Dust Collection System

Bench Grinder

The bench grinder is a serious piece of equipment and cause serious injury. It must be treated with respect.

- Always wear safety glasses and a respirator when using the grinder.
- Turn on the Dust Collection System, open the gate to the flexible arm and move it to capture the dust from the back of the grinder.
- Only use the grinder after your instructor has demonstrated its proper use.
- Keep fingers clear of the wheels at all times.
- Do not wear loose clothing near the grinder. Tie hair back, tuck shirts in, roll up sleeves.
- Never attempt to grind anything, which you cannot hold securely, or which is inappropriate to the tool.
- Do not apply excessive pressure. If the wheel begins to slow down, you are pushing too hard.
- Grind only on the bottom of the wheel. Do not press objects into the top of the spinning wheel.
- Do not wear gloves when using the grinder—gloves can catch in the wheel and pull your hand in.

- Turn off the Dust Collection System and close the gate on the arm.

Portable Side Grinder (Angle Grinder)

This hand tool is very powerful and produces a tremendous amount of torque. It can literally break your arm or wrist if not used correctly. The grinder spins at a high velocity, and can throw debris long distances injuring others in the area.

- Always wear eye protection and a respirator when using the side grinder.
- Always turn on the Dust Collection System, open the gate and the doors to the grinding hood.
- Make sure that the grinder has a masonry grinding disc.
- Anyone working in a 10-foot radius must also wear eye protection.
- Position the grinder so the debris is directed away from yourself and away from others in the vicinity.
- Never use the grinder in an awkward position. Be sure you are in a strong, steady stance before turning on the tool.
- Always use the grinder with two hands.
- If you become fatigued and are not in full control of the tool, stop and rest.
- If you feel are not confident in your physical ability to use this tool, don't use it.
- Make sure the object being ground is steady and stable. Kiln shelves should be supported on one edge by a wooden board.
- Wear hearing protection when grinding for an extended time.
- Turn off the Dust Collection System and Close the doors and gate.

Glaze Lab and Spray Booth

This area of the studio contains many materials that can be dangerous. Dry materials can be inhaled as dust and most of them are toxic when inhaled. A few of the wet materials are caustic and can cause skin burns after prolonged exposure. Some toxic materials can be absorbed through the skin. Assume any material is hazardous to inhale when spraying.

- No eating or drinking in the glaze lab.
- Wash your hands often and keep them away from your mouth. Do not ingest anything in the glaze lab. Wash your hands before eating, drinking, or smoking.
- Always wear a respirator, eye protection and plastic gloves and turn on the vent fan, light and the Dust Collection System when working with dry materials or spraying of any kind.
- Once the Dust Collection System is turned on open the gate directly above your work station
- Always spray directly into the spray booth. Be sure the vent fan is on before you begin to spray.
- Position the work that you are spraying on at least 10 inches into the spray booth.
- Understand the health issues involved with the materials you are using. Always label any mixture that you make.
- Consult an instructor before using any glazes, slips, or washes if you believe you may be pregnant. 9. You are responsible for keeping the floors, glaze buckets, and counters clean at all times. Always wipe up spills immediately.
- Dispose of any hazardous waste materials using the protocol posted in the glaze kitchen. 11. DO NOT put materials labeled as HAZARDOUS WASTE down the sink, use the disposal buckets only.
- Turn off the Dust Collection System when finished.

Glazed Ware

Some of the studio glazes are not food-safe and should not be used on food surfaces or potential food surfaces. All of the glazes can damage kiln shelves if applied improperly.

- Glazes colored by significant amount of copper, nickel, or manganese are not food safe. Do not use Reitz M-2, Nickel Purple or VCAA Blue Green Base on food surfaces.
- Wherever a piece can touch a kiln shelf it must be completely clean. Work with glaze left on the bottom will not be fired.
- If a piece has been glazed so that the bottom is clean but it appears from the thickness of glaze that it will run, fire it on a scrap piece of soft brick or consult an instructor.
- The studio is lead-free. Consult an instructor before bringing any outside glazes into the studio, including those labeled “Lead Free.” These glazes may actually contain lead. Because lead can move as a vapor throughout a kiln and lurk in the bricks waiting for subsequent firings, it is never allowed in this studio.

Peter Puggger Pugmill

The pugmill will be used to both recycle dried out clay and slop as well as deair any freshly made clay in the studio which will reduce its need to wedging and create a uniform clay body. This is a new piece of equipment that will be arriving in the first few weeks of class. I will update the safety information on it once it is in use.

- Follow all posted instructions.
- Tie long hair back and tuck in loose clothing
- Never put your hand in the pug mill while it is operating
- Make sure to close the pugmill after use so that the contents don't get dried out.
- Clean up after yourself and put the pugmill back into the clay mixing room.

Fab Lab/Digital Lab Safety Guidelines – RM 129 Anderson Center For the Arts

- Obey all posted safety rules, signs and school policies. Any student working in a
- Any student working in an unsafe manner will lose Fab Lab privileges.
- Please only operate tools and equipment that you have been trained on by the Fab Lab Technician.
- All appropriate safety equipment must be in use when machines are in use i.e. the air filter must be on when the laser cutter is in operation or the dust collection in the sculpture studio must be on when the stationary CNC machine is on.
- Personal safety equipment must be used when required, i.e. N-95 Dust Masks when operating CNC machinery or safety glasses when using hand tools.
- Do not distract the operator of a machine when they are actively using the equipment.
- Return tools to their proper storage locations and to their clean initialized state so they are ready for use for the next operator
- When issues arise, please contact the Fab Lab Technician (currently Brendan Gaffney, gaffneyb@hartwick.edu) and cease to operate the equipment that is malfunctioning.
- Keep floors and surfaces clean and free of trip hazards.
- Any sharp or hazardous hand tools must be stored safely after use.
- Before using new materials that are from the Fab Lab Inventory, please email the Fab Lab Technician (currently Brendan Gaffney, gaffneyb@hartwick.edu) to check that the material can be used and so it can be subtracted from the Lab's inventory.

Appropriate Dress

- Only closed-toed shoes with gripped soles and backs when in woodshop or metal shop are permitted
- Long hair should be tied back
- Any dangling jewelry and all jewelry below elbows should be removed, sleeves pushed up past elbows.
- All earphone cords or clothing strings should be tucked in or removed.

Glass Studio Safety Guidelines – RM 122 Anderson Center for the Arts

Accidents can and must be prevented. To do so requires following safe work practices and guidelines. These guidelines cannot cover every possible problem or danger. **Always use your safety common sense.** The faculty cannot guarantee results and does not take any responsibility if you follow these suggestions and still are injured.

Glass Studio Guidelines

- Obey all safety rules and signs.
- Follow instructions. If not sure of the safe procedure, don't guess-ask the professor or technician or student employee.
- Do not use any piece of equipment with which you are not familiar.
- Only students taking a glass class have access to any glass working equipment.
- Students and others not currently enrolled in a glass class who have taken the class and other persons of the Hartwick community may not work or help in the Glass Studio
- **NEVER WORK ALONE!** All first semester students must work in pairs.

Safety and Cleanliness Guidelines

Safety and cleanliness must be main concerns of those using the Glass Studio. Unsafe acts must be prevented by anyone working in the studio. Therefore, by following the guidelines listed here one may look out for his/her own safety, as well as that of others working in the studio. **Wear proper clothes and protective equipment as required by the job.**

Conduct

- KNOW LOCATION OF ALL FIRE EXITS, EXTINGUISHERS FIRST AID KITS AND PHONES.
- EMERGENCY NUMBERS are posted by the telephone.
- Avoid horseplay in the studio.
- Do not attempt to work in the studio under the influence of alcohol or other drugs.
- Never go into another studio space and use tools or equipment without proper training and permission

Clothing

- Natural fiber clothing must be worn. Synthetic fabrics will melt.
- Long pants must be worn to prevent burns.
- NO shorts, skirts or dresses.
- Socks must be worn otherwise glass fragments can fall into your shoes.
- Either a long sleeve shirt or socks with the toe cut out is required for arm protection.
- Long hair must be tied back out of the way to prevent it from getting in your way or being singed when putting work away into the annealers.
- DO NOT wear jewelry while working in the studio. Remove jewelry; place it in a SAFE PLACE before working (not on a table or in a pocket unless you pin it into the pocket with a safety pin).

Protective Equipment

- An N95 particulate RESPIRATOR must be worn when grinding glass, sweeping, and any other time when protection is needed from dust or fumes. They are hanging just inside the storage room in the studio.
- GOGGLES must be worn when using the grinder and scraping kiln shelves. They are hanging by the grinder in the clay storage room.
- SAFETY GLASSES ARE REQUIRED. The eye protection should have IR protection as well as UV protection. Green Neodymium or number 2 or 3 welders' glasses are good. If you wear contact lenses they should be removed before working in the glass studio. You should wear your conventional glasses to avoid damage to your eyes.

General Clean Up

- A MESSY OR DIRTY STUDIO IS AN UNSAFE STUDIO. CLEAN UP ALL YOUR MESSES BEFORE LEAVING YOUR WORKPLACE AND RETURN TOOLS AND EQUIPMENT TO PROPER PLACE.
- Clean up sinks, tables, counter tops, tools, and any other piece of equipment you have used.
- Recycle your trash into the designated containers inside the studio.
- Put work in progress on shelves
- Do not leave your pieces or materials in work areas. They are your pieces and you are responsible for them. If you leave them out they may be stolen or broken and others may need the workspace.
- Do not leave plastic or newspapers laying around on the floor. Use plastic to cover work; then put it back in its proper place when done with it. Safety inspectors rate loose plastic a hazard. Please comply.
- CLEAN UP ALL SPILLS because water and other wet substances will cause the floor to become a slippery hazard.
- SWEEP AROUND YOUR ENTIRE WORK AREA-- tables, counter tops, and any other area you have messed up.
- Keep walkways clear. Place nothing in front of electrical circuit boxes in main studio neither opposite the large spray booth, nor in front of the circuit boxes in the blowing studio.
- ASSUME EVERYTHING IS HOT! Approach the equipment and tools as if they were hot, even if it does not appear so.
- Be aware of other students working with hot glass, and do not disturb them.

- If playing a radio, keep it at a reasonable decibel level, sound carries.
- Do not block passageways or doorways of the hot glass studio room.
- Do not walk in front of a person working in the glass area. **STAY BACK.**
- ALWAYS USE SAFETY EYEWEAR when in the studio.
- If you take proper safety precautions you can prevent burns, cuts, and other accidents.
- In the event of a minor burn (reddening of the skin) the area burned should be cooled with cold water until the burning subsides.
- **FOR MORE SEVERE BURNS** (Blistering is 2nd degree, charring is 3rd degree) follow the same procedure. Then **GET IMMEDIATE ASSISTANCE** from security to take you to the health center or hospital for treatment.
- In the event of a minor cut. Wash the area, using antiseptic cream or spray and bandage the wound. Know where the first aid kit is in the studio you are working.
- In the event of a severe cut, **GET HELP.** Apply pressure to the area to try and control the bleeding and call security immediately!
- You may cut or burn yourself. This is a risk inherent to the process of blowing glass. You must be aware of this fact and understand that if you choose to work in the glass studio the danger of burns and cuts is always present therefore you are working at your own risk.**ONE UNSAFE ACT CAN CHANGE YOUR ENTIRE FUTURE**

Annealers

Never open annealing oven without checking the temperature first. The normal operating temperature is 960 F, and the hold indicating light should be on. If the oven is below 960 F, and / the run indicating light is on, (this either indicates turndown or ramp up) it should NOT be opened unless the temperature is either at room temperature when on turn down or at 960 F if ramp up is complete.

- Do not climb or reach into anything that is hot without protection. There is no protection from the interior of the furnace or the glory hole.
- **Annealing ovens operate on high voltage.** You must never reach into them with a metal object (blowpipe, punty, tweezers, sheers, etc. a severe shock will result if you touch the elements.
- Pieces of glass to be annealed must be placed in the ovens by **USING INSULATED GLOVES AND FACE SHEILD.** These ovens are HOT 960 F.
- You must wear long sleeved clothing made of natural fiber. (Preferably cotton) Synthetics will melt and burn you.
- Do not lean your head into the oven for obvious reasons. Reach with your arms, wear a hat or tie or hair back and have your partner help you by opening the door for you.
- Annealing ovens are loaded starting on the left from back to the front and then proceed to the right.
- All equipment is easily damaged especially the furnace and glory hole doors.
- Treat everything with respect.
- **Open and close doors gently,** do not bang pipes and punties and never use excessive force with any equipment.

Glory Hole

- **DO NOT STAND IN FRONT OF THE GLORY HOLE WHEN STARTING IT**
- Although rare there is the possibility a flame may shoot out of the front of the glory hole.
- You are not allowed to operate any equipment without training and then only if you are 100% confidence in the proper and safe operation of this equipment.
- **Never operate equipment without having received specific instructions from your instructor or a person in charge.**

Painting Studio Safety Guidelines – RM 229 Anderson Center for the Arts

General Guidelines

- No food is allowed in the painting studio.
- Keep the fire lanes of the studio clear at all times.
- Keep your work area clean, and return tubs of paint and other shared items to their rightful places.
- Clean palettes, gesso brushes and any other shared items fully. DO NOT leave any items partially washed in the sink
- Always dispose of acrylic waste water in the appropriate barrel for recycling.
- When cleaning a palette with a razor scraper always scrape away from yourself. Clean the blade when done so paint doesn't harden. Be careful when cleaning blade to avoid cutting yourself. When the blade is dull replace with a sharper blade – sharp blades are safer than dull ones.
- Most painting supplies and equipment are relatively harmless and safe to use. However, though the course of the semester you may need to use hand tools and power tools that carry the risk of bodily harm
- All of these tools can be used safely if approached with care. If you are unsure about how to use any required tool, ask for assistance.

HAND TOOLS – hammers, staple guns, canvas pliers, corner clamps

- When using hand tools, work on a solid uncluttered surface.
- Clean up any mess you make, and return tools to their rightful place so others may find them when needed.

POWER TOOLS (miter saw in Painting Studio, other tools in the Sculpture studio)

- Only use the Wood Shop tools if you have completed 3D Design or have been trained and certified to use the Wood Shop.
- Always use extra care when using power tools.
- Do not use power tools when alone in the studio.
- Wear eye protection, use ventilation.
- If anything, unusual happens, or the tool seems to be malfunctioning, stop using it and get assistance.
- Keep fingers away from blades of power saws – but be sure to maintain a firm grasp on anything you are cutting! If it feels safer, work with a partner.
- Clean your workspace when done.

Papermaking Studio – RM 111 Anderson Center for the Arts

- Be aware of where you place your fingers when moving the heavy boards, or working with the press or beater.
- Pay close attention when given instruction in the use of all of the equipment in the studio.
- The moulds and deckles are hand-made and some were very expensive. Hose them off thoroughly before placing them back in the cabinet. Do not leave them laying out on the tables when you are finished.
- When using the beater, be sure you are working with someone else in the studio and only after you have had thorough instruction. Work with a partner when using the press. Be aware of where each of you have your hands at all times.
- Used felts need to be hosed off, wrung out and hung on the railing to dry before you leave the studio.

Photography Studio Safety Guidelines – RM 229 – Mezzanine – Anderson Center for the Arts

Hazardous Waste

This studio generates Hazardous Waste and students will come into contact with Hazardous materials. Students will be trained by faculty and staff on the proper handling and disposal of Hazardous waste. Follow all posted signs and wear proper PPE (ei. Gloves, Eye Protection, Mask)

Safety Guidelines

- When working in a darkroom, students should be aware of specific health and environmental concerns to ensure and promote a safe working atmosphere.
- Turn on ventilation prior to using the Wet photography studios and whenever using photo chemicals
- No eating or drinking whatsoever in the darkroom area. Food and/or drink should not be handled without first washing one's hands thoroughly after working with chemicals.
- Students must wear vinyl gloves and protective eye wear whenever using photo chemicals.
- Always use tongs in chemicals when processing prints, never put their hands into any of the chemicals.
- Clean up all spills immediately.
- Wash their hands thoroughly after any chemical handling.
- Students are responsible for keeping all chemicals off of one's skin and out of one's mouth and eyes. If you get any chemicals on your skin, flush immediately with cool running water. In case of eye splash, immediately flush your eye with water for at least 15 minutes.

AT THE END OF EACH DAY:

- Cover the trays when they are not being used.
- Turn off the water and cover the enlargers before leaving.
- Turn off Ventilation

Printmaking Studio Safety Guidelines – RM 229 Anderson Center for the Arts

When working in the print-related studios, one needs to be aware of specific health and environmental concerns to ensure and promote a safe working atmosphere; therefore, each person must abide by the following rules:

- The exhaust fans should always be on in the printmaking studio. If you notice that they are off, turn them back on and report it to me. Area fans may be closed when working with silkscreen, then make sure you open them back up when you leave.
- There is to be no eating in the studio area. Food should not be handled without first washing one's hands thoroughly after working in the studio.
- Covered bottles or drink containers with lids will be allowed. Be aware that chemicals from solvent fumes may collect on top of open soda containers where they could be ingested.
- Wear glove whenever using inks or solvents.
- Read directions on the label before applying it.
- If you need to use a solvent, such as mineral spirits, it should be used only where the ventilation units are installed. Throw away solvent soaked papers immediately in covered trash receptacles. Clean up any spills immediately.
- Each person is responsible for keeping all chemicals off of one's skin and out of one's mouth and eyes. If you get any chemicals on your skin, flush immediately with cool running water. In case of an eye splash, immediately flush your eye with water for at least 15 minutes.
- When using your cutting tools in Relief Printmaking - always cut away from your other hand – never toward it. It is advisable to use one of the bench hooks to help hold your linoleum or wood in place. If you do cut yourself, wash area gently or allow water to run over the injury. First Aid kit for bandages etc. is over the paper cutter in the studio. If it is a bad cut, seek help immediately.

WHEN YOU ARE FINISHED WORKING FOR THE DAY:

Non Toxic Akua Inks

To Clean these materials, apply baking soda powder on plates, slabs and rollers and rub them clean with a rag. You can then rinse them with water and dish liquid soap and dry them with rags or paper towels. No chemicals necessary.

- You do not need to wear gloves with these materials either unless you choose to do so.

Oil Based Inks

- When using oil-based inks, you need to clean up ink slabs and rollers with vegetable oil and newspaper, followed by paper towels as demonstrated in class.
- Then use Simple Green spray cleaner or GOJO on them.
- Wipe surface with a damp paper towel when finished to make sure you have cleaned it thoroughly.

Etching

- When etching plates, be sure to cover acid tank when you remove or place your plate in the tank and wear gloves.
- Wash hands thoroughly after all work in the studio.

Sculpture Studio Safety Guidelines – RM 126 Anderson Center for the Arts

- Always wear eye protection when operating machinery.
- Always wear N-95 Dust Mask when working in the woodshop.
- Make sure to turn on dust collection system when working in the woodshop
- Do not distract the operator of a machine or anyone assisting them.
- Always work with another trained student when using power equipment 6. Only operate equipment that you have been trained on.
- Store tools properly when finished working with them.
- Keep aisles and floor clear of stools, sculptures, backpacks, etc
- Clean tools and surfaces with vacuum and/or broom when finished working
- No food or drinks permitted in the woodshop
- Absolutely no use of the facilities is permitted under the influence of alcohol or drugs

Appropriate Dress

- Only closed-toed shoes with gripped soles and backs when in woodshop or metal shop are permitted
- Long hair should be tied back
- Any dangling jewelry and all jewelry below elbows should be removed, sleeves pushed up past elbows.
- All earphone cords or clothing strings should be tucked in or removed

USING THE BANDSAW

The bandsaw is used for cutting straight or curved lines in wood of various thicknesses.

- Green button will start the machine; red button will stop the machine. Make sure to always use the break after pushing the red button to stop the wheel from spinning. Do not walk away from the machine until blade has stopped moving.
- Lower guard to ¼” above material before starting machine.
- Keep hands 6 inches away from blade at all times. Use push stick if material is smaller than 6” in one direction.
- Move your material at the rate that the blade is cutting. Always keep body weight on top of your feet and do not push your body weight towards the blade.

USING THE CHOP SAW/MITER SAW

The chop saw is used for making cross cuts on long narrow material.

- Do not cut material that is wider than 10” across.
- Check to make sure there is no scrap wood in the way of the cut.
- Check to make sure the saw is at 90 or your desired angle before cutting.
- Bring the saw down without activating trigger to check alignment with your marking.
- Always keep your weight above your feet and don’t push your body into the machine.
- Release the trigger after you cut but before bringing the blade back to the starting position.

USING THE TABLE SAW

The table saw is used to make long ripping cuts or cutting large pieces of plywood lengthwise.

- Toggle the power switch to “on.” Take note of where the paddle is if a quick stop is necessary.
- Lower the top of the blade to ¼” above the height of material you are cutting.
- Check the angle of the blade, making sure it’s at 90 or your desired bevel angle.
- Ask for help if your material is too big to maneuver while cutting.
- Keep your left hand at the edge of the table to register the wood with the fence; allow your right hand to advance the material towards the blade.

- Set up a table on the other side of the table saw or ask someone to help you catch your material.
- ALWAYS PUSH YOUR MATERIAL ALL THE WAY PAST THE BLADE. This will prevent the wood from being thrown back with tension built up between blade and fence.
- Always keep body weight on top of your feet and do not push your body weight towards the blade.

USING THE BELT SANDER

The belt sander is used for removing material on the surface of your project.

- Green button is “on;” red button is “off”
- Take note of which way the belt is moving.
- Hold on tight to your project and always hold it against the table to help support it.
- Keep fingers away from the sanding belt.

Acceptance of all policies:

The permission is only for the facilities in Anderson Center for the Art for the course which you are enrolled in. The permission to use the Studio expires no later than the last day of each semester. Failure to abide by any of the items noted above will result in immediate termination of this agreement and termination of the permission to use the Studio.

In consideration of Hartwick College permitting _____ (User) to use the Art Studios in Anderson Center for the Arts (Studio) for the course which you are enrolled in the User agrees to the following:

For the purpose of this agreement, the term “student” in the policies will mean the User

- The User will at all times follow and obey Hartwick College policies and procedures.
- The User will at all times follow and obey the Ceramics Studio Health and Safety Policies of Hartwick College.
- Use of the facility is only during the posted OPEN STUDIO Hours.
- Any potentially hazardous activity will not take place without a Hartwick College faculty or staff member present, unless the student is trained and approved.
- No guests are permitted in the Studio who are not enrolled in studio Art classes at Hartwick College
- The User agrees to indemnify and hold the Hartwick College harmless to the maximum extent allowed by law from and against, all claims, losses, liabilities, damages, injuries or expenses (including reasonable attorney's fees) resulting from or arising in connection with the use or activity in the Studio.

The permission to use the Studio expires no later than the last day of each semester. Failure to abide by any of the items noted above will result in immediate termination of this agreement and termination of the permission to use the Studio.

I have read, had the opportunity to review with counsel, and agree to all facets of this agreement. by filling out this google form.