

SMITH COLLEGE DEPARTMENT OF ART

SAFETY POLICY FOR STUDIO ART STUDENTS

This packet, posted in each art classroom and also available on the Smith College Department of Art website in the “For Current Students” section, contains **safety information** pertinent to specific disciplines of study, as well as **general safe studio practice guidelines**.

Also included are **methods of handling hazardous art materials** we are required to follow to minimize risk for the user and for the environment. As conscientious members of the Smith community, remember that mishandling materials not only poses risks to your health but also the health of the surrounding environment.

All students enrolled in art courses in Hillyer Hall are required to complete a Safety Quiz on Moodle. The quiz pulls questions directly from the ***Safety Policy for Studio Arts Students*** and is open book. You have three attempts to pass with a 70% grade or higher. A passing grade on the quiz indicates that you agree to comply with all rules and regulations described in the ***Safety policy for Studio Art Students*** and that you understand the risks and

If you have any questions please contact Liz Bannish, Technical Assistant to the Art Department at 413-585-3397 or ebannish@smith.edu.

1. BUILDING AND PERSONAL SECURITY

Students must follow the buddy rule when working in the building after hours. This means that students must work with at least one other person in the studio.

Students should not let anyone unfamiliar into the building after hours. The exterior building doors should never be propped open. Interior doors accessed by OneCard should also be kept shut after hours.

The Art Department is not responsible for any personal items that are lost or stolen. Do not leave valuable items such as phones or laptops unattended. Students should remove or properly store all of their personal belongings after each class, including artwork and art portfolios.

If you are leaving the building late at night or early in the morning and would like someone from public safety to walk with you to your residence, call the non-emergency public safety number, extension 2400, from any campus phone.

IN CASE OF EMERGENCY CALL PUBLIC SAFETY ON EXTENSION 800 from any campus phone. Familiarize yourself with the location of the phones in the studios where you work. Do not hesitate to call public safety if you see anyone suspicious in the building or anything out of the norm.

2. GENERAL STUDIO ETIQUETTE AND SAFETY

Stairwells, aisles, exits, and access to emergency equipment must be kept clear of personal items at all times. No doorway may be blocked in any way, such as by curtains or furniture.

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Walls, floors, and hallways should be kept clean and free of rubbish and debris. Electrical cords should be unplugged and put away when not in use.

Students must keep studios as neat as possible. If students employ techniques that require heavy build-up of materials on floors or walls, then a protective covering should be used. Consult your Faculty/Staff member for guidance.

Closed-toe shoes with good traction must be worn at all times when working in the studios. Students must also be dressed appropriately when working with any tools or machinery. No loose clothing, long necklaces, scarves, etc. are allowed. Long hair must also be tied back securely. At the Faculty/Staff member's discretion, students dressed improperly or wearing improper footwear will be required to comply with this rule in order to participate.

The following are not permitted AND MAY BE REMOVED FROM STUDIO IF FOUND:

- **Food or drink in any studio art classroom or work area**
- **Space heaters in student studios**

Please be conscientious to your studio mates and keep music at a tolerable level or use headphones.

Any student using the wood shop must receive proper training before using any equipment and always follow the posted "Wood Shop Rules". Students using tools borrowed from the wood shop must do so under supervision of the trained Faculty/Staff member. No student may use the wood shop without supervision. Contact Jim Hume at x3160 for further information.

Lockers

Faculty, staff and students who wish to use a hallway locker must register with the Art Department office. Locker request forms and policies are available in the Art Office. Locker assignments may be made for a semester or an academic year. If you change your locker number or are no longer using a locker, you must inform the art office.

Flammable materials such as paint thinner cannot be stored in lockers.

Lockers must be emptied out at the end of each school year or locks will be cut and the contents will be removed. The Art Department is not responsible for any items left behind in lockers.

3. STUDENTS WORKING WITH HAZARDOUS MATERIALS

A hazardous material is defined as:

A fluid, liquid, slurry, paste, powder, particulate or any substance that may pose a physical hazard or health risk for proposed application, or is potentially damaging to the environment.

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This includes any material that is labeled “Toxic,” Hazardous,” “Irritant,” “Dangerous in enclosed area,” etc. Various paints, inks, solvents, chemicals, and glues are examples of hazardous materials you may encounter in the Art Department.

Students must use gloves when handling hazardous materials, and always wash hands thoroughly before eating, drinking or smoking. Safety goggles and/or dust masks should be worn if there is a splashing, projectile, or inhalation hazard. Gloves and goggles are available in each studio or may be obtained by contacting Liz Bannish.

The sinks and surrounding areas must remain clean and clear of any chemicals or residue of any kind. This includes the countertops and backsplash. Clean up any spills immediately. Sink access should not be blocked in any way to ensure that the eyewash safety fixtures are accessible at all times.

All aerosol spraying must be done in the spray booth on the second floor. See your Faculty/Staff member for use of the spray booth, and follow all posted rules. Please do not bring any studio furniture such as chairs and stools inside the spray booth.

Always be sure the overhead and side wall vents are turned on when working with solvent materials for an extended period of time, and use the ventilated hoods whenever possible in the printmaking studio (HL08).

All studio and student work spaces are subject to random safety inspections by Liz Bannish or Margaret Rakas, Manager, Inventory & Regulatory Affairs for the Clark Science Center and Art Department Safety Liaison.

SDS BINDERS

Each studio has a **SDS (Safety Data Sheet) “Right to Know” binder** containing important material handling and hazard information pertaining to the products being used in that specific studio room. The Safety Data Sheets describe product toxicity levels, hazardous properties, and contact information in case of spill or misuse.

The complete list of SDS for all materials in the building are kept in the main office, Liz Bannish’s office, and soon will be available in an online database. SDS are organized by classroom. Contact Becky Davis at 413-585-3102 or Liz Bannish (413-585-3397) for more information.

Any student wishing to use hazardous materials not purchased from the school art store must inform Liz Bannish of the specific materials to be used so she may generate an SDS for the item(s) in question.

Found objects containing potentially hazardous materials should not be brought into Hillyer. This includes discarded electronics containing PCBs, lead, refrigerators with Freon, automotive parts with used oils, antifreeze, brake fluids, etc.

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3.1 HAZARDOUS MATERIAL STORAGE

When not in use, all flammable items must be stored in the appropriate yellow fireproof safety cabinets for flammable materials.

No containers may be left open (uncapped) in the yellow cabinets. Lids should be closed securely at all times (except when in use) to prevent fumes from escaping. This includes all original and secondary containers. To determine if a material is flammable, the original container will use words such as “Flammable,” “Ignitable,” “Combustible,” and may show the OSHA pictogram of a flame.

Secondary containers (those that are not the original product container) must be fitted with a secure lid, be appropriate to the type of material being stored, and be labeled with the student’s full name, the specific type of material, and the date. For example: “Susie Student, Sunnyside Odorless Paint Thinner, September 2019.”

Labels may be available in the studios or you may make your own. Improperly or unlabeled containers may be disposed of if noted during an inspection, and if left open (uncapped) during non-use. Please see the Universal Container Rule below for further information.

3.2 UNIVERSAL CONTAINER RULE

All solvents, painting mediums, paints, inks, or any other materials (hazardous or non-hazardous) must be stored in one of the following ways:

1.) The original manufacturer’s container as purchased is acceptable if has not been damaged and still seals securely.

2.) Any container other than the original manufacturer’s container as purchased (also called a secondary container) must be an approved container that meets Smith College standards.

Containers must be fitted with a secure lid, and be appropriate to the type of material being stored. Faculty or Liz Bannish will guide you. The Smith College Art Store in Hillyer room HL11 sells appropriate approved containers. These should always be legibly labeled with the student’s full name, contents, and date.

To prevent accidental consumption, food containers such as jars or bottles are discouraged for use as secondary containers. They should never be used for secondary containment unless ALL traces of the food label/writing on the container and lid have been completely removed and a new appropriate label has been affixed by the student, making it extremely clear that the contents have been replaced.

HL03 and H211 are outfitted with solvent-recycling units to be used for brush cleaning with oil paints. These units act as contained sinks that filter the solvent as it circulates through the system. The solvent is able to be reused and never goes down the regular sink drain. Faculty and staff will guide students on proper use.

4. HAZARDOUS MATERIAL DISPOSAL

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Rooms HL02, HL03, HL08, HL15, H106, H204, H205, H211, and H212 have Hazardous Waste Satellite Areas for safe material disposal. They may contain one or several of the containments described below, depending on the media and methods used in that classroom.

FLAMMABLE SOLID WASTE (LARGE METAL DRUM)

The large metal drum is for hazardous flammable solid waste, including all paint- or ink-contaminated rags, paper towels, paper, palettes, gloves, oil sludge, etc. The drum lid should always be securely locked when not in use.

FLAMMABLE LIQUID WASTE (RED PLASTIC SAFETY CAN)

The smaller, red plastic containers in the Satellite Areas are for hazardous flammable liquid solvent waste, such as is generated from rinsing your brushes in paint thinner.

For the initial cleaning of oil based inks/paints from brushes, use an appropriate size secondary container of paint thinner (mineral spirits) to gently swish brushes. Use a rag or towel to wipe off the excess pigment, and additional thinner as necessary to completely clean the brush. When the brush rinses clean in the thinner you may then bring your brush to the sink and use soap with warm water.

To minimize the amount of thinners for disposal, allow oil paint sediments to fall/settle in a secondary container for a few days. Decant clean solvent to new container with proper label and dispose of sludge in the hazardous waste barrel for solids.

HAZARDOUS AQUEOUS WASTE (CLEAR PLASTIC SAFETY CAN)

Paint waste that can be dumped down the sink and disposed of as regular waste **must bear the AP seal of the Art & Creative Materials Institute, Inc. (ACMI) or state that it conforms to ASTM-D 4236**, both of which certifies them as non-toxic, or the item must be approved in some other way such as by Material Safety Data Sheet to meet and comply with Smith standards.

Any aqueous waste that is generated using paints which contain some level of heavy metals (lead/cadmium/chromium, etc.) or that does not bear the AP seal or conform to ASTM-D 4236 must be collected as hazardous waste. These paints cannot be dumped down the sinks, and must go into the appropriate collection drums for aqueous hazardous waste liquids. Use the provided funnel to carefully pour hazardous aqueous waste into the clear plastic safety can. Hazardous aqueous waste should never be mixed with the collection drums for hazardous flammable waste liquids.

In the photo labs, always pour exhausted fixer chemical in the fix processing unit located underneath the sinks, never pour fixer chemicals into the sink drains.

ABSOLUTELY NO HAZARDOUS MATERIALS ARE TO BE DISPOSED OF IN SINKS. THIS INCLUDES: PAINTS, SOLVENTS, INKS, DYES, PHOTOGRAPHIC FIXER, ACIDS, ETC. FOLLOW YOUR FACULTY/STAFF MEMBER'S SPECIFIC DIRECTIONS FOR SAFE DISPOSAL.

If a hazardous waste accumulation container ever becomes filled, please contact Liz Bannish immediately for replacement.

No items should block access in any way to the hazardous waste accumulation containers.

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NO REGULAR TRASH SHOULD EVER GO IN THESE CONTAINERS. Small spills should be cleaned with the provided spill kit absorbency pads and Liz Bannish should be notified immediately. Large spills of hazardous materials, eg a full container of paint thinner or a ferric chloride bath, **should not be touched and Public Safety should be notified immediately at X800**. Public Safety should also be notified for hazardous waste spills that occur after hours.

SHARPS CONTAINERS

Classrooms and studios that utilize razor scrapers, x-acto blades, and blade cutters with replaceable blades are equipped with biohazard sharps-disposal cans for dull blades. When a blade no longer cuts properly, it must be replaced and the dull, used razor must be securely thrown away in these red cans, placed nearby wherever a cutting table is used. The top flap of the container must remain closed at all times and cannot be filled above the fill line. Containers are disposed of and replaced with an empty one every year or until the container is full. If you notice a container is full, **do not use it. Call Liz Bannish x 3397 or Margaret Rakas x 3877** and find an available can in another classroom.

Sharps disposal cans are available in the following rooms: HL02, HL08, HL10, HL15, H106, H204, H205, H207, H218, and the Imaging Center drop-in lab on the 3rd floor.

4.ACCIDENTS/WELLNESS

First aid kits are available in every studio classroom for your use. They include antiseptic cream, band-aids, alcohol wipes, gauze, gloves, and burn ointment.

Should your injury require further attention than a first-aid kit can provide, a Student Accident Report Form must be completed after the student has received care. This includes visits to Urgent Care, the hospital, or Smith Health Services.

The student or trusted guardian must fill out the form within 24 hours of the accident. A section at the bottom is to be filled out by the health provider. The form is then returned to the Controller's Office.

This form is available to all faculty and staff who will guide students on its use if necessary.

Health Services hours: M-F, 9:00-4:20 PM. Visits are by appointment only.

NUMBERS FOR HEALTH SERVICES:

Regular hours: (413) 584-2811

Speak to counselor: (413) 585-2840

After hours: (413) 585-1260

Speak to a nurse: (413) 585-2813

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COMPREHENSION CONTRACT

Non-compliance with any of the procedures discussed in the ***SAFETY POLICIES FOR STUDIO ART STUDENTS*** can pose potential health, fire and environmental risks. The EPA and OSHA may levy enormous fines or building closure on the entire college for a **single individual's** violation.

STUDENTS WHO DO NOT RESPONSIBLY FOLLOW THESE GUIDELINES MAY LOSE THEIR PRIVILEGE TO SHARE IN COMMON STUDIO PRACTICE, SUFFER DISCIPLINARY ACTION, OR COMPROMISE THEIR GRADE.

By completing the Safety Quiz with a passing grade of 70% or higher, I certify that I understand the safe and proper methods to handle hazardous materials in the listed course and in the Hillyer building.

*I also certify that I have read the **REGULATIONS FOR STUDENTS DISPLAYING ARTWORK AT SMITH** and am responsible for complying with them.*

*I further understand the possible ramifications should I fail to follow the **SAFETY POLICY FOR STUDIO ART STUDENTS**, or the **REGULATIONS FOR STUDENTS DISPLAYING ARTWORK AT SMITH**.*