

## General Studio Safety Guidelines

*Please ask Department Chairs or Studio Managers for guidelines specific to the individual studios.*

The following Safety Guidelines are to be strictly adhered to in all studios. These rules apply to students, teaching assistants, and all faculty. The signed document should be turned into the Studio Manager, and the Studio Manager and Chair should keep these in a file.

- No food, drinks, or smoking at workstations or work areas.
  - Drinks may be kept in a designated area of the studio away from equipment and work areas.
  - Food is not allowed in studios except for an end of course celebration/critique. Faculty **MUST** assure that the studio is free of food and waste at the end of such celebrations.
  - Smoking is not allowed in any buildings or studios at SSA.
- Goggles are to be worn when any chemical, in any amount, is used including preservatives and stains. Goggles also need to be worn when there is the possibility of an object impacting the eye.
- Footwear appropriate to the particular studio must be worn at all times:
  - In MTLs, SIMD, CRMC and PHOT, feet must be adequately covered (the foot must be totally covered up to the ankle). Therefore, sandals, backless, and open-toed shoes are not acceptable.
  - In PRMK, PNTG, PAPE, and FBRS, open-toed shoes may be worn.
  - Footwear must be worn at all times while in studios.
- Clothing appropriate for studio safety must be worn:
  - Clothing (shirt, blouse, etc.) must be worn which completely covers the torso from the waist to the neck. Shoulders must be completely covered and sleeves must be worn that cover the arm from the shoulder to at least halfway to the elbow. Therefore, tank tops, halters, etc. are not acceptable.
  - SIMD, CRMC and PHOT require that students wear long pants and/or skirts.
  - PRMK, PNTG, PAPE, FBRS, and MTLs may allow shorts in studios, although MTLs will require long pants for some projects/assignments.
  - Some studios may require the use of a lab coat and/or gloves.
- Long hair should be tied back.
- Jewelry, particularly dangling necklaces or earrings, should not be worn.
- Backpacks should be placed in designated areas away from equipment.

### Safety Suggestions

- Materials are to be disposed of immediately after use and in the proper containers.
- All bottles, flasks, etc. are to be labeled completely with full chemical names.
- Never leave running equipment unattended.
- Never leave a solution on a hot plate unattended.
- Hotplates that have been turned off, but are still hot, should have a warning note in front of them.

**IF THERE IS A SERIOUS INCIDENT, CALL 911 IMMEDIATELY.**

**OTHERWISE CONTACT THE STUDIO MANAGER OR DEPARTMENT CHAIR AND THE DIRECTOR OF OPERATIONS AT 210.473.9068 so that an incident report can be filed.**