MONMOUTH UNIVERSITY
Policies and Procedures

Policy Name: Art Studio Safety Procedures

Original Issue Date: November 30, 2011 **Revision Date:**

 Issued By: Andrew Cohen, Chair

Approved By: Art Department Faculty

I. PURPOSE:

A. The purpose of this policy is to set forth the guidelines under which hazardous art supplies and chemicals are to be used and disposed of. Due to the numerous health risks directly linked to exposure to toxic graphic media chemicals and/or supplies, the University has set forth the following policy of protocols in order to maintain a safe and healthy work environment in the Art Department studios.

II. POLICY:

A. The following policy shall be followed by all faculty and student personnel who use the Art Department studio. Failure to follow this policy may result in departmental discipline, including suspension of studio rights, and up to and including, expulsion from the program.

III. EXPOSURE RISK

A. Faculty and students may be exposed to toxins while working in the art studios. Toxins are unstable, poisonous compounds produced by microorganisms and capable of causing disease. Toxins enter the body in the following three ways:

1. Skin Absorption;
2. Inhalation; and/or
3. Consumption.

B. Exercising proper safety protocols can help minimize the risk of toxins entering the body, as well as leading to a safe work environment for both faculty and students. These protocols are set forth in Appendix A, attached and shall be posted and followed by all faculty and students using the art studios.

Potentially hazardous materials/activities in an art studio include but are not limited to:

1. Solvents which are used to dissolve oils, resins, varnishes, and inks and remove paints and lacquer.
2. Aerosol Sprays such as fixatives, paint sprays, and adhesive sprays.
3. Corrosives such as acids and alkalis used in printmaking, ceramics, photo chemicals, paint removers, and similar materials.
4. Paints and Pigments which may contain hazardous heavy metals including lead, chromium, cadmium, and barium.
5. Waste Streams such as paper towels, rags, and other pigment and solvent contaminated debris, paint thinners, engraving acids etc. generated by art studios and considered "Hazardous Waste" by the EPA and New Jersey DEP.
6. Photography Materials including, but not limited to: developer, stop-bath, fixer intensifier, reducer, toners, hardeners, and stabilizers.
7. Plastics, Acrylics and Epoxy Resins hazards results from making plastic and working with finished plastic.
8. Glazes and powdered materials used Pottery and Ceramics.
9. Woodworking hazards include physical hazards, sawdust inhalation, exposure to toxic solvents and adhesives, and excessive noise from woodworking tools.

IV. PERSONAL PROTECTIVE EQUIPMENT

A. The following protective clothing and equipment shall be worn by those handling hazardous chemicals/supplies when it has been determined that there is a potential risk:

1. Respirators:
    a. Respirators shall be worn only after a determination has been made that their use is necessary to work safely within the studio.
    b. Any user of a respirator shall comply with the University Respirator program.
2. Dust Masks:
    a. Dust masks may be worn to filter most dusts, including dry pigments. However, dust masks shall never be worn as a substitution to wearing a respirator.

3. Protective Creams and Gloves:

   a. Creams and/or gloves may be worn to reduce or in rare instances eliminate risk of harmful skin contact with dangerous materials.

   b. Creams shall be either water-or-solvent-resistant in order to create a barrier on the skin.

   c. Gloves shall be Nitrile or neoprene in order to provide additional protection against strong chemicals. The label of the gloves used shall ensure that they are resistant to the specific materials of the project.

4. Protective Eyeware:

   a. Protective eyeware shall be used to protect against splash hazards and flying debris

V. VENTILATION

A. Ventilation of a studio is essential to reduce the risk of dangerous contact with toxins. The ventilation shall be "controlled" in order to be effective (using an air conditioner or opening a window is "uncontrolled" ventilation and is not sufficient). Proper ventilation is required when working with hazardous materials. Controlled ventilation can be achieved two different ways:

1. Dilution ventilation brings in clean outside air to dilute contaminants and then exhausts them to the outside. This system is only effective for filtering small amounts of toxins. It can be achieved with a simple window exhaust fan, making sure the fresh air source comes from behind and the contaminated air exists in front.

2. Local exhaust ventilation captures dusts, fumes and vapors at their source and exhausts them before the contaminants reach the person working with them. Local exhaust ventilation should be able to clear large quantities of hazardous vapors. This system involves a hood to collect the contaminants, ducts to carry them outside and an exhaust fan to remove them from the exhausted air.

VI. HAZARD COMMUNICATION:

1. In the event of Emergency

Safety Data Sheets are available online at :
http://hq.msdsonline.com/monmouth/Search/Default.aspx

A. The following requirements shall be followed with regard to containers:

1. All containers shall be labeled in accordance with the University Hazard Communication policy.
2. All chemicals shall have a necessary Safety Data Sheet (SDS) on file and available online at MSDS Online.
3. Each container shall be marked with the date of purchase and older inventory shall be used first.
4. Solvents and chemicals shall only be stored in their original containers or in approved containers with labels.
5. Storing anything in breakable glass containers shall be avoided.
6. Pigments or powdered chemicals that come in paper or plastic bags shall be transferred to plastic containers to avoid tears in the bags that can release dust into the air.
7. Reactive materials shall be separated from each other in storage to prevent explosive or potentially harmful substances from mixing.

VII. ADDITIONAL SAFETY MEASURES

Students shall have access to studios designated as containing hazardous materials or equipment only during monitored open studio hours. Students may work with hazardous materials and or equipment with Faculty or under trained monitor supervision only. Students are not permitted to work in studios containing hazardous materials or machinery alone.

A. A fire extinguisher shall be present in all studios.

B. Only trained personnel may use a fire extinguisher.

C. At no time are employees or students required to fight fires.

D. Fire extinguishers shall be maintained in accordance with University policy.

VIII. REVIEW

A. This policy shall be reviewed annually by the Art and Design Compliance Officer in conjunction with the Director of Compliance.

Appendix A: Art & Design Studio Policies

ART & DESIGN
STUDIO POLICIES

- STUDIOS ARE OPEN DURING MONITORED HOURS ONLY
- NO FOOD OR DRINK ALLOWED IN LABS OR STUDIOS
- ALL FLAMMABLES MUST BE STORED IN YELLOW FLAMMABLE CABINETS
- DISPOSE OF ALL SOLVENT CONTAMINATED PAPER TOWELS & RAGS DISPOSED OF IN THE RED CANS
- ALL CONTAINERS MUST BE LABELED
- USE OF SPRAY ADHESIVES, SPRAY PAINTS, SPRAY FIXERS OR OTHER AEROSOL PROPELLANTS ARE PROHIBITED FROM USE IN STUDIOS
- SMOKING IS PROHIBITED IN ALL STUDIOS
- DO NOT DISPOSE OF SOLVENTS, ACIDS, PAINTS OR COROSSIVES DOWN THE STUDIO SINKS OR BATHROOM DRAINS
- USE APPROPRIATE DUST, EYE, EAR AND PROTECTION IN ALL STUDIOS
- STUDENTS REQUIRE FACULTY SUPERVISION WHILE WORKING IN THE WOODSHOP
- USE VENT HOOD IF WORKING WITH SOLVENTS
- ART & DESIGN STUDIOS, LABS, EQUIPTMENT AND SUPPLIES ARE FOR USE BY CURRENTLY REGISTERED ART & DESIGN STUDENTS ONLY

IN THE EVENT OF EMERGENCY
CONTACT MONMOUTH UNIVERSITY POLICE
(732) 571-3472