

# PRINTMAKING STUDIO SAFETY & USE PROCEDURES

*Failure to adhere to these rules, or disrespect given to instructors, monitors, students or staff will result in the inability to use the studio during Open Studio times, in addition to other penalties determined by your instructors, or the department chair.*

The following Studio Safety Policies are applicable to Printmaking studio classrooms collegewide, and are in addition to the *Campus-wide General Art Studio Safety and Use Policy*.

- **Food and beverages.** Food and beverages should not be consumed in the printmaking studio. If you have been working in the studio, wash hands prior to eating or drinking.
- **No open-toe shoes.** Open-toed shoes may not be worn in the printmaking studio.
- **Disposal of sharp materials/objects.** All used and broken blades, needles, metal trimmings, broken glass, and other sharp materials should be disposed of in the labelled Sharps Container, not in trash cans.
- **Loose Clothing & Long Hair.** Secure long hair, remove dangling earrings, necklaces/jewelry and loose clothing when utilizing machinery such as printing presses. Follow safety guidelines provided by instructor for each piece of equipment and machinery.
- **Earbuds & Headphones.** Do not wear earbuds/headphones when operating printing presses and other machinery in the printmaking studio.
- **Eye wash and shower station.** The printmaking studio is equipped with both an eyewash station and shower station. All students should be familiarized with the location and operation of this equipment.
  - **Chemical in Eyes**

If you have gotten a chemical in your eye, use the EYEWASH STATION immediately to rinse your eye out until a medical team has arrived. Allow water to flow through the device for a few seconds before you place your eye into the water stream. Holding your eyelids open, allow water to stream directly into your eyes, rolling your eyes as you rinse. If you wear contacts, you should remove contacts after you begin rinsing as contacts may retain some of the contaminant. Continue rinsing for 15 minutes. Contact Campus Security. After flushing your eyes, you should see a medical doctor immediately.
  - **Chemical Spill on Body**

If you spill a chemical on your body, consult the Safety Data Sheet and/or specific laboratory procedures. Unless otherwise instructed via Safety Data Sheet, wash thoroughly (15 minutes) with water using nearest deluge shower or hand/spray unit. Remove any overlying clothing that may retain the chemical and prevent

- through washing of the skin. Depending on the chemical, additional medical treatment may be required.
- **Injuries.** Report all injuries and accidents (major or minor) to the instructor. You may also call security or request that security be called if needed. In a life-threatening emergency, call 911 first.
  - **Universal Precautions.** Universal precautions must be followed in the studio -- Keep any open cuts covered and inform the instructor of any blood that requires clean up so Maintenance can be called.
  - **Water.** Be careful not to get water on the floor, if this happens, Stop, and clean it up with shop towels or a mop. Make sure the floor is dry before continuing to work.
  - **Work Tables and Chairs.** Keep aisles clear of personal items and unused furniture. Unused chairs should be tucked neatly under the tables edge.

## CHEMICALS AND FUMES

- **Instructor approval required for all materials.** You may only use materials that have been introduced to you by an instructor, and only use as demonstrated. If you wish to use a material not previously introduced by the instructor, it must be approved by the instructor, in its original container, have your name on it, and you must provide the **Safety Data Sheet (SDS)** for the item.
  - **Rockville Art Department:** No home-made inks allowed. Iron Oxide is the only powder pigment allowed in the shop.
- **Secondary chemical containers.** All chemicals/materials you mix or use must be clearly identified with the following label information on the container: Chemical Name(s), Chemical Manufacturer, Date, Your Name. Food containers may not be used as secondary containers.
- **Materials that produce fumes, vapors, and dusts.** The use of materials that give off noxious or toxic fumes (including spray painting), vapors, and/or dusts is restricted to those specifically approved by the instructor and must be used with the appropriate Exhaust Fan or Fume Hood. Aerosols, including spray paint, spray fixative, spray shellac, etc., is prohibited in the studio (go outside, or use the Spray Booth). In all cases, follow the directions provided by your instructor.
- **Storage of Flammable Materials.** Flammable materials must be stored in yellow fireproof safety cabinets. This includes Asphaltum, Lithotine, Grounds, Mineral Spirits in the Brush cleaning can, and any other material marked "flammable."
- **Exhaust fans and fume hoods.** Exhaust fans and fume hoods are located in the printmaking studio for the removal of hazardous fumes, vapors, dusts and other airborne particles. Turn on exhaust fans prior to using chemicals and other fume-producing materials and/or processes. Follow instruction provided by instructor regarding each material.
- **Disposal of chemicals.** Dispose of all chemicals and rags soaked with chemicals as instructed during demonstrations, after each use. Rags soaked with solvents, oils and other odor-producing fumes, must be disposed of in the Oily-Waste Containers located in the printmaking studio (Rockville Art Department – in room AR412).

- **Never pour chemicals down the drain.** This includes etching solutions, solvents, oils, and certain cleaning agents. Follow instruction provided by instructor regarding each material and its proper disposal.
- **Avoid skin contact with chemicals.** It is advised to wear appropriate chemical-resistant gloves, splash goggles, and aprons when handling chemicals. Follow instruction provided by instructor regarding each material.
- **Chemical spills.** In the event of a chemical spill, refer to the SDS sheet located in the Right-To-Know binder for instructions on handling the specific materials.
  - **Acid or Ferric Chloride.** Wear gloves, splash goggles and a respirator. Begin by neutralizing the spilled solution with Baking Soda until solution stops fizzing/foaming. Mop or wipe up spill and dispose of rags in trash can. Report to instructor and Studio Lab Manager immediately.
  - **Solvent/Oil Spill.** Wear gloves, splash goggles and respirator. Begin by absorbing spill with rags/paper towels, disposing in Oily-Waste Cans. Report to instructor and Studio Lab Manager immediately.

## TOOLS AND EQUIPMENT

- **Only use equipment and areas you have been instructed how to use. If you are unsure of how to use a piece of equipment or how to do a particular process, always ask your instructor for assistance.**
  - **Presses:** When using the press, keep your hands away from the press bed, rollers, or any moving parts when the press is in use. Use each specific press according to the instructions provided by your instructor.
  - **Hot Plate** Never turn the temperature higher than the required settings as provided by your instructor. Do not use the Hot plate as a work area. It's a specific tool for a specific job. Always turn off the hot plate after use.
  - **Carving Tools** Cutting tools must be directed away from the hands and body, with the free hand behind the tool. Blocks should be cut on a bench hook to prevent slippage and aid support. Never use dull or blunt tools. New or sharp tools are safer as they are less likely to cause accidental injuries.
  - **Metal Shear:** Students must have permission of Faculty to use the metal shear and only with Faculty supervision. Material should be properly supported during cutting and gloves should be worn to protect the hands from plates that may have sharp edges. Ensure fingers and feet are clear before operating the hand shear.
  - **Print Drying Rack.** Never raise any of the drying rack shelves, if too many are raised at the same time the shelves will flip up quickly, this can be dangerous.