

Safety Orientation

UNIVERSITY OF CALGARY

DEPARTMENT OF ART & ART HISTORY

2022/06/15

Welcome to the Department of Art and Art History!

- Our goal is for everyone to enjoy productive and safe experiences in the Department's studios and when working at home on their projects.
- This presentation provides important basic safety information for participants in Department of Art & Art History courses whether on-site or remote and for faculty, staff and visitors to the Department.
- It will also provide a brief introduction to some of the Department's facilities.
- **This on-line orientation or its classroom version are mandatory** for all first-time studio users, including those who have transferred into intermediate and senior undergraduate courses.

Important:

- Be sure to familiarize yourself with the current Alberta Health COVID-19 information and University Rules before visiting the Department of Art & Art History.
- As of June 2022, approved non-medical masks are strongly recommended in the DAAH while COVID numbers remain high. This recommendation is especially for participation in all activities where 2m social distancing is not possible.
- Be sure to complete the **Safety Orientation Acknowledgement Questionnaire** PDF accompanying this presentation to get access to the facilities.
 - Send the completed form to steven.nunoda@ucalgary.ca

Staying Safe When Working at Home

- Watch for the Home Studio icon in this slideshow for the information that is particularly important when doing course work outside of the Department Studios...



The Techs:



The technicians are experts in their areas and will provide you with the help you need to get your work done. Contact them for...

- Safety Information & First Aid
- Technical training, support and consultation
- Equipment loans and material distribution
- Facilities and access support
- Answers to all manner of general enquiries

The Techs:



Alex
Linfield

Multi-Disciplinary

alex.linfield@ucalgary.ca
office: 403-220-7244
mobile: 403-681-2192



Anthony
Reimer

Integrated Arts
Media Lab (IAML)

areimer@ucalgary.ca
office: 403-220-4369



Steve
Nunoda

Workshop

steven.nunoda@ucalgary.ca
office: 403-220-5085
mobile: 403-681-5593



Louie
Villanueva

Photography

lhvillan@ucalgary.ca
office: 403-210-6426

The Facilities

The Department of Art and Art History [facilities](#) include a broad range of workshops and specialized studios for you to use. These include the IAML computer lab, photo studios and darkrooms, printmaking studios, sculpture & painting studios, metal shop, woodshop and a lending toolroom.

You must be enrolled in a relevant course and complete this safety orientation to have access, and you must be trained by DAAH technicians and get their approval before using the spaces, equipment and tools.

Please contact the technicians for further training and orientations!

Facility Usage Rules

- Participation in maintaining levels of cleanliness is expected of ALL students. This includes the disposal of waste and unused materials, as well as periodic sweeping of the studio floors.
- Painting or drawing directly on studio walls and furniture/equipment is strictly prohibited. Students who do so will be required to clean, paint, and/or repair any such damage.
- Occupation of spaces in which you are not enrolled is strictly prohibited without prior approval by the Technicians and the Department Head.
- All artwork **MUST** be removed from the studios **NO LATER** than **TWO WEEKS** after the last day of classes. Any unwanted artwork, materials, and supplies are the responsibility of students to dispose of directly.
- Failure to comply with these guidelines may result in restrictions to studio use or access for individuals, either currently or in subsequent courses.

Shop Material and Services




- Prices of materials and services available to DAAH students and faculty through the shops are listed on the board outside the Woodshop AB 693. An on-line list is available on the “[Wood and metal workshops](#)” page on the Department website. Consult a tech about materials before buying!
- Arrange for purchases by email with Steve Nunoda steven.nunoda@ucalgary.ca
- Please pay when you pick up your materials using a pre-loaded [Unicard](#). Funds can be added online or at the kiosks in the Taylor Family Digital Library main floor and in MacEwan Hall outside the Bookstore. **The shops do not accept cash or any other form of payment and materials will not be issued without payment.**
- The Woodshop is open Mon. through Fri. from 9:00 – 12:00 and from 1:00 - 4:00.

Safety Governance Documents

- All persons attending classes in the Department of Art and Art History must comply with the safety practices described in the Department's ***Standard Operating Procedure*** which can be found on the DA+AH homepage [here](#).
- This orientation covers the basic rules in the ***SOP***, but be sure to refer to the full document and the technicians, especially if you need more information.
- While working in the Department's studios you are also governed by the rules in the ***Graduate and Undergraduate Studios Usage and Regulations*** document. If you are a graduate student you will be asked to sign this document for access to your studios. The document will also be found on the Department homepage.

Safety: general rules and info

- **In the event of a life-threatening emergency, call 911** if you have access to a cell phone or land-line. If possible, contact Campus Security (403) 220-5333 afterwards to direct emergency services to your location. Campus Security can be contacted directly on the **red emergency phones** outside the Woodshop and Printmaking
- **For first aid situations** notify a Technician or Security.
- **Report all injuries, incidents or even near misses** to a Tech right away: We can help and follow up with a written incident report that will help revise safety procedures in future. The report also supports you if you need to file a Workman's Compensation claim (yes, you're covered when doing class work.) 

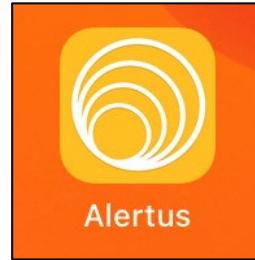
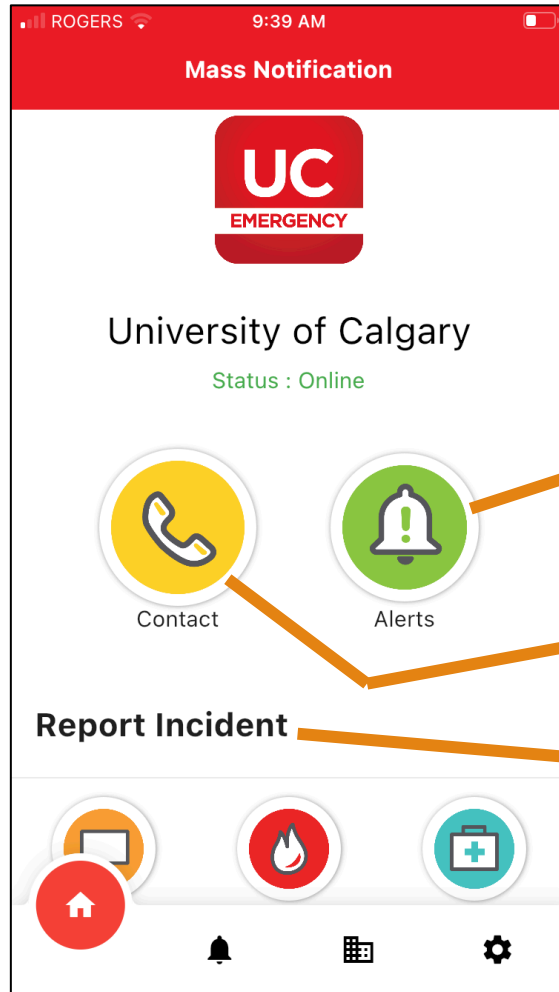
More general rules and info

- **Buddy System:** Do not work in studios alone. You are required to have a buddy who's had our safety training within shouting distance.
- **Personal Security:** Close the studio doors when working outside of class time and don't leave your valuables unattended. Art Building lockers may be rented through the Student Union [here](#).
- **Fire Doors:** Never prop open or block the exterior doors, vestibule doors, hall divider doors or the studio access doors between the Painting studios.
- **Hot work:** The use of open flames and high-temperature tools is allowed in fireproof workshops only and prohibited in all other locations. Consult a Tech before doing hot work.

Call Campus Security: (403) 220-5333

- **First Aid**
- **SafeWalk:** Campus security or Student Union personnel are available to provide an escort to any point on campus or the neighbouring streets. Use this service especially when alone at night. <safewalk@ucalgary.ca>
- **If you see something** dangerous, a security threat, a theft or someone acting in a suspicious manner call Campus Security. If a person gets “carded” but belongs here, no harm no foul! By the way, always carry your UCID!
- **The Security Office and First Aid Station** are just inside the south doors of the glass atrium of MacEwan Student Centre: MSC 260.
<campus.security@ucalgary.ca>

Get the Emergency App!



The UC Emergency App by Alertus is free on all of the App Stores. Follow the instructions at the Environment, Health & Safety [link](#).

Real time updates and emergency instructions!

Direct line for help from Security including SafeWalk escorts around campus.
OTHERWISE: Put Campus Security (403) 220 -5333 on speed-dial!

Online incident reporting!

Working On Campus Alone / After Hours

- Outside of office hours (Monday to Friday, 8:00 am to 4:30 pm), undergraduates are not allowed to be in the Art Building except in the case of supervised evening classes and senior studio course participants who have received faculty permission for after-hours work.
- When working alone, faculty and graduate students are required to fill out the form and follow the rules available from UC Environment, Health and Safety [here](#).
- IMPORTANT: Carry your UCID at all times – Security does check!

Door Placards and Signage

- Vital safety information is on placards on all studio doors, in halls and on the Health and Safety Boards located throughout the Art Building.
- We will be covering some of the most important ones.
- Check them out as you move around the building and please be sure to follow the directions!

EVACUATION ROUTE

If blocked, use the next closest path to an exit stairwell.

Department of Art 6th Floor Revised 2017/07/14

Emergency Evacuation Procedures

- Activate the nearest fire alarm pull station along exit path.
- Take coat and keys if immediately available.
- Evacuate Building through the nearest exit.
Use stairs.
Do not use elevators.
- Close all doors along your exit route.
- Move away from the building & proceed to Assembly Point.

Evacuation Assembly Point
Craigie Hall G (CHG)
University Theatre

If you have information regarding the emergency call Campus Security at 403-220-5333 from a safe location

- Every studio has a map like this: Take a close look at yours for your evac route.
- The evacuation assembly point during class times is the **University Theatre in Craigie Hall Block G (CHG)**: Check out the [location](#).
- If Craigie is inaccessible, assemble at the **Professional Faculties Building Food Court** on the first floor.

Evacuation Procedures

1. Take coat and keys and identification if immediately available
2. Evacuate Building through the nearest safe exit: use stairs DO NOT USE ELEVATORS
3. Close all doors along your exit route
4. Obey all instructions and emergency announcements for specific evacuation instructions
5. Move outside, away from the building and proceed to the Assembly Point
6. If you have information regarding the emergency, call Campus Security at 403-220-5333 from a safe location
7. Do not re-enter the building until you have received the "ALL CLEAR" at the assembly point

In case of an evacuation, take your outerwear and necessities to class especially during cold weather!

Aside from the main entrance, the exit stairwells are on the corners and the north and south sides of the 6th floor deck.

The fire alarm is an "Annunciator" that gives you vital emergency information.

Important: Go all the way to the ground and get away. The building is a parkade full of gasoline-fueled cars!

Other emergencies...



Building Emergency Response Plan – MAIN CAMPUS & FOOTHILLS

| Building Name: | Assembly Point: | |
|--|---|--|
| <p>Evacuation</p> <ul style="list-style-type: none">Take coat, keys and identification if immediately availableEvacuate building through the nearest safe exit: use stairs – DO NOT USE ELEVATORSClose all doors along your exit routeObey all instructions and emergency announcements for specific evacuation instructionsMove outside, away from the building and proceed to the Assembly PointIf you have information regarding the emergency, call Campus Security at 403-220-5333 from a safe locationDo not re-enter the building until you have received the "ALL CLEAR" at the assembly point <p>Medical Emergency</p> <ul style="list-style-type: none">Critical life threatening injury or illness dial 9-1-1Non-life threatening injury or illness dial Campus Security at 403-220-5333Advise dispatcher of your location and the nature of the victims' injury or illnessUnless trained, do not render first aid before trained assistance arrivesDo not attempt to move a person who is injured or ill unless they are in immediate danger of further injuryEmployees should not transport injured employee to the hospitalInitiate and complete an OARS report <p>Fire</p> <ul style="list-style-type: none">R- Remove anyone from the immediate dangerA- Activate nearest emergency pull stationC- Close all doors to contain smoke and fire (if possible)E- Evacuate via your nearest safe exitIf you have information regarding the emergency call Campus Security at 403-220-5333 from a safe location | <p>Workplace Violence & Armed Assailant on Campus</p> <ul style="list-style-type: none">Attempt to distance yourself from the person if possibleIf the person(s) have left the immediate area, lock your door and/or move to a safe placeDial 9-1-1 and report all information as soon as safely possibleContact Campus Security at 403-220-5333 as soon as possible and follow directions providedBe aware of your environment, plan, know your exits, assess the situation, and react quicklyChoose action over fear while considering the three main optionsRun - if you are in close proximity to an armed assailant, run away from the subjectHide - if you cannot flee, or do not know the location of the assailant, hide in a locked or barricaded room and turn out the lightsFight - if confronted by the assailant, as a last resort, fight for survival <p>Improvise weapons to disarm and incapacitate the assailant</p> <p>Threatening Calls (including Bomb Threats)</p> <ul style="list-style-type: none">Listen and remain calm, do not interrupt the callerRecord/document as much information as you can while the call is in progressSignal someone to call Campus Security at 403-220-5333 or the Police at 9-1-1 <p>Suspicious Items</p> <ul style="list-style-type: none">If in doubt of contents DO NOT TOUCH, MOVE, OPEN OR DISTURB THE ITEMClear all personnel from immediate areaImmediately contact Campus Security at 403-220-5333 or the Police at 9-1-1Wait a safe distance away from the area for Campus Security or emergency services to arrive | <p>Hazardous Materials Spill</p> <ul style="list-style-type: none">Do not rush, do not work alone and do not clean up a spill unless you are appropriately trainedContact Campus Security at 403-220-5333 in the event of a Major SpillFollow the appropriate spill response procedure and complete an OARS report <p>Hazardous Materials Decontamination/Exposure</p> <ul style="list-style-type: none">Follow the appropriate procedures/protocols for Chemical, Biological or Radioactive materialsWhere appropriate, use an emergency eyewash/shower to rinse affected areas for a minimum of (15) minutes. Seek medical assistance immediately after using emergency equipment and complete an OARS report within 24 hours. <p>Utility Outage</p> <ul style="list-style-type: none">Remain calmIdentify type of utility outage (electrical, heating, cooking, water, etc)If possible, call Facilities Customer Care at 403-220-7555 and advise them of your location and nature of problem or Campus Security at 403-220-5333Assist other in your immediate work area who may be unfamiliar with the building/workspaceStand by for further instructions from Campus Security or Facilities <p>Adverse Weather</p> <ul style="list-style-type: none">Take shelter in a small interior room, closet, hallway (ground floor, if possible) or staircaseStay away from outside walls, windows and doorsDo not use elevatorsStay away from large unsecured objects and stay close to the ground and protect your head from flying items <p>Flood</p> <ul style="list-style-type: none">If possible, call Facilities Customer Care at 403-220-7555 and advise them of your location and nature of problem or Campus Security at 403-220-5333 |

- UC has emergency plans for all sorts of incidents: This placard can be found on the hallway Health and Safety boards.
- Download it under “Safety Documents” on the DA+AH homepage or from Environmental Health and Safety [here](#).



\$#%* happens on campus - Download UC Emergency Mobile

Last Updated: NOV 2018

Lab Safety Rules Poster




1. Be aware of the location of the first aid kit, spill kit, fire extinguisher, nearest alarm pull stations, fire exit, and other emergency response equipment.
2. Don't eat or drink in the lab. Do not bring or store food, drinks, and related eating utensils in a laboratory.
3. Wear appropriate personal clothing for the laboratory to protect exposed skin. Wear shoes that provide full coverage of the feet.
4. You must wear a laboratory coat and personal protective equipment as appropriate when in the laboratory.
5. Wear appropriate eye protection in the laboratory. Unless prohibited by your supervisor you may wear contact lenses in the laboratory. If you wear contacts in the laboratory, you are prohibited from removing, adjusting or inserting them.
6. Perform procedures that involve the liberation of volatile, flammable, strong smelling or toxic materials in a fume hood.
7. Only allow authorized individuals in your laboratory.
8. Remove gloves and laboratory coats before leaving the laboratory.
9. Wash hands after removing gloves, and before leaving the laboratory.
10. Lock your laboratory when unoccupied.
11. Identify all containers, chemical storage areas, and waste appropriately.
12. Dispose of waste in accordance with the Hazardous Materials Services waste instructions, and dispose of it frequently.

These Laboratory Safety Rules are to safeguard your health and the health of the University community, and are the minimum requirements for persons working in laboratories at the University of Calgary. For details refer to the Laboratory Safety manual.

Specific laboratory safety rules are outlined in other documents that govern the research and usage of specific hazards such as chemical, radioactive, and biohazardous materials.

- These are the general rules for all campus labs which are posted on the doors to our studios.
- This presentation covers the Lab Safety Rules that relate directly to the studios but we recommend that you familiarize yourselves with the original document.
- Download it from Environmental Health and Safety [here](#).

Emergency Contacts Placard



The placard features the University of Calgary logo and the title "EMERGENCY CONTACTS" in large red letters. It lists four main contact categories: Campus Security, Safewalk, Facilities Management, and Other Contacts. Each category includes a phone number and a brief description of the service. Two orange arrows point from the text on the right to the "Campus Security" and "Facilities Management" sections of the placard.

|  EMERGENCY CONTACTS | |
|---|-----------------------|
| Campus Security | (403) 220-5333 |
| Help phones are located throughout campus, parking lots, and elevators. They connect directly to Campus Security; in case of emergency, press the red button | |
| Safewalk | (403) 220-5333 |
| 24 hours a day/seven days a week, 365 days a year. Safewalk is a student run volunteer service that is designed to promote campus safety and awareness and to walk people safely to their cars or housing. Safewalks are done in Male/Female pairs anywhere on campus including McMahon residence rooms, LRT and bus stops. http://www.ucalgary.ca/security/safewalk/ | |
| Facilities Management | (403) 220-7555 |
| For building-related emergencies (water leaks, broken glass, power outages) Monday - Friday, 8 am - 4:30 pm. After hours contact Campus Security. | |
| Other Contacts | |
| Com/Media (A/V classroom equipment) Booking: 403-220-3711 Trouble Line: 403-220-5001 | |
| Lost and found: Located in the Information Centre at the west end of the food court on the second floor of MacEwan Student Centre; 403-220-2997 Monday to Friday: 10:00 am to 2:00 pm, Monday to Friday | |
| Short-term lost and found: Located in the Art Department Main Office, AB 612; 403-220-5251 Monday to Friday: 8:30 am to 12:00 pm; 1:00 pm to 4:30 pm | |

Campus Security / Safewalk: (403) 220-5333

Facilities Management can be contacted for building-related problems including, water leaks, broken glass, power outages, heating issues:

- From 8:00 am to 4:30 pm, please call (403) 220-7555
- or submit an on-line [ARCHIBUS request](#),
- or email myfacilities@ucalgary.ca.
- **After hours call Campus Security!**

Restricted Materials: **Extremely Important!**

Departmental Health & Safety
Department of Art, University of Calgary July 27, 2017

RESTRICTED MATERIALS

- 1) Glues, resins, paints, varnishes, stains, inks, and cleaning agents that are composed of – or use as their solvent – oils, mineral spirits, or turpentine may only be used in externally-vented areas. These locations are limited to the painting studios (AB 792 and AB 721), spray booths (AB 721A and AB 694), and the printmaking studios (AB 747, 770 and 771.)
- 2) Only alcohol-based and water-based materials may be used in all other classrooms, offices, and studios that do not have external ventilation.
- 3) Materials of any sort that are composed of – or use as their solvent – substances other than water, alcohol, oil, mineral spirits, or turpentine are to be considered RESTRICTED substances. These materials must be reviewed by Department of Art technicians and/or the University of Calgary's Environmental Health & Safety office *before use in the Department*. This will ensure that the proper hazard information will be available so that procedures for use may be established. Such materials may also require special storage measures or may be too dangerous to be used in this facility.
- 4) All BIOLOGICAL materials such as human, animal, and plant fluids, excrement or other remains are considered RESTRICTED. They must be approved by the Department of Art technicians and the University *before use in the Department*.
- 5) Technicians **MUST** be advised **BEFORE** any corrosives, driers, explosives, fuels or unapproved solvents are used in the Department. Fuels such as gasoline and kerosene (or white gas) are not to be used as solvents.
- 6) Sprayed substances – including paints, glues, varnishes, stains, and fixatives may **NOT** be used in any studios, shops, classrooms, or hallways. They may only be used in the spray booths in rooms AB694 and AB721A. Follow instructions on posted notices and consult a technician before beginning.

- This one is so important that we are going to go through it point by point!
- If you are working at home follow these guidelines as though you are in a general studio space.
- If you want to work with restricted materials e-mail [Steve Nunoda](#) or [Alex Linfield](#) first before purchasing or using.
- You may need special protective equipment or measures to stay safe.

Restricted Materials Rules 1/6:



1. **Glues, resins, paints, varnishes, stains, inks, and cleaning agents that are composed of, or use as their solvent, oils, mineral spirits, or turpentine** may only be used in externally-vented areas. These locations are limited to the painting studios (AB 792 and AB 721), spray booths (AB 721A and AB 694), and the printmaking studios (AB 747, 770 and 771.)
 - First, you must have high ventilation as found in the Painting Studios to use and store solvent-based materials. Classrooms, lockers, bedrooms and hallways don't qualify. Ask a Tech about storage options.
 - Even if you can't smell it, it can poison you, as in the case of odourless turpentine.
 - If you have sensitivities or are using higher concentrations, you should also wear the correct personal protective equipment (PPE) such as an organic vapours respirator – *not just a standard dust mask*. Ask a Tech!

Restricted Materials Rules 2/6:



2. Only alcohol-based and water-based materials may be used in all other classrooms, offices, and studios that do not have external ventilation.

- In spaces with normal ventilation, you may safely use paints, inks and adhesives which are “low VOC” meaning low in toxic volatile organic compounds.*

- Acrylic paint, India ink, watercolours, tempera and white glue fall into the low VOC category.
- Consider that numerous common consumer products do not conform to this, including rubber cement and nail polish remover.
- If in doubt, ask a Tech!

* This doesn't mean it's safe to do acrylics in your closet: They still gas off with some ammonia.
So crack a window for cryin' out loud!

Restricted Materials Rules 3/6:



- 3. Materials of any sort that are composed of – or use as their solvent – substances other than water, alcohol, oil, mineral spirits, or turpentine are to be considered RESTRICTED substances.** These materials must be reviewed by Department of Art & Art History technicians and/or the University of Calgary Environmental Health & Safety office *before use in the Department.*
- This will ensure that the proper hazard information will be available so that procedures for use may be established.
 - Such materials may also require special storage measures or may be too dangerous to be used in this facility.
 - Ask a Tech first! We aren't here to say no, we're here to help you find a way to work safely.

Restricted Materials Rules 4/6:



4. All **BIOLOGICAL** materials such as human, animal, and plant fluids, excrement or other remains are **considered RESTRICTED**. They must be approved by the Department of Art & Art History technicians and the University *before use in the Department*.

- Well that's pretty clear, right?
- Ask a Tech first!
 - Maybe ask about the incidents that resulted in this policy, but not at lunch. Ick.

Restricted Materials Rules 5/6:



- 5. **Technicians MUST be advised BEFORE any corrosives, driers, explosives, fuels or unapproved solvents are used in the Department.** Fuels such as gasoline and kerosene (or white gas) are not to be used as solvents.
 - Translation: Don't blow up or poison yourselves or your classmates and don't burn down the building.
 - The proper solvent can always be found: Ask a Tech first!
 - This is also an important rule for the home-studio.

Restricted Materials Rules 6/6:



- 6. **Sprayed substances – including paints, glues, varnishes, stains, and fixatives – may NOT be used in any studios, shops, classrooms, or hallways.** They may only be used in the spray booths in rooms AB694 and AB721A. Follow instructions on posted notices and consult a technician before beginning.
 - Remember, most of the rooms in the Department are part of a shared air system so toxins released in one room go into the next.
 - Droplets of materials and dusts are easily absorbed by your body on inhalation. This makes many materials toxic which are not normally hazardous in their solid or liquid forms. Ask a tech before sanding too!
 - **Only use sprays in areas with very high ventilation such as in the spray booths or open air** (not in your house or apartment or on the Department deck tiles and furniture please)

Material Use: How to stay safe

- Take a look under the Current Students tab on the DA+AH homepage and you'll find the [Safety Documents](#) page with downloadable health hazards information by medium.
- The pdf's list processes and approved materials, tell you their associated hazards and give you precautions for use and storage. They cover almost anything you may be using in DA+AH courses so please check them before using materials! Follow these rules when working at home as well.
- If it's not in these documents it's not approved so ask a Tech!
- Don't forget to follow all safety rules on product packaging as well.



Toxic Exposure



- Exposure to toxins can have both **immediate and delayed effects** – so just because you are not ill now does not mean you won't be days, months or even years later!
- The aim is not just to keep you safe right now, but for you to have a long, healthy life and make lots and lots of art!
- **REDUCE EXPOSURE:**
 - Be aware of hazards and how you can be injured.
 - Take the proper precautions: ventilation and personal protective equipment (PPE).
 - Use less and use safer alternatives whenever possible.
 - These are also important rules for the home-studio.

Exposure Vectors: Inhalation



- Airborne dust, spray and vapours are easily inhaled and absorbed by your body.
- A properly fitted respirator with the *correct* filters or the *correct* NIOSH-rated filtering face-piece (N-95, P-100 etc.) are needed.
- Check with a tech before starting and remember if it's not rated or not fitted properly, it won't protect you!



Vectors: Ingestion & Absorption



- You can accidentally transfer toxic residue in liquid form or particulate form into your mouth or even your nose and eyes. *Wash your hands well before touching your face!*
- Don't eat, drink, apply cosmetics or smoke when in studios *even if you're not actually working with materials.*
 - Use study rooms, the lounges and the deck instead.
- Don't store food or food containers where toxins can settle and contaminate them. Open drinks are especially prone to this.
- Wash your hands frequently and especially when leaving the studio
- ***When working at home*** do not use potentially toxic material or processes that produce dust, spray or vapour in rooms where you eat, sleep, or otherwise live.

Vectors: Skin Absorption



- Getting your hands dirty is part of studio work, but when the dirt is a toxic solvent, glue, paint or even a cleaning product, wear protection.
- Commonly, vinyl, latex and nitrile gloves are used **but you must wear the correct glove for the material.** Some materials will dissolve or pass right through the wrong glove!
- **Ask a Tech First!**

- Remember: Blue does not necessarily mean safe!



Other PPE available through the woodshop



- Eye protection (safety glasses and face shields) must be worn whenever using a process that might create flying debris.
- Splash goggles must be worn when working with liquids, sprays or suspended particles.
- Acoustic ear plugs and/or ear muffs must be worn when working with noisy tools or machines or in noisy environments.
- Safety gloves may be resistant to abrasion, heat, slipping or chemicals. Wear the right kind for the job!



Processes and Working Safely

Apparel Rules for Shops & Studios:



- Wear clothes like jeans that will protect you from abrasion and nothing loose that will get caught like ponchos.
- Wear no jewellery when working and, if you have long hair, tie it back.
- Protect yourself from slips, trips and drops: No open-toed shoes or high-heels.

Common Injuries: Fainting



- Eat and sleep regularly and stay hydrated: A serious injury happened in the Department as a result of not following this rule.
- Passing out is not the only issue, what you hit on the way down is often the worst part!
 - If you begin to feel faint at school, sit or lie down on the floor and ask those around you for help if you can.
 - Bystanders should get a first aider right away.
- **If you feel ill at home, stay home and get help!**

Common Injuries: Slipping and Tripping

- Cleaning is a safety measure: Pick up and sweep up debris periodically when working. Mop up spills right away.
- Don't leave materials, tools and cords lying on the floor for extended periods.
- Don't block pathways...

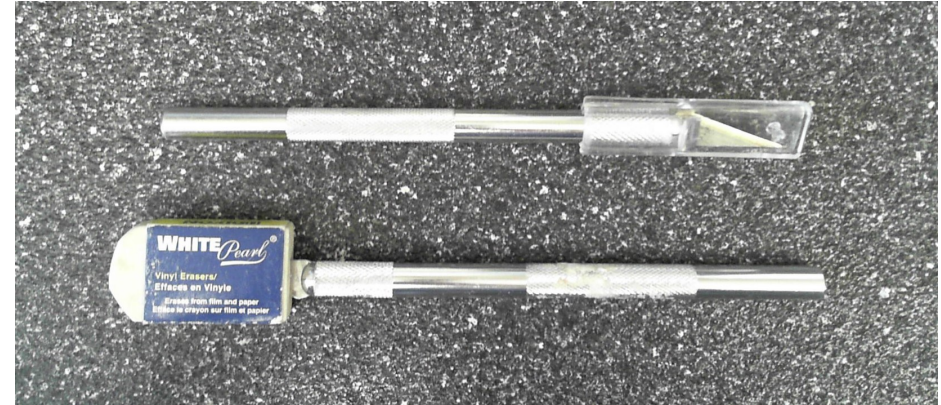
...not even if you are Francis Bacon.



Common Injuries: Sharps



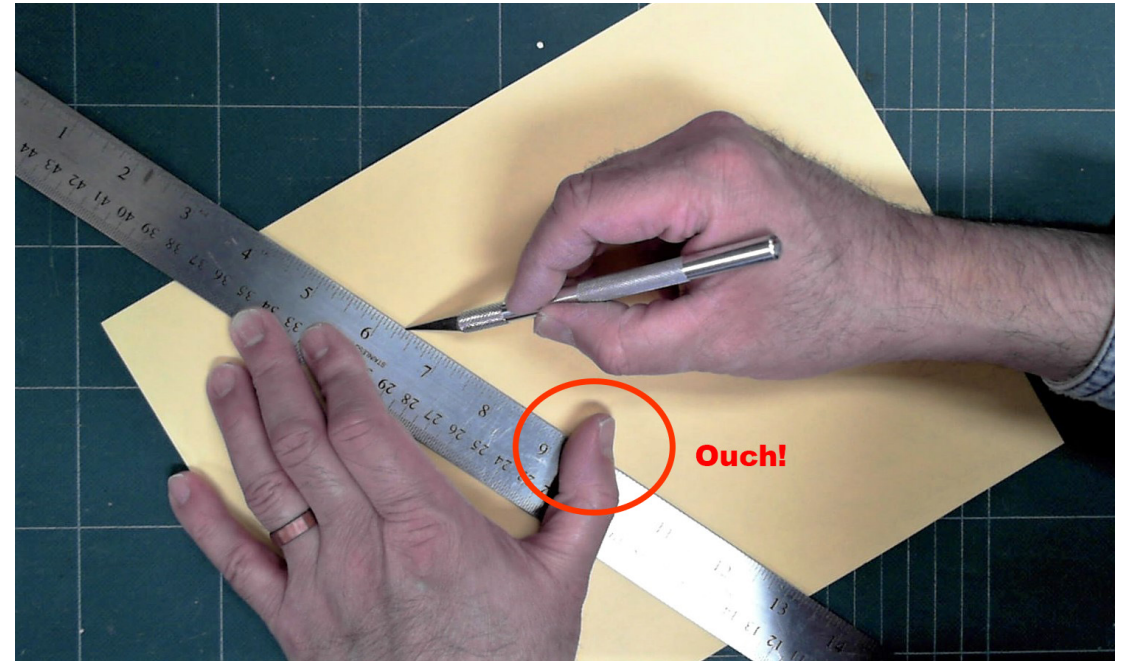
- Prevent cuts, bleeding, pain, and the accidental injection of toxic residue by following these rules...
- Cover your *X-acto Knife* blade when not in use.
- Snap off your dull *OLFA Knife* blades with a pair of pliers while wearing safety glasses. Deposit the used blade directly in a sharps container. There's a set in every studio and if not, ask a Tech!



Common Injuries: Sharps continued...



- Keep track of your body parts: avoid the horrible *steel ruler injury*.
- And please use scrap cardboard, a cutting mat or a cutting board instead of cutting directly on a nice slippery table top.



See a tech about cutting technique, appropriate blades and more blade safety!

Other Safety Training

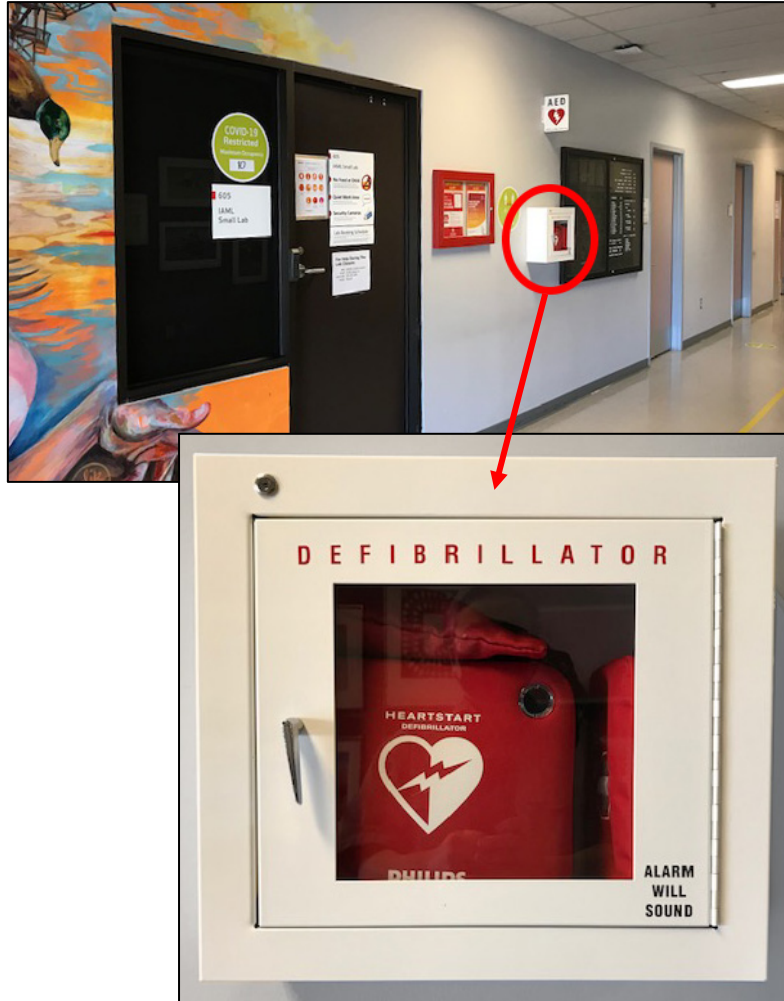


- **UC Environmental Health and Safety (EHS)** has a wide variety of free safety training courses available for students, instructors and staff.
- EHS training is sometimes required: For instance, if you want to use a gallery, shop or studio ladder you must take the 15 minute online training.
- Access the training by logging in to [My Ucalgary](#), navigate to Around Campus > Stay safe > [Environment, Health & Safety](#)
 - Select “Training” and choose the course you are interested in.

Safety Equipment

In your studios and as you travel around the building, observe the locations of the safety equipment as well as the Techs' Shops and Offices.

AED



- An **Automated External Defibrillator (AED)** for cardiac emergencies can be found in the front hall near the entrance to the IAML.
- When you open the cabinet, security will automatically dispatch a team to the Art Building.
- The AED will give audible instructions for its use when activated.

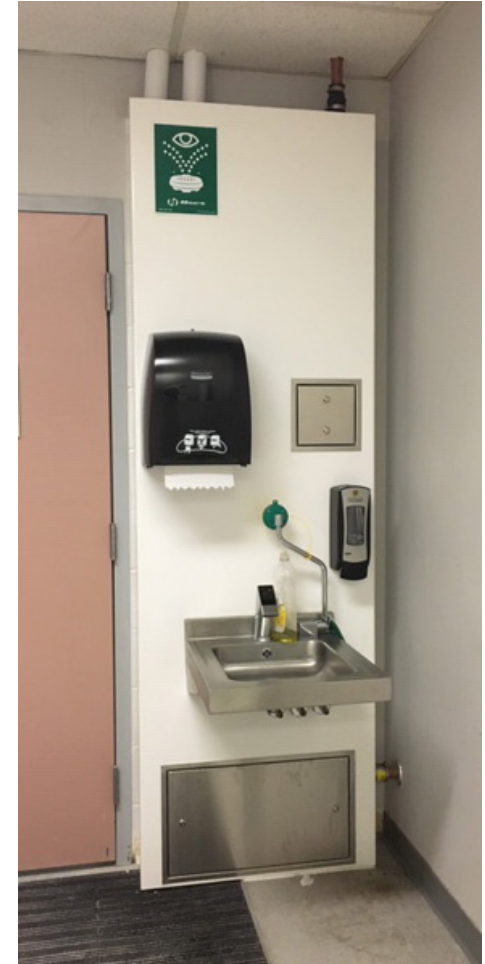
Emergency Phones



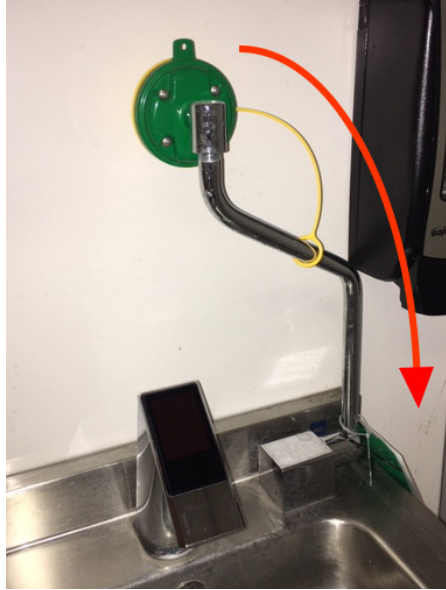
- **Security telephones** are located outside of the Woodshop AB 693 on the 6th floor, and outside of Printmaking AB 771 on the 7th floor
- Direct line to Campus Security to report emergencies, for First Aid, or access Safewalk.
- Especially useful when your cell is dead.

Eye Wash Stations: Workshops & Hallways

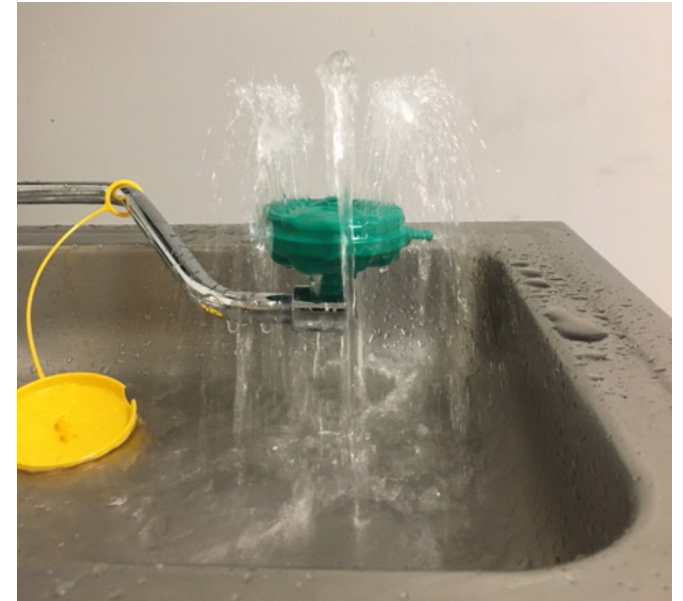
- Use immediately if foreign matter gets in your eyes whether dust, liquid or spray.
- If you see that someone needs an eyewash, take them to the nearest one:
 - Located inside the Woodshop, Metal Shop and the Sixth Floor Spray Room
 - Located in the hallways outside the Darkroom, the Plaster Room and the Silk Screen Studio
- **Seek First Aid immediately after use**



Eye Wash: Instructions for Use



- Remove yellow cover and flip arm down
- Hold eyes open and irrigate in fountain
- For particulates / mild irritants:
5 minutes irrigation minimum
- For chemicals:
15 minutes irrigation minimum
- **Seek First Aid / Medical attention immediately**



Fire Extinguishers: Studios & Hallways

- All Department fire extinguishers are all-purpose for organic fibres, solvents and electrical fires.
- They have about 20 seconds of spray so are only for small, easily controllable fires.
- If you aren't sure or can't remember the following instructions don't bother: Tell people around you and follow the evacuation procedures.
- If you use one, notify a Tech.
- Don't use extinguishers for fun.



Fire Extinguishers: Instructions for Use



- Remove from wall bracket
- Twist ring pin until plastic tab breaks and remove pin
- Aim nozzle at the base of the fire and squeeze lever.
- Sweep the spray from side to side in a fan-shaped pattern.
- If the fire is on an upright object start at the bottom and work your way up.

First Aid Kits:

- All studios have a kit. If it's wall-mounted, put it on a flat surface before opening!
- For minor cuts and scrapes, wash the affected area in cool running water and use the band-aids from the kit. Get a first-aider to check the wound and notify a tech to refill the kit.
- For any other minor injury get First Aid.



- Please don't take the supplies for home and don't use them for anything but First Aid!

Ventilation Switches



- If you have received Departmental permission to work outside of regular office hours from Monday through Friday, be aware that for energy efficiency, parts of the air handling system are deactivated in off-hours.
- If it is stuffy in the halls when you arrive, be sure to trip the ventilation switch by the front hall stairwell. It is mounted on the corner post of the glass partition on the 6th floor.
- Switches can also be found in the spray booths and in the hall by 747 for Printmaking.

Don't use these!



- Spill kits are for use by technicians and other trained personnel only.
- If you suspect a chemical spill notify technicians or Campus Security immediately.

- Fire hoses are for use by firefighters only.
- They are extremely dangerous for untrained persons



COVID-19 Safety

- During the pandemic, we have taken stringent measures to keep everyone safe. As of June 2022, many regulations have been lifted, but the situation remains changeable.
- It is up to everyone to follow the current [Government of Alberta](#) information and stay up to date on the [University of Calgary COVID Response](#). **Please read them before coming on campus!**



Art Building Pandemic Protocols

1. **Non-medical face masks are strongly recommended** for face-to-face meetings, consultations or classes involving close proximity.
2. Social distancing of 2 metres is recommended at all times.
3. Please cough or sneeze into your elbow.
4. We recommend that you wash or sanitize your hands frequently.
5. **If you feel ill at home, stay home and get help.**

Continued...

Art Building Pandemic Protocols

6. The University of Calgary continues to require those with COVID-19 symptoms or a positive test to self-isolate in line with provincial guidelines. Anyone who has any of the following COVID-19 symptoms or a positive COVID test is required to isolate.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Loss of sense of smell or taste
- Sore throat (adults only)
- Runny nose (adults only)

If you have symptoms or a positive test, please follow this university [Procedure](#).

Thanks for Participating!

- Please save this presentation for future reference.
- Don't forget to complete your safety training by filling out the **Safety Orientation Acknowledgement Questionnaire** PDF accompanying this presentation.
- Send the completed form to steven.nunoda@ucalgary.ca