

Painting Area Health and Safety Northeastern Illinois University

A. Studio Awareness

- Any accidents should be reported to your instructor
- Keep the floor free of drawing boards, extension cords, art projects while you or others are working in the studios
- Be alert to unsafe conditions and actions, and call attention to them so that corrections can be made as soon as possible
- Become familiar with proper procedures (see sections below) that should be taken if you or someone in the studio is exposed to:
 - Fire / Flammables
 - Chemical Spills
 - Bodily Injury

B. Personal Safety & Personal Protective Equipment (PPE)

Personal Safety (General)

Do not use aerosol sprays of any kind in the studios - work must be done outside

Personal Protective Equipment

- Head/Face Protection
None needed unless working with power tools
- Eye Protection
None needed unless working with power tools
- Ear Protection
None needed unless working with power tools
- Protective Clothing
None needed unless working with power tools
- Hand Protection
Disposable gloves are recommended when working with solvents and some pigments
- Foot Protection
None needed unless working with power tools
- Respirators/Masks
None needed unless working with power tools

C. Ventilation

The painting room is equipped with extra ventilation exhaust system to keep the room free of fumes, make sure when you are working in the studio to turn the on the switch (green light will go on). The switch is located above the sink. The exhaust system is on from 7:30 a.m. to 10:30 p.m. Monday through Friday and 7:30 a.m. to 2:00 p.m. on Saturdays.

After hours use you need to call Public Safety at ext. 4100 to have the switch activated. Faculty should call ext. 5240 for help with the switches during the week or 5238 on weekends.

D. Fire Prevention & Safety Equipment

Fire Prevention

- Keep all solvent containers capped when not in use
- Keep turpenoid containers used for brush cleaning capped when not being used
- Please be aware of any ignition sources: frayed electrical wires, propane torches, matches, etc.

Safety Equipment

- Flammable Storage Cabinets
Flammable liquid cabinets are designed for storage of flammable or combustible liquids
- ALL Flammable liquid materials MUST be stored in this cabinet and not in student lockers
- All containers stored in this cabinet MUST be clearly labeled as to the contents, students name and course.
- All containers MUST have appropriate lids that fit. (ABSOLUTELY no tin foil or plastic wrap can be used for lids)
- Any "unlawful" container will be removed from the storage cabinet

E. First Aid & Emergency Procedures

- In the event of an emergency, remember one number 911. By calling the number a variety of emergency response departments can then be alerted to your situation
- In the event of a medical emergency or injury, stop work and notify the instructor immediately. Immediately seek treatment of major injuries by calling 911.
- In the event of a fire emergency, pull the fire alarm nearest you, have someone call 911 (or use the Emergency Phone) and evacuate the building
- Tell the operator your location and the location of the fire/emergency, THEN EXIT THE BUILDING
- DO NOT USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN TRAINED TO USE ONE
- NEVER USE WATER TO EXTINGUISH ANY FIRE

- Review the Emergency Action Plan for specific evacuation procedures for the Painting Studio
- Be familiar with the location and use of the following safety devices:
- Emergency Phone - located in the Painting studio on the wall above the yellow safety cabinet.
- Fire Alarm - there are several pull stations throughout the Art Building
- First Aid Kit - located near the water fountain Painting studio for treating minor injuries
- Fire Extinguisher - located in a glass case on the east wall of the studio.
- Clean up all small spills immediately.

F. Chemical Labeling, Storage & Waste Disposal

See also the Painting Safety Contract

Chemical Labeling & Storage

- Use turpenoid or other safer, less fume producing mediums in the classroom.
- When chemicals are transferred from the manufacturer's original container to a secondary container, that new container must be appropriately labeled as to chemical identity and hazard warning(s)
- ALL flammable solvents must be stored in the appropriate yellow safety cabinet
- Storage of solvents in student's lockers, in/on painting tables or left out in the studio is prohibited
- ALL containers that are stored in the yellow fire safety cabinets must be clearly labeled with the following information if they do not have a manufacturer labels:
 - Students name
 - All contents of container
 - Instructors name
 - Current semester
 - All containers must have a lid that fits properly. Absolutely no tin foil or plastic wrap lids, etc.
 - Chemical containers, solvent waste containers, and rag waste containers must be covered tightly at all times when not in use.
 - Yellow fire safety cabinet doors must be kept closed and latched when not in use.
 - Any container left unopened or unlabeled will be removed from the safety cabinets
- Used liquid solvents must be disposed of by pouring them into the plastic containers provided for that purpose
- These are located in the yellow safety cabinets in Painting studio.
- These containers must remain capped at all times when not in use.
- Do not wash solvents or oil paints down the sink! EVER!
- Even excessive amounts of water-based paints should not be washed down the sink

- Liquid solvents are never to be poured into the Hazardous Material Containers (the red bins)
- It is illegal to pour ANY chemical or solvent down any drain
- All containers should be emptied at the end of the semester.

Solid Waste

- No trash other solvent-contaminated rags, paper towels, or used painting palettes may be put into the Hazardous Material Container (35 gallon black drum with red lid).
Solvents include:
Turpentine
Alcohol
- No trash other than solvent-contaminated rags or paper towels may be put into the hazardous material container
- Dry paint, plastic gloves, food, paintbrushes go into the regular trash can, not the red hazardous materials container!

Spills of chemicals/waste

- Spills of solvents and excessive amounts of paints should be cleaned up with rags or paper towels
- Rags and paper towels should then be discarded into Hazardous Material Container.

G. Housekeeping

- Students are responsible for cleaning up all areas of the Painting studios they are working in. Even if you need to leave for only a few hours, please store your project(s) on the provided shelves or in your locker and put away ALL tools. You might not return at all, and other students need to use the limited space we have available
- Studios should be kept as clean as possible. This doesn't mean spotless (this is an art building) but trash should be thrown away in the appropriate bins, materials not used - stored in appropriate places, spills cleaned up, etc
- Emergency exits, emergency shutoffs, fire extinguishers circuit breakers, and alarm pull stations must be kept free of all projects or materials at all times
- No Painting studio furniture is to be left in the hallways or blocking doors, fire alarm pull stations, fire extinguishers, emergency exits, or mechanical rooms
- Project/ Student Material Storage
- During the semester, all paintings, project wood, objects or other materials that are brought into the building by the student should be labeled with their name, instructor, and current semester, unless they are for the entire class, then they should be labeled as such
- Paintings must be stored in the painting racks or taken home

- Student materials must be stored in lockers or taken home

End of Semester Clean Up

- At the end of each semester, due to the limited amount of space in the Art Building, no student projects, or materials are to be left in the studio
- A clean up / clean out date will be announced near the end of the semester. All student paintings and random materials need to be removed from the drawing studios by this date.
- Notices will also be posted on all lockers alerting students to the last day for clean up
- If materials are still in the building after notice has been given, and especially if they are not labeled, they will be thrown out or reused by other students!!!

THERE ARE NO EXCEPTIONS TO THIS CLEAN UP / CLEAN OUT

H. After Hours Work

- To have access to the painting room after hours you have to sign in at Public Safety. You should also sign out or call ext. 4100 to let security know that you are leaving.
- It is highly recommended that students do not work in the Painting studio alone. Please work with a classmate
- Working alone in the studio can be dangerous- if you were to become incapacitated or seriously injured no one would be able to assist you or call for help
- Do not prop open the outside doors to the Art Building at night. Propping the doors open at night makes the building unsecured and unsafe for others working in the building

I. Material Safety Data Sheets (MSDS)

- MSDS will tell you of any special procedures that may be required for the safe handling of a specific substance. If you are taking any medications, if you are pregnant, or if you have a medical condition such as an allergy talk with your supervisor or physician for specific instructions
- When using MSDS you must apply your own good professional judgment to the information that they contain. MSDS include information and procedures that usually only apply to industrial settings, these situations will most likely not occur in the laboratory environment. Even so, MSDS are a valuable source of information when you have questions or concerns about any chemical or material that you work with. It is a good idea to consult the MSDS for any new chemical or material that is introduced into your work routine, this is a quick and easy way to familiarize yourself to any hazards or precautions that you should take when working with a new substance
- MSDS for the Painting studio are kept with the Painting professor Santiago Vaca
- See also the UVA-OEHS website for more MSDS information

