

# STUDIO ART GUIDELINES

## MCMASTER UNIVERSITY, SCHOOL OF THE ARTS

All students must read the following general and safety guidelines. Failure to comply with the guidelines may result in the loss of after hour access and/or the loss of studio privileges. ALL infractions will be reported to the Director of the School of the Arts for appropriate action.

**Students are required by McMaster University policy to comply with all University Health, Safety and Environmental Procedures.**

- 1. EATING AND DRINKING IN ALL STUDIO FACILITIES IS STRICTLY PROHIBITED.**
- 2. SMOKING IN ALL STUDIO FACILITIES IS STRICTLY PROHIBITED.**
- 3. CSA APPROVED GREEN PATCH STEEL TOE SHOES/BOOTS MUST BE WORN IN ALL STUDIO FACILITIES.**
4. Students **MUST** familiarize themselves with the location of Fire Exits, Extinguishers, First Aid Kits, Panic Buttons (Contacts Security in an Emergency), Emergency Eye Wash and Emergency Shower Locations.
5. Students **MUST** read and familiarize themselves with the hazardous materials information (MSDS) provided in all of the studios where they work.
6. Students **MUST** provide the Studio Art Technologist with a current MSDS for any potential material or substances they wish to use before bring it into the Studio environment.
7. Studio Art has a strict disposal policy that is posted in all studios. This policy must be followed at all times. **DO NOT POUR SOLVENTS DOWN SINKS.** When in doubt ask Studio Art Technologist or Instructor.
8. All flammable substances must be properly stored, labeled clearly in original container, in the yellow or red fire-resistant cabinets located in TSH-B103, TSH-104, TSH-101, and TSH-110.
9. Decanting of odourless mineral spirits must adhere to Instructor/Studio Art Technologist labeling procedure. All substances improperly labeled will be disposed of.
10. Spray fixatives and spray paints can only be used outside of the Studios in the Sculpture Court. You **MUST** wear appropriate Personal Protective Equipment (Respirator) and consult the Studio Art Technologist or Instructor.
11. Substitute safer products and processes whenever possible. Consult the Studio Art Technologist, your instructor or one of the provided references at the end of this document.
12. Consult Instructor or Studio Art Technologist before altering or experimenting with new processes. Heating or combining some substances can increase their potential hazards.
13. Students **MUST** adhere to the posted MACHINE SHOP SAFETY GUIDELINES.
14. Students must obtain a "Machinery Card" for the use of any machinery located in the studios. It will be signed by the Studio Art Technologist on approval for use of each piece of machinery which you have been given instruction on and can demonstrate safe operating procedures while using.
15. Students **MUST** wear Personal Protective Equipment (PPE) when appropriate. Always tie back hair, remove jewelry and loose clothing before operating equipment.

16. NO POWER TOOLS (Stationary or Hand) WILL BE AVAILABLE OUTSIDE POSTED STUDIO ART TECHNOLOGIST HOURS.
17. DO NOT use any power tools, equipment or chemicals you have not received individual instruction for. NEVER work alone when using potentially dangerous materials and equipment. The “buddy” system must be used when working after hours.
18. DO NOT PROP OPEN DOORS. After class hours all doors giving access to studios must remained locked and closed. All doors must be secure at all times. All exists must be clear of debris, and fire exit doors and corridors cannot be blocked.
19. DO NOT leave clutter in aisles, hallways, or exits. Work area must be orderly and clean. All work must be properly stored after each work session as not to disrupt the everyday workings of the Studio Environment. Remember, Studios are a communal space and scheduled classes take precedent over individual work.
20. When working after hours all students MUST have their special Studio Art I.D cards. If a student is unable to produce their card to Security Officers upon request they will be required to leave immediately and not return until proper identification can be shown.
21. Individuals NOT enrolled in the Studio Art program are not allowed to be in the studios after hours. This is a safety and liability hazard. Visitors (family, friends) must check in with an Instructor or the Studio Art Technologist.
22. When working past 11:00pm students MUST call Security General Office at ext 24281. At this time you can request periodic checks by phone, and the officers who patrol the buildings will know to keep an eye out for you.
23. Use SWHAT (Student Walk Home Attendant Team), ext 27500, provided by McMaster University student volunteers to escort you to your vehicle or residence if you are working after hours. This call is immediately forwarded to Security after SWHAT hours of operation. NEVER WALK CAMPUS ALONE AFTER HOURS.
24. Regular breaks are highly recommended for safety and efficiency purposes. Do not continue working in studio if you feel fatigued, hungry or dehydrated. SLEEPING IN ALL STUDIO FACILITIES IS STRICTLY PROHIBITED.
25. If you suffer from allergies, chronic illness, epilepsy or are taking medication which affects your performance, inform your Instructor and the Studio Art Technologist. You should also inform your doctor of the materials and substances you are using.
26. DO NOT wear contact lenses in the Studios. They can hold harmful dust or splashes against your eye.
27. ALL INJURIES MUST BE REPORTED TO THE STUDIO ART TECHNOLOGIST, and an injury/incident report must be filed

References:

McCann, Michael. Artist Beware. 2<sup>nd</sup> Edition. New York: Lyons & Burford Publishers, 1994.  
Rossol, Monona. The Artist's Complete Health and Safety Guide. New York: Allwork Press, 1990.  
Spandorfer, M. Curtiss, J.D. Snyder. Making Art Safely. Mexico: Van Nostrand Reinhold, 1992.