HAMILTON COLLEGE STUDIO ART DEPARTMENT
Sculpture Studio Environmental, Health and Safety (EHS) Handbook

Purpose:
• To serve as a supplemental EHS reference guide for all employees and students within the KTSA Sculpture suite of studios (118, 117, 116A-C).

General Facility Responsibilities:
• Students—Understand and adhere to all safe work practices as communicated by faculty and staff, and as outlined in this document.
• Restricted Students (monitors, seniors)—Understand safe work practices of the department and assist faculty and staff with implementation and studio oversight.
• Faculty—Train students and other staff to ensure compliance with all EHS regulatory requirements.
• Studio Operations Manager—Coordinate and act as the liaison between the EHS Director, department faculty, and students to ensure compliance with EHS obligations.
• Director of Environmental Protection & Safety—Oversee the college’s EHS requirements, conduct audits, maintain and update compliance documents and plans, train faculty and staff, collect and dispose of departmental waste, and assist with all other regulatory matters.

General Studio Use Guidelines for Students:
• Must be enrolled in a class in order to use the department’s facilities and equipment.
• Must understand all terminology used in this handbook.
• Must understand safety and health hazards associated with all chemicals (i.e. through MSDS’s or the like).
• Must use equipment and materials for their prescribed purposes only, and adhere to the following safety attire/other rules when using powered equipment:
  o No loose clothing (i.e., ties, scarves, loose sleeves, etc.).
  o No open-toed shoes/sandals, short shorts or mini-skirts.
  o All jewelry (i.e., rings, necklaces, bracelets, body piercings, or watches) must be removed or covered.
  o Long hair must be pulled back in a bun or otherwise tightly constrained. Long beards must also be constrained.
  o PPE in the form of safety glasses (at a minimum) is required for all personnel working in the studio, even if they are only a by-stander to ongoing work. Other PPE, such as dustmasks, ear plugs or facemasks, may also be required.
  o Cell phones shall not be used in the shop when work is ongoing, nor shall any equipment user be permitted to wear portable music devices with headphones.
• Must know and understand the location and use of safety equipment, e.g. emergency eyewashes/showers, emergency phones, emergency exits, spill kits and fire extinguishers. Note that fire extinguisher use requires additional training.
• Must immediately notify the appropriate authority of any unsafe practice or condition, e.g. faculty, Studio Operations Manager, Custodian, student monitor, EH&S or Campus Safety.
• Are responsible for cleaning and maintaining all workstations, countertops and sinks, and clearing/discarding of trash after each work session.
• Are responsible for maintaining clean, obstruction-free work areas and access to emergency equipment, exits, electrical equipment, and passageways. All aisle-ways must be kept free of chairs, boxes, equipment, and waste receptacles.
• Must not engage in horseplay, practical jokes or other behavior that might confuse, startle, or distract other students.
• Must wash hands frequently during work sessions, after contact with any hazardous materials, before eating, drinking or smoking, and before leaving the studio.
• Must not eat or drink in the studio.
• Must not pour any hazardous waste down a sink drain or allow it to evaporate.
Original Manufacturer’s Labels
Chemicals in their original manufacturer’s container have chemical hazard warnings on their labels, indicating the primary hazards associated with the chemical (i.e. flammable, corrosive, poison, etc.), or signal words (i.e. danger, warning). The labels may include other safety information relevant to the chemical, and/or direct the user to the MSDS.

Labeling of Hazardous Art Materials Act (LHAMA)
Many chemical materials in Studio Art disciplines also have chemical safety labeling that adheres to LHAMA and the Art & Creative Materials Institute (ACMI). Generally speaking, art chemicals with the AP seal are considered to be low hazard or non-toxic, while art chemicals with the Caution Label (CL) seal, or California Proposition (CA PROP) 65 icon, are considered to have some hazardous properties or ingredients that necessitate additional safety precautions. Alternatively, art chemical labeling may simply say “Conforms to ASTM D-4236”. This labeling is acceptable as a general screening tool only for hazardous properties. You should consult the chemical’s MSDS for additional safety information, as per the below.

OSHA HAZCOM Labeling
Chemicals dispensed into secondary containers must be labeled with an OSHA HAZCOM label. These labels graphically convey safety information as depicted below.

Chemical Product Inventory & MSDS’s
All chemical products used in this studio must be inventoried on a departmental spreadsheet, and an MSDS (material safety data sheet) for each chemical must be maintained and accessible. It is essential to be familiar with the MSDS’s for the products you are using through training, and the MSDS’s for new products introduced into the studio must be reviewed and assessed before introduction. Hamilton maintains a database of MSDS’s that can be accessed through a database called MSDS-Online through this [LINK]. And the departmental inventory can also be accessed through this [LINK]. Otherwise, the studio may also keep hard copy MSDS’s on hand for select high hazard or frequent use chemicals.
**GHS Pictograms & Labels**

Over the next several years, original chemical product labeling and MSDS’s will migrate toward conformance with the new GHS chemical labeling and classification standard. This new standardized format will use the nine pictograms depicted to the left on both its chemical label, and the Safety Data Sheet (SDS). It is important to become familiar with this new chemical labeling standard because it will ultimately render most previous forms of labeling and MSDS creation (as depicted and described above) as obsolete.

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**PHYSICAL HAZARD INFORMATION**

**Stationary Power Tools & Equipment**

KTSA sculpture studios 116A (clay mixing), 116B (hot shop) and 118 (wood shop) contain a variety of equipment that represent both a physical hazard from the equipment itself, and/or additional health hazards from the materials they process. There are 12 major stationary power tools in these studios, each of which are maintained by the Studio Operations Manager. Each device must be rigorously managed and used to comply with all manufacturer specifications and OSHA stationary power tool requirements (to include machine guarding and PPE considerations). Standard Operating Procedures (SOP’s) have also been developed for all 12 devices.

<table>
<thead>
<tr>
<th>Table Saw</th>
<th>Compound Miter Saw</th>
<th>Wood Lathe</th>
<th>Jointer</th>
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<tbody>
<tr>
<td><img src="image1" alt="Table Saw" /></td>
<td><img src="image2" alt="Compound Miter Saw" /></td>
<td><img src="image3" alt="Wood Lathe" /></td>
<td><img src="image4" alt="Jointer" /></td>
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<tr>
<th>Bench Grinder</th>
<th>Band Saw</th>
<th>Drill Press</th>
<th>Belt/Disc Grinder</th>
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<tr>
<td><img src="image5" alt="Bench Grinder" /></td>
<td><img src="image6" alt="Band Saw" /></td>
<td><img src="image7" alt="Drill Press" /></td>
<td><img src="image8" alt="Belt/Disc Grinder" /></td>
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<table>
<thead>
<tr>
<th>Panel Saw</th>
<th>Foot Shear</th>
<th>Clay Mixer</th>
<th>Drill Press</th>
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<tr>
<td><img src="image9" alt="Panel Saw" /></td>
<td><img src="image10" alt="Foot Shear" /></td>
<td><img src="image11" alt="Clay Mixer" /></td>
<td><img src="image12" alt="Drill Press" /></td>
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Stationary Power Tools/Equipment Access & LOTO Control Measures
With the exception of the non-electrically powered foot shear, all other major stationary power tools/equipment throughout Sculpture are access controlled through plug lockouts, which the Studio Operations Manager controls. The Studio Operations Manager can also de-energize all electrical outlets in 118 by locking out the emergency power kill switch in his office (118B). In the event any individual piece of equipment is damaged and must be taken out of service, a full OSHA lockout/tagout (LOTO) must be implemented.

<table>
<thead>
<tr>
<th>Plug Lockout</th>
<th>118B Emergency Power Kill Switch</th>
<th>OSHA LOTO</th>
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Mobile Hand/Power Tools & Equipment
There are numerous mobile hand/power tools and equipment used throughout the various sculpture studios, with a broad range of physical hazards, operating guidelines, electrical safety considerations and machine guarding requirements. While equipment-specific SOP’s have not been developed for these devices, personnel must still be trained before device use, inspect their tools before/after use, and take damaged or deficient tools out of service if they fail an inspection. All mobile hand/power tools and equipment are stored in 118 (wood shop) or 118A (tool/material storage).

Electric & Gas Fired Ceramic Kilns
Studio 116B (hot shop) contains 5 electric fired kilns and 3 gas fired kilns, as depicted below. Given the significant mechanical and fire safety related hazards associated with all ceramic kilns, kiln operation and use is restricted to sculpture Faculty and the Studio Operations Manager, or students under their direct supervision.

| Electric Kilns (5) | Gas Kilns (3) |
Each functional space with the Sculpture suite of studios has a complement of hazard control measures, as per the below.

**118 Wood Shop**
All major stationary power tools in this studio are equipped with local exhaust ventilations systems that convey dust directly to the HEPA dust collection system in the 118C adjacency. This ventilation system activates instantaneously upon power tool startup, with a 2-3 minute delay before powering down at the conclusion of power tool use. The demarked “safety zone” includes a fire extinguisher, emergency eyewash, emergency phone, first aid kit and emergency power kill switch, and must remain accessible and sanitary at all times.

**Local Exhaust Equipment Controls**

- **118B Dust Collection System**

**Emergency Equipment**

**117 Paint Spray Booth**
The paint spray booth room is a small, stand-alone room within the sculpture suite that enables personnel to perform paint spraying/drying activities in an isolated and well ventilated setting. All spray painting activities within the spray booth must be documented in the provided log book, noting the date of the activity, and the quantity of spray paint utilized. The spray booth may be turned on via a button on the inside of the entrance door. Emergency equipment in this room includes a fire extinguisher, emergency eyewash and spill kit, and must remain accessible and sanitary at all times.
116 Main Sculpture Studio
The main sculpture studio is the primary classroom/lecture space within the sculpture suite, containing work benches, sinks and storage spaces. It does not contain any specialized engineering/ventilation controls, other than general dilution ventilation. However it does have a demarked “safety zone” that includes a fire extinguisher, emergency eyewash, first aid kit and spill kit, which must remain accessible and sanitary at all times.

116A Clay Mixing Shop
The clay mixing shop has a demarked “safety zone” that includes a fire extinguisher, emergency eyewash, emergency phone, first aid kit and spill kit, which must remain accessible and sanitary at all times.

This shop also contains two specialized local exhaust ventilation systems. The first system is a dedicated snorkel hood to collect fugitive dusts from the Soldner clay mixer. The second system is a wall mounted slotted bench hood to collect fugitive dusts generated during the measuring/mixing of dry material additives. The controls to both systems are to the inside right of the entrance door; the top button controls the snorkel hood, and the bottom button controls the bench hood.
116B Hot Shop
The hot shop has two demarked “safety zones” that together include a fire extinguisher, emergency eyewash, fire alarm pull station, first aid kit, emergency phone, emergency power kill switch and a natural gas control button, all of which must remain accessible and sanitary at all times.

Local exhaust ventilation is provided for thermal and fugitive emissions at both the electric and gas fired kilns, as depicted to the right. There is an on/off control switch for the electric kiln ventilation to the left of devices. The on/off controls to ventilate the gas kilns are intermingled with unit operational controls.

116C Casting Shop
The casting shop has a demarked “safety zone” that includes a fire extinguisher, emergency eyewash, first aid kit and spill kit, which must remain accessible and sanitary at all times.

This shop also contains two specialized local exhaust ventilation systems. The first system is a fume hood for the use of isocyanate-laden molding products. The fume hood controls are at the upper right hand side of the device. The second system is a series of 4 wall mounted slotted bench hoods to collect fugitive dusts generated during the measuring/mixing of dry material additives. The controls to this system are to the right side of hoods.
PERSONAL PROTECTIVE EQUIPMENT (PPE)

**General Studio Attire**
As a general recommendation, personal clothing should cover the arms, legs and torso. Wear close-toed shoes (no sandals, crocs). When power tools are utilized, loose clothing (ties, scarves, sleeves) is prohibited, long hair must be constrained, and loose jewelry must be removed or covered.

**Eye Protection**
The use of any equipment with flying debris hazards, and chemical solvents or other moderate hazard dry chemicals, requires safety glasses. For chemicals of higher toxicity, the use of safety goggles is strongly recommended.

**Hand Protection**
The routine handling of solvents or glazes/underglazes with toxic metallic properties requires the use of nitrile gloves for hand protection.

**Hearing Protection**
The use of any powered equipment for lengths of time that exceed 5 minutes requires the use of hearing protection. Ear muffs or ear plugs are both acceptable, as long as the listed noise reduction rating (NRR) on the device meets or exceeds 24. Note that nearby personnel working in a studio where others are using powered equipment with noise hazards may be impacted by noise hazards as well, and would also be required to wear hearing protection.

**Respiratory Protection**
Use ventilation controls as your first, best way to minimize exposure to respiratory hazards in the sculpture suite of studios. The use of the Soldner clay mixer requires the use of a ½ face cartridge respirator. The voluntary use of an N-95 filtering facepiece (or dustmask) is acceptable as a safe work practice when dealing with low hazard or fugitive dusts on an intermittent basis.

ENVIRONMENTAL PROTECTION & COMPLIANCE

**Sculpture Studio Waste Management**
The sculpture suite of studios uses many chemical materials, each of which are subject to a hazardous waste determination. Generally speaking, consider the following…

**Chemical Container Rules**
Chemical containers whose contents have been entirely used up and are empty may be disposed of as trash, as they are not regulated as hazardous waste. However, partially full chemical containers that contain substantial residual chemical materials (like cans of spray paint) must be collected because they ARE subject to hazardous waste determinations.

**Sink Use & Disposal Rules**
There are several sinks throughout the sculpture suite of studios, which convey wastewaters to the sanitary sewer for treatment and disposal. Sinks primarily provide for hand hygiene, and other tool washing/rinsing activities (even when what’s being washed/rinsed was used with chemical materials). However it is never acceptable to dispose of chemical materials directly down the sink. Even if the chemical is not a regulated chemical material (like with dry plaster-of-paris), the addition of gritty material could both clog the drain and violate local sewer use ordinances.
**Hazardous Waste Generation & Satellite Accumulation Areas (SAA’s)**
Some of the studios within the sculpture suite have designated SAA’s, which are locations at or near the point where hazardous wastes are routinely generated and stored. Hazardous waste containers must be marked with a hazardous waste label that clearly indicates the contents. The date on the label should only be filled out by the Director of EHS upon container pick up. Consider the following…

<table>
<thead>
<tr>
<th>Studio</th>
<th>Designated SAA Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>116C Casting Shop</td>
<td>The storage cabinet underneath the fume hood is the designated SAA for this studio, primarily for isocyanate hazardous wastes.</td>
</tr>
<tr>
<td>16 Sculpture</td>
<td>A 5-gallon bucket inside a secondary containment spill pallet is the designated SAA for this studio, primarily for aerosol spray paint can wastes.</td>
</tr>
<tr>
<td>116A Clay Mixing Shop</td>
<td>A 5-gallon bucket inside a secondary containment spill pallet is the designated SAA for this studio, primarily for toxic metal pigments. Note that most chemical containers with toxic metals in this studio are identified with special labeling, as per the images below:</td>
</tr>
<tr>
<td>117 Paint Spray Booth</td>
<td>The flammable storage cabinet and 5-gallon bucket inside a secondary containment spill pallet is the designated SAA for this studio, primarily for aerosol spray paint can wastes and spent booth filters.</td>
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</tbody>
</table>

**OTHER FIRE SAFETY & EMERGENCY PREPAREDNESS CONSIDERATIONS**

**Emergency Equipment**
The Studio Operations Manager is responsible for ensuring that all emergency equipment specified above is accessible and sanitary at all times through routine inspection. Additional emergency spill response equipment is maintained by the Director of EHS in KTSA, for deployment as needed.

**Fire Safety**
All who work or study in KTSA should be familiar with the fire safety plan for the building, which can be found at this [LINK](#). This plan identifies the locations of emergency equipment located outside of studios (pull stations, fire extinguishers), egress paths, and fire safety system descriptions. In the event of a fire alarm signal (including the activation of the clear fire strobe to the right), evacuate the building and proceed to your designated muster point (KJ circle). In the event the amber alert signal (strobe to the left) is activated locally by a Building Coordinator, shelter in place and await further instruction.

**Emergency Phone #’s**
- Campus Safety—4000 (emergency line), 4141 (non-emergency line)
- Physical Plant—4500
- HCEMS—4000
- Environmental Protection & Safety—4647
- Studio Operations Manager—4827
**STUDIO ACCESS, SECURITY & USE GUIDELINES**

**Studio Access**
KTSA is generally accessible to the entire College community between the hours of 8:00 am and midnight, by way of its main entrance doors being unlocked. Between the hours of midnight and 8:00 am, KTSA main entrance doors will be controlled via the Card Access system, whereby only employees who regularly reside in the building and certain authorized students must use their Hill Card to gain access to the facility. Student access during controlled hours will be limited to those actively enrolled in classes, and based upon studio use criteria established below.

**Studio Security**
All studio spaces where chemical, physical or environmental hazards are used and/or stored (as identified via a hazard sign) shall be secured against unauthorized access, so as to prevent theft, releases/spills, sabotage or security breaches. The principal strategy to achieve this requirement is closed and locked/controlled studio doors. The only time studio doors should be open/ajar or unlocked is when a class is actively in session, or when it can be directly supervised by department personnel outside of class sessions.

**Studio Use**
Since the sculpture suite of studios is made up of the primary 116 studio and 5 adjacent studios, each individual studio will be addressed below…

**Sculpture Classroom (KTSA 116)**

<table>
<thead>
<tr>
<th>Chemical Hazards</th>
<th>Physical/Equipment Hazards</th>
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<tbody>
<tr>
<td>Flammables</td>
<td>Finger/Nip</td>
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<tr>
<td>Health Hazards</td>
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**Engineering, Administrative & PPE Control Measures**

- No Food/Drink
- Ventilation
- Training
- PPE

**Emergency Contact Information**
- Campus Safety: x4600
- Studio Operations Manager: x4627
- Environmental Protection & Safety: x4647

**Access, Security & Use Level 2/Moderate Hazard Space**

Students or employees are advised to use this space.
Studio Use
The sculpture clay mixing shop (116A) is designated as a Level 4/Restricted Hazard Space as per the hazard sign depicted to the left, primarily due to the Soldner clay mixer. When this device is controlled/locked out, shop access/use may operate under Level 2/Moderate Hazard Space criteria. Student use of the studio and all materials contained therein is restricted to those enrolled in classes, or as authorized by department faculty/staff. The buddy system is required for all authorized studio users, unless the Soldner clay mixer is in operation, which may exclusively be used by the Studio Operations Manager.

Studio Use
The sculpture hot shop (116B) is designated as a Level 4/Restricted Hazard Space, as per the hazard sign depicted to the left. Student use of the studio and all materials contained therein is restricted to those enrolled in classes, or as authorized by department faculty/staff. Direct supervision by faculty or staff is required for all authorized studio users.

Studio Use
The sculpture casting shop (116C) is designated as a Level 4/Restricted Hazard Space as per the hazard sign depicted to the left, primarily due to isocyanate use in the fume hood. When isocyanates are not in use, shop access/use may operate under Level 2/Moderate Hazard Space criteria. Student use of the studio and all materials contained therein is restricted to those enrolled in classes, or as authorized by department faculty/staff. The buddy system is required for all authorized studio users, unless isocyanates are in use, whereby direct supervision by faculty or staff is required for all authorized studio users.
**Studio Use**

The sculpture paint spray booth (117) is designated as a **Level 2/Moderate Hazard Space**, as per the hazard sign depicted to the left. Student use of the space and all materials contained therein is restricted to those enrolled in classes, or as authorized by department faculty/staff. While it is not practical to use the spray booth with a buddy in the room, the buddy system is still generally required for all authorized studio users engaging in spray booth activities.

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**Studio Use**

The sculpture wood shop (118) is designated as a **Level 4/Restricted Hazard Space**, as per the hazard sign depicted to the left. Student use of the studio and all materials contained therein is restricted to those enrolled in classes, or as authorized by department faculty/staff. Direct supervision by faculty or staff is required for all authorized studio users.
# HAMILTON COLLEGE STUDIO SAFETY AGREEMENT FOR STUDENTS

Hamilton College is committed to providing *all studio users* a safe environment in which to work and learn. Students must be well informed of the chemical and physical hazards associated with all studio activities, and conform to the following rules established for the use of these facilities:

1. The use of any hazardous chemical material, or the use/operation of any equipment/machinery/power tool, must be approved by your instructor.

2. Unauthorized facility use, horseplay or pranks are strictly prohibited in the studio.

3. Report all injuries to your faculty member or instructor immediately. Any student injured in the studio must be seen by the Health Center.

4. Eating, drinking or smoking in a studio where chemicals are actively in use is strictly forbidden. Eating or drinking is acceptable in suitable non-chemical use or storage areas, or as specified by your instructor.

5. Everyone who uses this studio must know the locations of emergency equipment, such as fire extinguishers, eyewashes, showers, first aid kits, spill kits and telephones.

6. Wear the appropriate attire when working with chemicals or dangerous equipment in the studio. Wear the necessary Personal Protective Equipment (PPE) as specified by your instructor, and do not wear loose clothing, dangling jewelry, or your hair in an unconfined manner when using equipment that may catch these loose items.

7. When using equipment, machinery or power tools, obey the instructions, Standard Operating Procedures, or manufacturer’s recommendations/warnings governing their use at all times.

8. All hazardous chemical materials must be properly used, stored, labeled and disposed of.

9. Know the flammability, reactivity, health hazard and special hazards of any hazardous chemical material you must use. Report any signs or symptoms indicating a potential overexposure to a hazardous chemical to your instructor.

10. After using chemicals in the studio, always wash your hands prior to leaving, even after wearing protective gloves.

11. Dispose of hazardous chemical materials in a manner specified by your instructor. Do not use sinks to drain dispose of chemical materials. Sinks are only to be used for rinsing or other hygienic purposes. Do not dispose of any residual chemical waste materials unless you are certain that the waste stream may be discarded as trash/solid waste. Report all spills to your instructor immediately.

12. Maintain the areas you use in the studio in a tidy, neat, and well-kept manner. Since you individually are in the best position to know what chemicals or products are in use during certain studio activities, do not assume that others within your class, your instructors, or college support staff will clean up messes they were not responsible for.

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I, ________________________________, have carefully read the studio safety agreement for Hamilton College and understand that these rules will be rigorously and impartially enforced. I also understand that willful and/or repeated violations of these safety rules will result in my studio privileges being revoked.

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
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</table>

| Class Name/Section & Instructor: | |