

Wayne State University  
James Pearson Duffy  
Department of Art and Art History  
Student Safety Handbook

[art.wayne.edu](http://art.wayne.edu)

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## Welcome Art Majors:

We are pleased that you have chosen Wayne State University to pursue your higher education in art. We hope that the time you spend with us will be rewarding. In addition to developing your visual literacy, critical and conceptual skills, you will also develop your technical skills. Through this endeavor you will encounter many new materials. In an effort to help you develop safe and healthy studio practices this Student Safety Handbook has been prepared for you.

Activities within the studios are restricted to educational pursuits and class work only. Some studios contain equipment like saws, kilns, welding equipment, easels and computers. In order to provide a safe and healthy working environment, some studios have restricted hours. Please note these hours may change from semester to semester. Check with your professor or look for posted studio hours to determine open studio times and restrictions. Non Wayne State University people are not permitted to be present while you work.

Some studios and projects will require storage of works in progress. You should see the individual studio rules or ask your instructor to see how this applies to your projects. In general, all projects must be removed from each studio by the end of each semester. All locks must be removed from Art Department lockers each semester. Projects will be disposed of if left behind. Special arrangements must be made with your instructor to carry over projects or store projects for more than one semester.

As a Wayne State University Art or Art History, undergraduate or graduate student, you will utilize several art studio spaces and classrooms. An area coordinator

facilitates each discipline. Respective studios and/or classrooms are maintained and supervised by these Area Coordinators. The Wood Shop, however, is run by the Art Studio Supervisor and is open to all disciplines. Questions concerning specific areas should be addressed to the following coordinators:

**Area Coordinators:**

**Art History:**

Margaret Franklin, 313-577-1801 [ai4589@wayne.edu](mailto:ai4589@wayne.edu)

**Ceramics Studios:**

Joseph Zajac, 313-577-2990 [ak6640@wayne.edu](mailto:ak6640@wayne.edu)  
Studios: 056, 060 Art Building

**Drawing Studios:**

Mel Rosas, 313-577-0394 [ad5276@wayne.edu](mailto:ad5276@wayne.edu)  
Studios: 3107, 3133 Old Main

**Fashion Design & Merchandising:**

Rayneld Johnson, 313-577-3318 [aa8888@wayne.edu](mailto:aa8888@wayne.edu)  
Kevin Kissell, 313-577-0253 [eg4472@wayne.edu](mailto:eg4472@wayne.edu)  
Studios: 2125, 2137 Old Main

**Fiber Studio:**

Urban Jupena, 313-577-2993 [aa2540@wayne.edu](mailto:aa2540@wayne.edu)  
Studio: 2177.2 Old Main

**Graphic Design:**

Judith Moldenhauer, 313-993-8165 [aa4725@wayne.edu](mailto:aa4725@wayne.edu)  
Studio: 3108 Old Main

**Industrial Design:**

Brian Kritzman, 313-577-6523 [ab3792@wayne.edu](mailto:ab3792@wayne.edu)  
Studios: 257, 262 Art Building

**Interdisciplinary Electronic Arts:**

Cristobal Mendoza, 313-577-4918 [eb9076@wayne.edu](mailto:eb9076@wayne.edu)  
Studio: 3110 Old Main

**Interior Design:**

Dennis Robare, 313-577-2995 [as9087@wayne.edu](mailto:as9087@wayne.edu)  
Studio: 2106.1 Old Main

**Metalsmithing Studio:**

Evan Larson, 313-577-2983 [aj7332@wayne.edu](mailto:aj7332@wayne.edu)  
Studio: 052 Art Building

**Painting Studio:**

Mel Rosas, 313-577-0394 [ad5276@wayne.edu](mailto:ad5276@wayne.edu)  
Studio: 3141 Old Main

**Photography Studio:**

Marilyn Zimmerman, 313-577-8548 [aa4212@wayne.edu](mailto:aa4212@wayne.edu)  
Studio: 4341 Old Main

**Printmaking Studio:**

Pamela Delaura, 313-577-2997 [aa2637@wayne.edu](mailto:aa2637@wayne.edu)  
Studio: 259.2 Art Building

### **Sculpture Studios:**

Michael Bogdan, 313-577-2980

ak7465@wayne.edu

Studios: 250 Art Building, Foundry

### **Staff:**

Sculpture and 3D Studio Supervisor:

Michael Bogdan,

[ak7465@wayne.edu](mailto:ak7465@wayne.edu)

Systems Integrator I:

Ian Chapp,

ac0051@wayne.edu

### **Wood Shop:**

Robert Taormina, 313-577-2989

[ai4085@wayne.edu](mailto:ai4085@wayne.edu)

Studio: 055 Art Building

## **Working Safely**

Personal safety is a life-long endeavor. It is important to implement safe working practices early to develop good working habits. Below are a few things to keep in mind when working in studios that involve equipment:

1. **Follow Studio Rules:** Check course syllabus for specific rules for your class.
2. **Equipment Use:** Do not use any equipment, technologies or tools that have not been demonstrated to you. If you feel uncomfortable or unsafe, do not use equipment.
3. **Altering Equipment:** Never remove safety equipment from machines. Never alter equipment or computers without authorization from your instructor.
4. **Impaired Function:** Do not operate any tool/equipment while under the influence of drugs, alcohol or any non-prescribed medication. Use of studio equipment while taking prescription medications that impair function in any way is also prohibited. Do not operate any tool if drowsy or sleep deprived.
5. **Dust Collection:** Know how to turn them on and off and when to use them.
6. **Fume Hoods:** Always use when mixing chemicals. Use paints and fixatives at designated spray hoods/booths only! Do not spray **anything** in non-designated areas, i.e., sidewalks, walls and hallways.
7. **Emergency Equipment:** First aid stations, eye wash stations, safety showers and fire extinguishers. Know where they are located and how and when to use them.
8. **After Hour Studio Use:** You must obtain permission from your instructor to use the studio after hours.
9. **Working Alone:** Never work alone in the studios. Use the buddy system. Always make sure another student is working in the studio with you. IF you should injure yourself, you want to make sure someone else is there to call for help.

10. **Campus Safety:** Please see the WSU police department website for more safety tips on campus. [http://police.wayne.edu/personal\\_safety.php](http://police.wayne.edu/personal_safety.php) WSU police can be contacted at (313) 577-2222 or 7-2222 from a campus phone.

## Studio Attire

In some studios you will be required to work with hand tools, machinery or welding equipment. Be aware of what you will be doing before you come to class and dress appropriately. The following are general attire rules for those who are working around machinery and welding equipment.

1. **Shoes:** Wear shoes with closed toes and backs while working in the studios. No flip-flops, sandals, high heels, clogs, etc.
2. **Clothing:** Loose clothing can get caught in spinning machinery. Loose clothing, hair, jewelry (rings, necklaces) etc. is not permitted in the studios when working with machinery. Tie back hair and remove jewelry when working with machines and hand tools.
3. **When working with flame:** Wear natural fiber clothing and avoid synthetics. Synthetic fibers burn easily. 100% cotton is best when working with flames.

## Studio conduct

Studios are private but community spaces. They are private because only WSU art students are allowed to use them and they are not open to the general public. However, they are also a place to share your ideas and create your artwork:

1. Be respectful to others. All university policies apply. See <http://www.doso.wayne.edu/student-conduct/PDF%20Documents/Student%20Code%20of%20Conduct%20Brochure.pdf> for more information.
2. Studio usage is a privilege not a right. Improper conduct or use can result in you being barred from using a studio.
3. Be Alert! Please consider the safety of all students while working in the studios. Know what and who is around you at all times when working.
4. Report all accidents of any kind to your professor or studio supervisor. Follow all directions of your professor and the studio supervisors.
5. Always clean your work area before leaving the studio.
6. Always put tools away after use.
7. Borrowing equipment: Do not remove tools from shop without asking first.
8. No Horseplay! Running, clowning around, etc. may contribute to an accident.
9. Eating: No eating in the studios. Food could become contaminated with chemicals being used in the studio. To help prevent the consumption of unknown chemicals food should not be consumed in the studios.

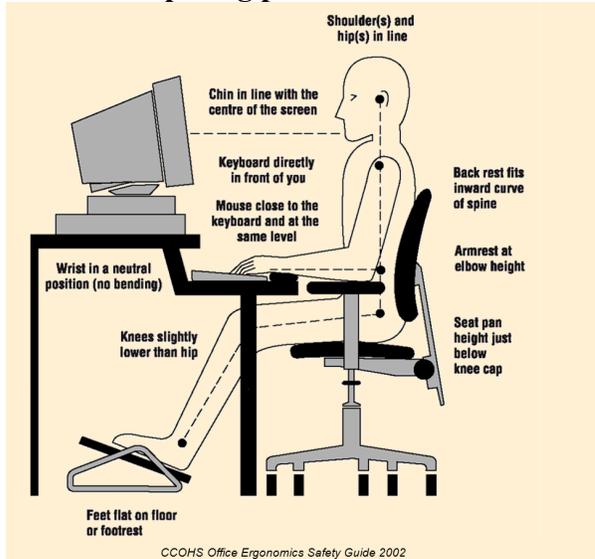
10. Smoking: Smoking is not allowed in any of the buildings on campus and you must be at least 25 ft from any entrance when smoking.

## Electronics and Technology

### Working with: Ergonomics for computers

Tips:

**Maintaining Ears, Shoulders, and Hips in alignment will help to maintain a safe and neutral computing posture.**



### Follow The 20/20/20 Rule:

The 20/20/20 rule is a simple rule you can follow whenever you are working on a computer or reading a book. Every **twenty** minutes focus on an item **twenty** meters away for **twenty** seconds. This lets your eyes refocus and allows your ciliary muscle to relax for a few seconds.

See “Additional Reference” at the end of this handbook for more interesting links on computer ergonomics.

### Living With:

We live in a changing world of technology, with many powerful new instruments coming out each day. In a classroom setting you are not alone. So, please, be aware of how these new devices may be disruptive in a class environment. Personal electronics like MP3 players can be a distraction to you and others and endanger your safety. They shut you out from the world around you and they can become entangled in moving machine parts.

1. **Working with machines:** Do not wear/use MP3 players, headphones, ear-buds or Bluetooth devices while working in the shop. You need to listen to the machines to understand them better and prevent accidents from happening.
2. **During lectures:** Please turn off all phones and musical devices. Set phone to vibrate or silent and if you need to answer your phone, please leave the classroom first.

### **Hazardous Materials – working with and disposal of**

Many studios use hazardous materials. Important safety information on studio material use will be found in the studio's Material Safety Data Sheets (MSDS) or MSDS book and at the "Right to Know" station. Know where they are located in each studio. These sheets will contain health and fire risks, reactivity hazards, special hazards as well as how to handle and store the material. Here are a few general rules when working with chemicals and materials:

1. **Material Safety Data Sheet (MSDS):** Know where these are located for each studio. Use it to reference health and safety risks of materials that are used in that specific studio and what safety equipment should be used.
2. **Personal Protection Equipment (PPE):**
  - a. **Eye protection:** safety glasses, goggles, and face shields **must** be worn at all times during required periods specified by your professor.
  - b. Proper **ear protection** should be worn at all times while working with machines.
  - c. Use proper **dust mask** for each material. Refer to the Studio's MSDS Station's for more information or class syllabus.
  - d. **MSDS:** IF syllabus does not state what PPE is needed, check the studio MSDS information. It is your right to know.
3. Know how to properly dispose of chemicals and materials. Studios may have collection areas for paints, solvents or scrap metals. Check your syllabus.
4. If using a secondary container (a non-original container without a manufacturer's label), this container must be clearly identifiable with a Hazardous Materials Identification System (HMIS) and National Fire Protection Association (NFPA) label if the chemical will be stored and used from this new container. See MSDS book in studio.
5. If you bring in a new chemical or material to the studio, you must bring in a MSDS sheet to give to your professor. These can be obtained from the manufacture or their website.
6. **Personal Health:** If you have personal health issues that may restrict what materials you work around or safety equipment you can safely use, please check

with your physician before signing up for classes. If you are pregnant or plan to become pregnant, check with your instructor to see what types of materials and chemicals you will be using. Consult with your physician to determine if you should take the class.

### **Emergencies:**

Please visit [http://police.wayne.edu/handbook.php#emergency\\_services](http://police.wayne.edu/handbook.php#emergency_services) for more information

1. **Emergencies:** In the event of any police, fire or medical emergency, or to report a crime, suspicious person or any matter that you feel deserves prompt police attention (whether on campus or in the surrounding area) all members of our campus community should immediately contact the Wayne State University Police Department at **313-577-2222**. Placing an emergency call to "911" is discouraged, as the caller may not know the exact address, building name or their exact location to provide to the 911 Emergency Services Operator. This could result in an emergency response delay as the Detroit Police Department; Detroit Fire Department; Emergency Medical Services responders are not intimately familiar with the campus to the extent of WSUPD Officers.  
Again, any police, fire or medical emergency requests for services should always be directed to the Wayne State University Police at 313-577-2222.
2. **Evacuation:** Know how to exit the building in case of emergency. Emergency Exit Maps are located throughout the halls of the buildings.  
[www.oehs.wayne.edu/procedures/contingency-plan.php](http://www.oehs.wayne.edu/procedures/contingency-plan.php)
3. **Reporting an accident:** Any accident should be reported immediately to your professor and, if needed, first aid applied.
4. **First aid:** is the *immediate, temporary care given to the victim of an accident or sudden illness until the services of a physician can be obtained*. When administering first aid please be aware and practice universal precautions. "Universal precautions," as defined by Centers for Disease Control and Prevention (CDC), are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other **blood borne pathogens** when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other blood borne pathogens. To use universal precautions mean treating all human blood/fluids as if it was infected, regardless of the person who is injured. If a blood spill occurs, notify the professor or shop supervisor immediately. Do not walk through area where accident has occurred. Always wear medical gloves when attending to an injured person. Infection disposal bags are located in the First Aid Kits.

5. **Chemical Spills:** If a chemical spill occurs immediately notify your professor and call Wayne State Police 313-577-2222.  
See [www.oehs.wayne.edu/procedures/spills-fires.php](http://www.oehs.wayne.edu/procedures/spills-fires.php) for more details.

### **Other Useful References:**

*The Artist Complete Health and Safety Guild*, by Monona Rossol

1. Using Solvents: [www.artcalendar.com/news/2009/mar/16/using-solvents/](http://www.artcalendar.com/news/2009/mar/16/using-solvents/)
2. Going Solvent Free: [www.artcalendar.com/news/2009/mar/16/expanded-april-2009-article-solvent-free-and-safer/](http://www.artcalendar.com/news/2009/mar/16/expanded-april-2009-article-solvent-free-and-safer/)
3. Using an E-Acto Knife: <http://www.5min.com/Video/How-to-use-an-X-Acto-Knife-126544684>
4. Using Spray Mount: [http://solutions.3m.com/wps/portal/3M/en\\_US/3M-Super-77/Super77/SprayAdhesive/Tips-Techniques/?PC\\_7\\_RJH9U5230GE3E02LECIE204IT0\\_assetType=MMM\\_Article&PC\\_7\\_RJH9U5230GE3E02LECIE204IT0\\_assetId=1114283632789&PC\\_7\\_RJH9U5230GE3E02LECIE204IT0\\_univid=1114283632789#7\\_RJH9U5230GE3E02LECIE204IT0](http://solutions.3m.com/wps/portal/3M/en_US/3M-Super-77/Super77/SprayAdhesive/Tips-Techniques/?PC_7_RJH9U5230GE3E02LECIE204IT0_assetType=MMM_Article&PC_7_RJH9U5230GE3E02LECIE204IT0_assetId=1114283632789&PC_7_RJH9U5230GE3E02LECIE204IT0_univid=1114283632789#7_RJH9U5230GE3E02LECIE204IT0)
5. Computer Ergonomic Tips: [http://dohs.ors.od.nih.gov/ergo\\_computers.htm](http://dohs.ors.od.nih.gov/ergo_computers.htm)
- 6: Lighting at your Computer workstation:  
[http://www.osha.gov/SLTC/etools/computerworkstations/wkstation\\_enviro.html#lighting](http://www.osha.gov/SLTC/etools/computerworkstations/wkstation_enviro.html#lighting)